COUNTY OF LOS ANGELES

DEPARTMENT OF PARKS AND RECREATION

"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#15 JULY 12, 2011

SACHI A. HAMAI
EXECUTIVE OFFICER

July 12, 2011

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:

APPROVAL OF PARK MAINTENANCE SERVICES CONTRACT WITH CONEJO CREST FOR ALTADENA AREA PARKS (SUPERVISORIAL DISTRICT 5) (3 VOTES)

SUBJECT

This action is to award a park maintenance services contract to Conejo Crest, for Charles S. Farnsworth Park, Loma Alta Park, Charles White Park and the Altadena Triangle, collectively referred to as the "Altadena Area Parks."

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find the proposed action is categorically exempt from the California Environmental Quality Act in accordance with Section 15301(h) of the California Environmental Quality Act Guidelines and Class 1(j) of the Environmental Document Reporting Procedures and Guidelines, adopted by your Board on November 17, 1987, because the contract involves landscape and grounds maintenance of existing landscaping.

2. Find that the recommended contract for park maintenance services can be more economically performed by an independent contractor than by Los Angeles County employees for the Altadena Area Parks.

3. Approve and instruct the Mayor to sign a two-year contract with Conejo Crest for park maintenance services, for the Altadena Area Parks, for an annual base contract cost of $189,317 for two years with three one-year renewal options, for a maximum potential term of five years, and a anticipated total of $946,585. This amount does not include the contingency or Cost of Living Adjustments, if any, to be exercised by the Director of the Department of Parks and Recreation

effective the first day of the month following Board approval.

4. Authorize the Director of the Department of Parks and Recreation to exercise the three contract renewal options annually, if in the opinion of the Director of the Department of Parks and Recreation, the contractor has successfully performed the previous contract period and the services are still required and are cost effective. Such renewal may include a Cost of Living Adjustment, per option year, subject to approval by the Chief Executive Office.

5. Authorize the Director of the Department of Parks and Recreation to increase the Altadena Area Parks contract cost by ten percent as needed during each Contract year totaling up to $18,931.70 as a contingency amount for unforeseen services/emergencies and/or additional work within the scope of the contract, which could increase the total annual Contract to a maximum $208,248.70 per year.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended contract is for park maintenance services for the Altadena Area Parks. The private sector has been providing park maintenance services for the Altadena Area Parks since November 1987. This is part of the continuing effort on behalf of the Department of Parks and Recreation (Department) to provide the best possible service to the public in a cost-effective manner.

Implementation of Strategic Plan Goals

The recommended contract will further the County's Strategic Plan Goals of Operational Effectiveness (Goal 1), through the provision of quality maintenance services at a savings over County of Los Angeles (County) costs, and Community and Municipal Services (Goal 3), by enriching the lives of County residents and visitors by ensuring quality regional open space, recreational and public works infrastructure services for County residents, and deliver customer oriented municipal services to the County's diverse unincorporated communities.

FISCAL IMPACT/FINANCING

In accordance with County policy, the contract contains a Cost of Living Adjustment (COLA) provision based on an annual rate as determined by the Chief Executive Office (CEO), whereby the Director of the Department of Parks and Recreation (Director), at his sole discretion, may increase the Contractor's compensation during the option years. The COLA adjustment rate is capped at the lesser of: the most recently published percentage change in the Bureau of Labor Statistics, Los Angeles-Riverside-Orange County, Consumer Price Index for Urban Consumers for the 12-month period preceding the contract anniversary date; or the general salary movement percentage for County employees for the 12-month period preceding the prior July 1st.

The decision to include the COLA is based on the Department's experience that the Contractor may incur an increase in costs, such as insurance premiums, fuel, etc., during the option years, which could impact their performance. As a result, this provision allows the Director to review cost information during the option years to determine if the COLA is justified subject to approval by the CEO. The Department will comply with the newly adopted Board policy to exclude the cost of labor from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

The Proposition A cost analysis indicates that the recommended contract for park maintenance services can be performed more economically by the private sector. The total annual cost to provide

park maintenance services is $206,373.04 which represents the Contractor's direct cost of $189,317 plus the Department's indirect cost of $17,056. This represents an estimated savings of $272,254.99 from the estimated annual County cost of $478,628.03 to perform similar services for one year (Attachments I, II and III).

The Department will not request that the Contractor perform services that will exceed the approved maximum contract amount, which may include the ten percent contingency fee or COLA increase without the prior approval of the Board.

OPERATING BUDGET IMPACT

Based on the recommended action, the Department does not anticipate any additional ongoing costs. The Department is expecting a very small and immaterial savings to its operating budget of $3,701 as the base cost of the proposed contract is $189,317 versus the current contract cost of $193,018. Sufficient appropriation is budgeted in the Department's Annual Operating Budget for the proposed contract.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Proposition A cost analysis indicates that the recommended contracted park maintenance services can be performed more economically by the private sector. (Attachments I, II and III).

The Contractor has agreed to comply with the County's Living Wage Program and Proposition A requirements. The contract complies with all of the requirements of the Los Angeles County Code, Section 2.201 and Chapter 2.121.

In compliance with the provisions of Los Angeles County Code Sections 2.121.250 through 2.121.420, the Department solicited proposals from private contractors for park maintenance services for the Altadena Area Parks.

The mandatory requirements for contracting as identified in Section 2.121.380 of the Los Angeles County Code have been met.

Proposition A contracts valued under $1 million are no longer reviewed by the County's Auditor-Controller for cost-effectiveness, as stated in their memo of October 2, 2003. Therefore, the Proposition A cost analysis was performed internally using the guidelines and methodologies consistent with the Auditor-Controller procedures.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code Chapter 2.202; Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that

provide for contract termination or renegotiation.

The California State Department of Industrial Relations, Division of Labor Standards Enforcement, has returned its report indicating no negative information on the Contractor.

The Contractor has executed the attached contract and will provide the required insurance policies prior to the start of this contract naming the County and the Department Districts as additional insureds.

County Counsel has approved the contract as to form.

ENVIRONMENTAL DOCUMENTATION

The approval of this contract is categorically exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15301(h) of the State CEQA Guidelines and Class 1(j) of the Environmental Document Reporting Procedures and Guidelines, adopted by your Board on November 17, 1987, because the project involves landscape and grounds maintenance of existing landscaping.

CONTRACTING PROCESS

On December 2, 2010, the Department commenced solicitation for park maintenance services by posting a notice for Request For Proposals (RFP) on the County “Doing Business with Us” website and included a link to download the solicitation package and bilingual instructions on how to contact the Department regarding this RFP. Attachment IV is a listing of contractors who are registered for park maintenance services on the Internal Services Department’s Website and received notification of this project.

On December 15, 2010, 11 companies attended the Mandatory Proposer/Site Visits Conference. On January 6, 2011, the Department received five proposals. All proposals were reviewed to ensure compliance with mandatory minimum requirements outlined in the RFP.

The evaluation committee consisted of three Department employees. The committee reviewed each proposal for business experience, qualifications, staffing plan requirements, compliance with the Living Wage Program requirements, quality control plan and the ability to accomplish the required park maintenance services. All proposals were evaluated using an informed averaging methodology. There were no protests resulting from this solicitation.

Based on the evaluation criteria and the evaluations, it is recommended that the contract for these services be awarded to the highest-rated proposal, Conejo Crest.

Attachment V reflects the Contractor’s minority participation. It should be noted that upon final analysis and award, the Contractor was selected without regard to gender, race, creed, or color.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not infringe on the role of the County in its relationship to its residents, and the County’s ability to respond to emergencies will not be impaired. In addition, the County has determined that it has alternative resources available in the event of a default. This contract will not

result in the displacement of any County personnel, as these services are currently being performed by the private sector. Therefore, there will be no impact to existing staff or service levels.

CONCLUSION

It is requested that an adopted copy of the action taken by your Board and five fully executed copies of the attached contract be forwarded to the Department of Parks and Recreation.

Respectfully submitted,

RUSS GUINEY
Director

RG:RM:KEH
CWK:lk

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

County's Estimated Avoidable Costs Compared to Contractor's for Altadena Area Parks PARK MAINTENANCE SERVICES

COUNTY COST

Attachment I

DIRECT

Salaries

Position	Salaries & Employee Benefits[1]	No. of Positions [2]	No. of Months	Total	
Senior Grounds Maintenance Worker	5,387.81	0.59	12	$38,117.84	
Ground Maintenance Worker II	4,887.83	1.18	12	$69,161.13	
Grounds Maintenance Worker I	4,370.12	4.51	12	$236,521.60	
Irrigation & Lawn Sprinkler Fitter	6,658.84	0.59	12	$47,110.16	
Agriculture Chemical Sprayer	6,508.24	0.07	12	$5,312.85	
Utility Tractor Operator	6,605.53	0.24	12	$ 19,322.30	
		7.18			**$ 415,545.88**

1. 5th Step Variance @ 97.1133%
2. Positions reflect annual Hours @ 1764

Vehicle Usage/Fixed Assets [3]	No. of Units	No. of Miles/Hrs	Cost Per Mile/Hour	Total	
Vehicle/Equipment Usage					
1 Ton Dual Crew Cab Truck (____miles/week)	1	3,956.00	0.6891	$ 2,726.08	
3/4 ton crew cab (____miles/week)	1	33,488.00	0.6433	$ 21,542.83	
1/2 ton truck (__miles/week)	2	33,488.00	0.5029	$ 33,682.23	
1/2 ton truck sprayer truck (____miles/week)	1	1,104.00	0.5029	$ 555.20	
Landscape trailer	0		0	$ -	
					$ 58,506.34
Fixed Assets (Annualized 7 years)					
1 Ton Dual Crew Cab Pick-up Truck	1			$ 3,767.86	
3/4 ton crew cab	1			$ 2,260.71	
1/2 ton truck	2			$ 5,882.14	
1/2 ton truck sprayer truck	1			$ 2,000.00	
Landscape Equipment Trailer	1			$ 428.57	
Toro 580D Mower	1			$ 4,898.21	
Toro 345 (72") Mower	1			$ 1,960.71	
					$ 21,198.20
Services & Supplies					
Equipment Supplies				$ 916.19	
Grounds Maintenance				$ 17,691.01	
Mowing Supplies				$ 2,888.25	
					$ 21,495.45
Total Services and Supplies/Equipment					
Indirect Costs					
Avoidable Overhead Contract Admin.				$ -	
Avoidable Overhead Agency Admin.				$ -	
				$ -	
TOTAL ESTIMATED COUNTY AVOIDABLE COSTS [4]					**$377,428.04**

3. Equipment costs include the use of a 1 ton Dualley Pick Up with extended cab at a rate of $0.6891 per mile.
4. County's cost to provide the level of service proposed in the RFP

CONTRACTING COSTS

CONTRACTOR'S DIRECT COST			
Employee Salaries and Benefits		$ 93,842.88	
Services & Supplies and Equipment		$ 18,096.00	
Overhead		$ 52,684.68	
Profit		$ 24,693.48	
TOTAL CONTRACTOR'S COST [5]		$ 189,317.04	
COUNTY INDIRECT COST [6]			
Unavoidable Overhead Contract Admin.	$13,295 x 25%=	$ 3,324.00	
Unavoidable Overhead Agency Admin.	$54,929 x 25%=	$ 13,732.00	
TOTAL COUNTY INDIRECT COST		$ 17,056.00	
TOTAL CONTRACTING COST (direct cost +indirect cost)			**$206,373.04**
ESTIMATED SAVINGS FROM CONTRACTING (TOTAL ESTIMATED COUNTY AVOIDABLE COSTS LESS TOTAL CONTRACTING			**$171,055.00**

5. Contractor's bid on the RFP.
6. Indirect cost includes monitoring by County field staff.

Attachment II

Conejo Crest Proposed Costs by Category

for the Altadena Area Parks Parks Maintenance Services

Employee Salaries and Benefits

Position	Full-Time Equivalent	Annual Hours	Hourly Rate	TOTAL
Forman	1.00	2,064	$13.00	$26,832.00
Gardners	3.00	6,192	$9.64	$59,690.88
Total	4.00	8,256		$86,522.88
Employee Benefits				$7,320.00

Total Employee Salaries and Benefits **$93,842.88**

Services, Supplies, and Equipment

Equipment: (1) 3/4 Ton truck, (1) 72" X mark mower, (1) 48" mower, (1) 4030 tractor, (1) blower, (1) hedge trimmer, (1) line trimmer, (1) edger, (1) 200 gal sprayer	$6,240.00	
Supplies (Trash bags, Round-up, Fertilizer, Disinfectant)	$6,456.00	
Services (trash pick up, weed abatement, pruning)	$5,400.00	
Total Services, Supplies and Equipment		**$18,096.00**

Overhead

Insurance, (General Liability, Worker's Comp, Auto, Umbrella)	$18,855.84	
Employee Taxes (Social Security, Medicare, State Disability)	$8,604.84	
Total Insurance/Employee Taxes	$27,460.68	
Administrative: (Accounting, Bookkeeping, Management, Office Equipment, Utilities, Telephone)	$25,224.00	
Total Overhead		**$52,684.68**

Profit

	$24,693.48	
Total Profit		**$24,693.48**
TOTAL CONTRACTOR'S COSTS		**$189,317.04**

Schedule of Difference Between County and Conejo Crest Costs by Category
Park Maintenance Services

Costs by Category	County	Contractor	Difference	Remarks
Staffing				
Sr. Grd. Maintenance Worker	0.59		0.59	{A}
Grounds Maint. Worker II	1.18		1.18	
Grounds Maint. Worker I	4.51		4.51	
Irrigation Lawn Sprinkler Fitter	0.59		0.59	
Ag. Chem. Sprayer	0.07		0.07	
Utility Tractor Operator	0.24		0.24	
Supervisor		0.00		
Foreman		1.00		
Gardners		3.00		
TOTAL	7.18	4.00	3.18	
Salary Costs	$377,428.04	$86,522.88	$290,905.16	{B}
(County Salaries include 5th Step Variance of 97.1365%)				
Employee Benefits	$0.00	$7,320.00	($7,320.00)	{C}
Included with Salary Costs				
Equipment, Services & Supplies	$101,199.99	$18,096.00	$83,103.99	{D}
Taxes & Insurance	$0.00	$27,460.68	($27,460.68)	
Indirect Costs	$0.00	$25,224.00	($25,224.00)	{E}
TOTAL Costs (Less Profit)	$478,628.03	$164,623.56	$314,004.47	
Contractor Profit	$0.00	$24,693.48	($24,693.48)	
TOTAL Costs	$478,628.03	$189,317	$289,310.99	
Unavoidable Contracting Costs	$0.00	$17,056.00	($17,056.00)	
TOTAL County vs. Contracting Costs	$478,628.03	$206,373.04	$272,254.99	

{A} The contractor has indicated that they can perform the services with less full-time equivalent staff since they are performing similar services in the area. The number of County positions is based on the total number of hours divided by the annual County productive hours of 1,764.

{B} The County's and contractor's salary costs are based on full-time staff as well as a percentage of staff's time. In addition, the contractor's employees are paid more than $5 less per hour than the County items. The contractor's salary costs are 46% of the contract costs.

{C} Contractor will not be providing health benefits to those hourly employees providing services under this contract. Therefore, as required by the Living Wage Ordinance, contractor will pay its hourly employees providing services under this contract no less than $11.84 per hour.

{D} As indicated on Attachment II, the total costs for services, supplies, and equipment are approximately 10% of the contract costs.

{E} Contractor's indirect costs (overhead) are approximately 13% of the contract costs and are associated with the cost of management, telephone, utilities, office equipment and bookkeeping. For this contract, County's indirect costs are unavoidable.

Attachment IV

LANDSCAPE AND GROUNDS MAINTENANCE VENDORS

AC HORTICULTURE MANAGEMENT 18419 LUDLOW ST, NORTHRIDGE, CA, 92844-2844	**MARIPOSA HORTICULTURAL ENTERPRISES, INC.** 15505 ARROW HWY, IRWINDALE, CA, 92502-2002
ACCENT LANDSCAPE, INC. PO BOX 3580, GARDENA, CA, 77250-7250	**MOSS AMERICA COMPANIES** PO BOX 5795, BEVERLY HILLS, CA, 95795-5795
ALD LANDSCAPE & MAINTENANCE 1350 W. 228TH ST. #6, TORRANCE, CA, 90501	**NEW GENERATIONLANDSCAPE CO., INC.** 16042 BASSETT ST, VAN NUYS, CA, 84605-4805
AMERICAN GOLF CORPORATION 19800 S. MAIN STREET, CARSON, CA, 90745	**NEW VISION** 1436 ORCHARD ST, #A, SANTA PAULA, CA, 93060
AZTECA LANDSCAPE 1027 E. ACACIA STREET, ONTARIO, CA, 91761	**NOON PRODUCTIONS, LLC** P. O. BOX 802974, SANTA CLARITA, CA, 91360
BENNETT ENTERPRISES INC 25889 BELLE PORTE AVENUE, HARBOR CITY, CA, 90710	**OAKRIDGE LANDSCAPE INC** 6818 HASKELL AVE, NORTH HILLS, CA, 91343
BRIGADIER CORP. 915 W. FOOTHILL BL. #C-403, CLAREMONT, CA, 91711	**OROZCO LANDSCAPE AND TREE CO.** 11194 PIPELINE AVE, POMONA, CA, 84056-4056
CACHO LANDSCAPE 711 TRUMAN ST, SAN FERNANDO, CA, 91340	**PANAMERICAN LANDSCAPING** 4570 VAN NUYS BLVD, # 284, , SHERMAN OAKS, CA, 32913-2913
CALIFORNIA CONSERVATION CORPS 11401 BLOOMFIELD AVE., BOX 9, NORWALK, CA, 02015-2015	**PARKWOOD LANDSCAPE MAINT., INC** 16443 HART ST, VAN NUYS, CA, 91406
CAM SERVICES 5664 SELMARAINE DR, CULVER CITY, CA, 06120-6120	**PLANT TERRA LANDSCAPE INC** 13913 LA CASCADA CT, BAKERSFIELD, CA, 48354-8354
CHRYSALIS CENTER/DBACHRYSALIS WORKS CHRYSALIS WORKS, 1653 LINCOLN BLVD, SANTA MONICA, CA, 90404	**POWERLAND EQUIPMENT, INC.** 27943 VALLEY CENTER RD, VALLEY CENTER, CA, 26947-6947
COMMERCIAL TREE CARE 24885 SAN FERNANDO RD, UNIT. 8, NEWHALL, CA, 11513-1513	**QQEST ASSET MANAGEMENT LLC** 9350 SOUTH 150EAST SUITE 130, SANDY, UT, 84070
COMPLETE GARDENING & LANDSCAPECG&L P.O. BOX 1862, 703 W. CARTER DR, GLENDORA, CA, 91740	**REAL ESTATE CONSULTING &SERVICES, INC.** 635 E. 1ST ST, # 418, TUSTIN, CA, 03417-3417
CREATIVE CONCEPTS LANDSCAPE MGMT INC. 4116 LA CRESCENTA AVE, LA CRESCENTA, CA, 43909-3809	**RMT GOLF & SPORT** 28517 CALLE LORENZO, SAN JUAN CAPO, CA, 51672-1672
CUT N EDGE INC. PO BOX 4457, VALLEY VILLAGE, CA, 70457-0457	**RONS HAULING & CLEANUP SERVS** PO BOX 2387, NORTH HILLS, CA, 91393
DIVERSIFIED MAINTENANCESERVICES, INC. 145 PASADENA AVE, SOUTH PASADENA, CA, 02917-2917	**S.C. YAMAMOTO, INC.** 2001 EMERY AVE, LA HABRA, CA, 15777-5777
E P MAINTENANCE 16202 ALPINE PLACE, LA MIRADA, CA, 90638	**SIERRA WEST LANDSCAPE CO.** PO BOX 787, POMONA, CA, 90787-0787
ENVIRONMENTAL MAINTENANCE CO 10950 SOUTH CENTRAL AVENUE, LOS ANGELES, CA, 90059	**SIMON'S POWER EQUIPMENT, INC.** 12117 VANOWEN ST, NORTH HOLLYWOOD, CA, 55652-5652
FAREAST LANDSCAPE PO BOX 950351, MISSION HILLS, CA, 50351-0351	**SPRAGUE CONSULTANTS, INC.** 30251 GOLDEN LANTERN, SUITE E##60, LAGUNA NIGUEL, CA, 75693-5693
FRANK MATTISON LANDSCAPE 43759 15TH ST. W., # 217, LANCASTER, CA, 44754-4754	**STEVENS TREE EXPERTS** 2570 E. WALNUT ST, STE. A, PASADENA, CA, 73722-3722
GARDNER TRACTOR SERVICE 10552 CHESTNUT AVE, STANTON, CA, 02441-2441	**SYSTEMS MANAGEMENT, INC.** 1635 N. LAKE AVE, PASADENA, CA, 42321-2321
GENERAL SECURITY SERVICE INC 14009 CRENSHAW BLVD, # D, HAWTHORNE, CA, 07816-7816	**TORIBIO'S LANDSCAPE** 1638 SUNFLOWER AVENUE, GLENDORA, CA, 91740
GOMEZ LANDSCAPE DESIGN 23932 CLARINGTON DR, WEST HILLS, CA, 91304	**TREE PRESERVATION, INC.** 1146 N. CENTRAL AVE., #531, GLENDALE, CA, 91202
GOODWILL SO CALIF-VALLEY 14585 LANARK ST, PANORAMA CITY, CA, 24903-4903	**TRUGREEN LANDCARE** 1323 W. 130TH ST, GARDENA, CA, 71503-1503
GREEN TECH 13128 TELEGRAPH RD., STE. G1, SANTA FE SPRINGS, CA, 06638-6638	**TRUGREEN LANDCARE** 1367 W. 9TH ST, UPLAND, CA, 85712-5712
GREEN TIPS GARDENING 732 NORTH ELSPETH WAY, COVINA, CA, 23244-3244	**TRUGREEN LANDCARE** 7755 DEERING AVE, CANOGA PARK, CA, 45653-5653
GROUNDWORKS LANDSCAPE INC 111 EAST 220TH ST, CARSON, CA, 90745	**TRUGREEN LANDCARE** 1150 W. TRENTON AVENUE, ORANGE, CA, 92867
JOHNSON CONTROLS INC 7315 N. ATLANTIC AVE, CAPE CANAVERAL, FL, 03721-3721	**UNITED PACIFIC SERVICES** 1801 W. MISSION BLVD, POMONA, CA, 61243-1243
JUAN MUNOZ JM LANDSCAPING JM LANDSCAPING, P.O. BOX 2073, BURBANK, CA, 91507	**VALLEY LIGHT INDUSTRIES INC** 5358 IRWINDALE AVE, UNIT B, BALDWIN PARK, CA, 91706
L. BARRIOS & ASSOCIATES, INC. 302 E. FOOTHILL BLVD, STE. 101, SAN DIMAS, CA, 31259-1259	**VILLA ESPERANZA SERVICES** 2116 E. VILLA ST, PASADENA, CA, 72435-2435
LAND CREATIONS 15287 COBALT ST, SYLMAR, CA, 91342	**WOODS MAINTENANCE SERVICESINC** GRAFFITI CONTROL, 7280 ATOLL AVE, NO HOLLYWOOD, CA, 54104-4104
LANDSCAPE ASSOCIATES INC 16251 N. FILBERT STREET, SYLMAR, CA, 91342	**WURZEL LANDSCAPE** 3214 OAKDELL RD, STUDIO CITY, CA, 44221-4221
LIMCO 412 DE LA VINA ST, SANTA BARBARA, CA, 13418-3418	Revised February 2007

Attachment V

County of Los Angeles - Community Business Enterprise (CBE) Program

Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form

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

LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: Conejo Crest Landscape

☒ I AM NOT
☐ I AM

A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid submission.

☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

My County (WebVen) Vendor Number: 1483001

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to gender, race, creed or color.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit ☐ Franchise ☐ Other (Please Specify) _____

Total Number of Employees (including owners): 90

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black / African American						
Hispanic / Latino			1		84	1
Asian or Pacific Islander	1					1
American Indian/ Alaskan Native						
Filipino American						
White				1		1

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black / African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian/ Alaskan Native	Filipino American	White
Men	0 %	0 %	%	%	%	%
Women	0 %	0 %	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: *If your firm is currently certified as a minority, women, disadvantaged or disabled veteran business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form if necessary.)*

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date

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

Authorized Signature:	Title:	Date:
[signature]	Operations Mgr.	12/29/10

CONTRACT
BY AND BETWEEN

COUNTY OF LOS ANGELES

DEPARTMENT OF PARKS AND RECREATION

AND

CONEJO CREST

FOR

PARK MAINTENANCE SERVICES

FOR

ALTADENA AREA PARKS

77585

August 1, 2011

CONTRACT PROVISIONS
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STANDARD EXHIBITS

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CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
CONEJO CREST
FOR
PARK MAINTENANCE SERVICES

This Contract and Exhibits made and entered into this 12th day of July, 2011, by and between the County of Los Angeles, hereinafter referred to as the County, and Conejo Crest, hereinafter referred to as the Contractor.

RECITALS

WHEREAS, pursuant to Section 44.7 of the Los Angeles County Charter as implemented by Los Angeles County Code Section Title 2, Chapter 2.121.250, et seq., the County is permitted to contract with private businesses to perform services when it is more economical or feasible to do so; and

WHEREAS, the Contractor is duly licensed and certified to engage in the business of park maintenance services; and warrants that it possesses the competence, expertise, equipment, resources and personnel necessary to provide such services; and

WHEREAS, the Contractor has submitted a proposal to the County for provision of such services and based upon an evaluation of the proposals under Los Angeles County Code Section 2.121.320 the Contractor has been selected for recommendation for award of such contract;

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, and P are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract

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and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority:

1.1 EXHIBIT A - Pricing and Billing Schedule and Performance Frequencies
1.2 EXHIBIT B - Statement of Work
1.3 EXHIBIT C - Prevailing Wage Determinations
1.4 EXHIBIT D – Contractor's EEO Certification
1.5 EXHIBIT E – Public Payroll Reporting Forms
1.6 EXHIBIT F - Contractor's Quality Control Plan
1.7 EXHIBIT G - IRS Form 1015
1.8 EXHIBIT H - Jury Service Ordinance
1.9 EXHIBIT I – Safely Surrendered Baby Law
1.10 EXHIBIT J - Living Wage Ordinance
1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefits Payment
1.12 EXHIBIT L – Payroll Statement of Compliance
1.13 EXHIBIT M - Employee Living Wage Notice Handout (Eng/Span)
1.14 EXHIBIT N - Contractor Acknowledgement and Confidentiality Agreement
1.15 EXHIBIT O - Defaulted Property Tax Reduction Program
` 1.16 EXHIBIT P - Compliance with County's Smoking Ban Ordinance

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 Contract: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of services.

2.2 Contractor: The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by this Contract.

2.3 Board of Supervisors: The Board of Supervisors of the County of Los Angeles acting as governing body or their designee.

2.4 **Contractor Contract Manager:** The individual designated by the Contractor to administer the Contract operations after award of the Contract.

2.5 **County Contract Monitor:** Person with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.6 **County Contract Manager:** Person designated by the Director with authority to manage the operations related to this Contract, or his/her authorized representative.

2.7 **Department:** The County of Los Angeles Department of Parks and Recreation acting on behalf of the County for matters relating to this Contract.

2.8 **Director:** The Director of the Department of Parks and Recreation, County of Los Angeles, acting on behalf of the County on contractual or administrative matters relating to the enforcement of this Contract, or his authorized representative(s).

2.9 **Monthly Contract Sum:** The amount of one-twelfth (1/12) of the total annual amount of compensation, or a prorated monthly amount, to be paid by the County for services rendered by the Contractor under the terms and conditions of this Contract.

2.10 **Statement of Work:** The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.

2.11 **Day(s):** Calendar day(s) unless otherwise specified.

2.12 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 CONTRACTOR SERVICES

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the Statement of Work, Exhibit B.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

3.3 Contractor shall notify the Director in writing as soon as reasonably possible on the same day of discovery of any damage due to extraordinary incidents such as Acts of God and suspected third party negligence.

4.0 TERM OF CONTRACT

4.1 The term of this Contract shall be for two (2) years commencing **August 1, 2011,** following the Board of Supervisors' approval, and continuing through **July 31, 2013**, unless terminated sooner or extended, in whole or in part, as provided in this contract.

4.2 The Director shall issue to the contractor a written Notice to Proceed indicating the date in which to commence services at the facilities identified in Exhibit B, Statement of Work.

4.3 The County shall have the sole option to extend the Contract term for up to three (3) additional one-year periods. Each such option year shall be exercised at the sole discretion of the Director, which may include a cost of living adjustment (COLA) per option year as provided for in Paragraph 5.4, hereinafter.

4.4 The Contractor shall notify the Department when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the Department at the address herein provided in Subparagraph 9.32, Notices, of this Contract.

4.5 By reasons or acts beyond the control of the County, this Contract may be terminated by the County without liability or damages whenever the County is prevented by operation of laws, Acts of God, or by the official action of Local, State or Federal authorities from complying with the provisions of this Contract.

5.0 CONTRACT SUM

5.1 The contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of park maintenance services. Said sum shall comply with Exhibit A, Pricing and Billing Schedule and Performance Frequencies.

5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any other entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.3 In no event shall the Contractor be entitled to compensation exceeding the total contract amount unless the Contract is amended in writing pursuant to Section 8.0, Change Notices and Amendments.

5.4 Cost of Living Adjustment (COLA)

If the County elects in its sole determination to exercise the option years, the contract (hourly, daily, monthly, etc.) sum, identified hereinabove, may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the CEO as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no cost of living adjustments will be granted. Where the County decides to grant a cost of living adjustment pursuant to this paragraph for contract option years, it may, in

its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the contractor can show his/her labor cost will actually increase.

5.5 No Payment for Services Provided Following Expiration/Termination of Contract

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.6 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the Director at the address herein provided under Subparagraph 9.32, Notices, of this Contract.

5.7 Invoices and Payments

5.7.1 The Contractor shall invoice the County monthly in arrears for providing the tasks, deliverables, goods, services, and other work specified in Exhibit B, Statement of Work and priced in accordance with Exhibit A, Pricing and Billing Schedule and Performance Frequencies .

5.7.2 The Contractor shall present two (2) copies of the monthly invoice for work performed during the preceding month. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. Said invoices shall include all required certifications and reports as

provided for in this Contract, including Subparagraph 10.1, Compliance with the County's Living Wage Program, and Exhibit J, Statement of Work, Section 3, Certifications/Reports. No invoice will be approved for payment unless the required subject documents identified hereinabove are included with the invoice.

5.7.3 The Contractor shall submit the monthly invoices to the County on or before the 15th calendar day of each month in the amount of one-twelfth (1/12) of the total annual amount of compensation, or a prorated monthly amount, to be paid by the County for services rendered by the Contractor under the terms and conditions of this Contract. Said payment shall be made within thirty (30) days upon receiving a properly prepared and correct invoice, providing that all work performed during the preceding month has been inspected and accepted by the Director and that applicable certifications and reports have been submitted in accordance with the provisions of this Contract.

5.7.4 All invoices submitted by the Contractor for payment must have the written approval of the Director prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. The Contractor shall look for payment exclusively from the funds having been allocated by the County for such services.

5.7.5 Local Small Business Enterprises – Prompt Payment Program

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

6.0 ENFORCEMENT OF CONTRACT

6.1 The Director shall be responsible for the enforcement of this Contract on behalf of the County and shall be assisted therein by those officers and employees of the County having duties in connection with the administration thereof. The Director hereby reserves the right to: (a)

assign such personnel as are needed to serve as Contract Monitor(s) in order to inspect and review the Contractor's performance of, and compliance with, all contractual services, duties, obligations, responsibilities, administrative procedures and staffing as set forth in this Contract, and (b) require the Contractor to provide such written documentation and/or regular reports as the Director deems necessary to verify and review the Contractor's performance under this Contract.

6.2 The County reserves the right to perform inspections at any time for the purpose of maintaining the Contractor's compliance with all Contract terms and conditions and performance standards.

6.3 The Contractor hereby agrees to cooperate with the Director, County Contract Managers and Monitors, and any appropriate Federal or State representative, in the review and monitoring of the Contractor's service program, records and procedures at any reasonable time, as requested by the County.

6.4 In the event the County commences legal proceedings for the enforcement of this Contract or recovery of the premises herein, the Contractor does hereby agree to pay any sum which may be awarded to the County by the Court for attorney's fees and costs incurred in the action brought thereon.

7.0 CONTRACTOR'S STAFF

7.1 At any time prior to or during the term of this Contract, the County may require that all of the Contractor's staff performing work under this Contract undergo and pass, to the satisfaction of the County, a background investigation, as a condition of beginning and continuing to work under this Contract. The County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the sole expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.

7.2 The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. The Contractor's employees, whether assigned to any one facility or as part of a crew serving any number of facilities, shall include at least one individual who speaks and comprehends the English language.

7.3 The Contractor shall designate a person who will be able to respond to emergencies after normal business hours. Designee shall be available for notification through a cell phone, answering service, beeper or electronic mail communication device to receive or respond to emergency situations.

7.4 The Director has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff.

7.5 The Director may at any time give the Contractor written notice to the effect that the conduct or action of a designated employee of the Contractor is, in the reasonable belief of the Director, detrimental to the interest of the public patronizing the premises. The Contractor shall meet with the Director or his authorized representative to consider the appropriate course of action with respect to the matter and the Contractor shall take reasonable measures under the circumstances to assure the Director that the conduct and activities of the Contractor's employee(s) will not be detrimental to the interest of the public patronizing the premises.

7.6 The Director may require the Contractor to establish an identification system for personnel assigned to the facilities which clearly indicates to the public the name of the Contractor responsible for the park maintenance services. The identification system shall be furnished at the Contractor's expense and may include, but not be limited to, appropriate attire and/or name badges as specified by the Director.

7.7 The Contractor shall require each of his employees to adhere to basic public works standards of working attire. These are basically: uniforms, proper shoes and other gear as required by State Safety Regulations, and the proper wearing of the clothing. Shirts shall be worn at all times and shall be buttoned.

7.8 The Contractor shall provide readily available transportation or access within 300 ft to toilet facilities to employees who are working in the field during normal business hours for the duration of the contract term. In the event that the Contractor provides a toilet structure for its employees, the toilet structure must be clean and in good working order and supplied with adequate toilet supplies.

7.9 **Confidentiality**

7.9.1 The Contractor shall maintain the confidentiality of all records obtained from the County under this Contract in accordance with all applicable Federal, State or local laws, ordinances, regulations and directives relating to confidentiality.

7.9.2 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.9.3 The Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit N.

8.0 CHANGE NOTICES AND AMENDMENTS

The County reserves the right to change any portion of the work required under this Contract, or amend such other terms and conditions that may be necessary. All such revisions shall be accomplished in the following manner:

8.1 A Change Notice shall be prepared, and executed by the Contractor and the Director for any changes, deemed by the Director as necessary for the proper park maintenance of the area, and which affect the Contractor's service requirements set forth in Exhibit B, and any corresponding changes in the Contract Sum, not to exceed the annual contract amount.

8.2 For any change which affects any other term or condition included in this Contract, or any changes in the Contractor's service requirements as set forth in Exhibit B that exceeds the annual contract amount plus ten percent (10%), excluding the provisions of Paragraph 5.4 (COLA) hereinabove, an

Amendment shall be prepared therefore, executed by the Contractor, and thereafter by the County's Board of Supervisors.

8.3 The County's Board of Supervisors, Chief Executive Officer, or designee may require the addition of and/or change certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such orders, an Amendment to the Contract shall be prepared and executed by the Contractor and the Director.

8.4 The Director may, at his sole discretion, authorize extensions of time as defined in Section 4.0, Term of Contract, of this Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the periods of such extensions. To implement an extension of time, a "Notice to Extend" letter shall be prepared and executed by the Director.

9.0 STANDARD TERMS AND CONDITIONS

9.1 ASSIGNMENT AND DELEGATION

9.1.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

9.1.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected

in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Contract.

9.1.3 If any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

9.2 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

9.3 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly.

The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

9.4 COMPLAINTS

9.4.1 Within ten (10) business days after the effective date of this Contract, the Contractor shall provide the County with its plan for receiving, responding and abating all inquiries and complaints received from the Director, County personnel, or patrons using the facilities. The County will review and approve said plan or request changes. If changes are requested, the Contractor shall resubmit the revised plan within five (5) business days for approval. Changes by the Contractor must first be approved by the County before implementation.

9.4.2 During the term of this contract, the Contractor shall maintain an office located in the Los Angeles Metropolitan Area. In addition, the Contractor shall maintain a telephone at the office that is listed in the telephone directory in its own name or in the firm name by which it is most commonly known.

9.4.3 During normal business hours, Contractor shall have a responsible employee(s) to receive all inquiries and complaints that may be received from the Director, County personnel or patrons using the facilities and take the necessary action. An answering service shall be considered an acceptable substitute to full-time coverage, provided the Contractor is advised of any complaint within one (1) hour of receipt of such complaint by the answering service. The Contractor's employee(s) responsible for providing the park maintenance services shall be available for notification through cell phone, answering service, beeper or electronic mail communications during normal business hours.

9.4.4 During normal days and hours of operation, whenever immediate action is required to prevent impending injury, death or property damage to the facilities being maintained, the County may, after a reasonable attempt to notify the Contractor, cause such action to be taken by the County work force and shall charge the cost thereof as determined by the Director, against the Contractor, or may deduct such cost from an amount due to the Contractor from the County.

9.4.5 The Contractor shall maintain a written log of all complaints. The log shall include the name of the employee logging the complaint, the date and time of the complaint, the facility where the complaint is about, a description of the complaint, the name and address of the complainant, and the action taken or the reason for non-action. The log of complaints shall be submitted monthly with the Contractor's invoice and shall be open to the inspection of the Director at all reasonable times.

9.4.6 All complaints shall be abated as soon as possible after notification; but in all cases within 24 hours, to the satisfaction of the Director. If any complaint is not abated within 24 hours, the Director shall be notified immediately of the reason for not abating the complaint followed by a written report to the Director within five (5) days. If the complaints are not abated within the time specified or to the satisfaction of the Director, the Director may correct the specific complaint and the total cost incurred by the County will be deducted and forfeit from the payments owing to the Contractor from the County.

9.4.7 Contractor shall provide and maintain at its own expense an active local or toll free telephone number to make sure that emergency calls can be received. The Contractor or his/her designated person shall ensure that emergency calls can be received after normal business hours on a 24 hour, 7 day a week basis. The Contractor or his/her designee shall maintain a cell phone,

answering service, beeper or electronic mail communication device to receive and respond to all calls in the event of an emergency. If Contractor fails to respond with 24 hours, the County will be subject to subparagraph 9.4.6.

9.5 COMPLIANCE WITH APPLICABLE LAW

9.5.1 The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

9.5.2 The Contractor shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

9.6 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D, Contractor's EEO Certification.

9.7 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

9.7.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is

attached as Exhibit H and incorporated by reference into and made a part of this Contract.

9.7.2 Written Employee Jury Service Policy

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for

the County under the Contract, the Subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

9.8 CONFLICT OF INTEREST

9.8.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such

employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

9.8.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Contract.

9.9 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

9.10 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

9.10.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater

Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

9.10.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

9.11 CONTRACTOR RESPONSIBILITY AND DEBARMENT

9.11.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

9.11.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

9.11.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a

nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

9.11.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the

proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor

Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.11.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

9.12 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT

The Contractor acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at the Contractor's place of business. The County's Child Support Services Department will supply the Contractor with the poster to be used.

9.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used.

9.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

9.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the

County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

9.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

9.15 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPOERTY TAX REDUCTION PROGRAM

9.15.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are currently in paying their property tax obligations (secured and unsecured toll) in order to mitigate the economic burden otherwise imposed upon County and its tax payers.

9.15.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County code Chapter 2.206.

9.16 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under

this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

9.17 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

9.17.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, appurtenances, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be completed according to the specifications and instructions provided by the Director and shall be completed immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

9.17.2 All damage resulting from chemical operation, either spray-drift or lateral leaching, shall be corrected in accordance with the park maintenance standards provided by the Director and the soil conditioned to insure its ability to support plant life.

9.17.3 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

9.18 EMPLOYMENT ELIGIBILITY VERIFICATION

9.18.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set

forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

9.18.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

9.19 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Section 8.0, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Change Notices and Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of “original” versions of such documents.

9.20 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour

law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

9.21 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

9.22 INDEPENDENT CONTRACTOR STATUS

9.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

9.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

9.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

9.23 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents (collectively known as the County) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

9.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 9.24 and 9.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract. Such insurance shall be endorsed to cover pollution liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests.

9.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown

below and provided prior to commencing services under this Contract.

- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to the Director, Attention: Contracts, Golf and Special Districts Division, 301 North Baldwin Avenue, CA 91007-2697 prior to commencing services under this Contract.

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any

loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor.

Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

9.24.2 **Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

9.24.3 **Cancellation of Insurance**

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

9.24.4 **Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

9.24.5 **Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

9.24.6 **Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

9.24.7 **Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

9.24.8 **Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's

General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

9.24.9 **Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

9.24.10 **Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

9.24.11 **Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

9.24.12 **Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

9.24.13 **Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance

to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

9.24.14 **County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

9.25 INSURANCE COVERAGE

9.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

9.25.2 **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable. Such insurance shall be endorsed to cover pollution liability arising from the release, discharge, escape, dispersal or emission of pollutants, whether gradual or sudden, and include coverage for the costs and expenses associated with voluntary clean-up testing, monitoring and treatment of pollutants in compliance with governmental mandate or requests.

` 9.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which

includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

9.26 INTERPRETATION OF MAINTENANCE SPECIFICATIONS

9.26.1 Should any misunderstanding arise, the Director will interpret this Contract. If the Contractor disagrees with the interpretation of the Director, the Contractor shall continue with the work in accordance with the Director's interpretation. Within thirty (30) days after receipt of the interpretation, the Contractor may file a written request for a hearing before a Disputes Review Panel as provided hereinafter. The written request shall outline in detail the area of dispute.

9.26.2 The Disputes Review Panel will be appointed by the Director and will be composed of not less than three County personnel having experience in the administration of park maintenance contracts. The panel will convene within one (1) week of appointment in order to hear all matters related to the dispute. The hearing will be informal and formal rules of evidence will not apply. The Panel will submit its recommendation to the Director, for his consideration, within one (1) week following the conclusion of the

hearing. The Director shall render an interpretation based upon his review of the Panel's recommendation.

9.27 NONDISCRIMINATION AND AFFIRMATIVE ACTION

9.27.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

9.27.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D, Contractor's EEO Certification.

9.27.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

9.27.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.

9.27.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry,

national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

9.27.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Subsection 9.27 when so requested by the County.

9.27.7 If the County finds that any provisions of this Subsection 9.27 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

9.27.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

9.28 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the

Department of Parks and Recreation from acquiring similar, equal or like goods and/or services from other entities or sources.

9.29 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) day, give notice thereof, including all relevant information with respect thereto, to the other party, as set forth in Sub-paragraph 9.32 below and by facsimiles, electronic mail and telephone call as set forth herein:

Notice to the County:	**Notice to the Contractor:**
Name: Rudy Valenzuela	David Melito
Phone: (661) 257-6523	(818) 988-9696
Fax: (661) 775-8858	(818) 988-4934
E-mail: rvalenzuela@parks.lacounty.gov	dwaller@conejocrest.com

9.30 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015. The notice is set forth in Exhibit G of this Contract.

9.31 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I (Safely Surrendered Baby Law) of this

Contract and is also available on the Internet at www.babysafela.org for printing purposes.

9.32 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid. The address to be used for any given notice served by mail upon the Contractor shall be Conejo Crest, Attention: David Melito, 16435 Hart Street, Van Nuys, CA 91406. Any notice served by mail upon the County shall be addressed to the Department of Parks and Recreation, County of Los Angeles, Attention: Contracts, Golf & Special Districts Division, 301 North Baldwin Avenue, Arcadia, CA 91007, or such other place as may hereinafter be designated in writing to the Contractor by the Director. Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

9.33 PREVAILING WAGES

In accordance with the provisions of Article 2, Chapter 1, Part 7, Division 2 of the Labor Code, the State Department of Industrial Relations has ascertained the prevailing rate of per diem wages in the locality wherein the work is to be performed to be paid each craft or type of worker or mechanic needed to properly perform and complete the contemplated work. The Prevailing Wage for Landscape Laborers is set forth in Exhibit C of this Contract and the prevailing wage determination rates issued by the State Department of Industrial Relations for other craft or type of worker or mechanic that may be utilized to perform the specified work is on file with the Los Angeles County Department of Parks and Recreation, Project Management Agency, and all of these rates will apply to any Contract entered into pursuant thereto. Under the terms of the aforementioned sections, it will be required that no less than the rates so

ascertained and set forth shall be paid to all laborers, workers or mechanics employed or engaged in said work. For each person so employed or engaged whether by the Contractor or any subcontractor under him who is paid at a rate less than that specified for the particular work performed, the Contractor shall forfeit to the County as a penalty the sum of Twenty-Five Dollars ($25) for each day or portion thereof for which said person was paid less than the specified prevailing wage. The provisions of Section 1775 of the Labor Code shall be complied with by the Contractor. Wages to be paid to apprentices employed or engaged in the contemplated work shall be determined in the manner provided by Section 1777.5 of the Labor Code.

9.34 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

9.35 PUBLIC RECORDS ACT

9.35.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Subsection 9.37, Record Retention and Inspection/Audit Settlement, of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary." The County shall not in any way be liable or

responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

9.35.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in any action or liability arising under the Public Records Act.

9.36 PUBLICITY

9.36.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

a. The Contractor shall develop all publicity material in a professional manner; and

b. During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director. The County shall not unreasonably withhold written consent.

9.36.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Subparagraph 9.36 shall apply.

9.37 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

9.37.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

9.37.2 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 9.37 shall constitute a material

breach of this Contract upon which the County may terminate or suspend this Contract.

9.37.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than the payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

9.37.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The

Contractor further acknowledges that the foregoing requirement in this subparagraph relative to the Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

9.38 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

9.39 REMEDIES/LIQUIDATED DAMAGES

9.39.1 If, in the judgment of the Director, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, at his option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be

withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director in a written notice describing the reasons for said action.

9.39.2 If the Director determines that there are deficiencies in the performance of this contract that the Director deems are correctable by the Contractor over a certain time span, the Director will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the said specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is 3% of the monthly maintenance amount or One Hundred Dollars ($100) per day, whichever is greater and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by completion of the work by an alternate source, whether it be County forces or a separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County. The action above shall not be construed as a penalty but as an adjustment of payment to the Contractor to recover County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

9.39.3 In addition to the remedies provided heretofore, this Contract may be terminated per Subsection 9.45, Termination for Default, of the Contract upon the Contractor's failure to correct deficiencies in a timely manner.

9.39.4 Contractor shall repair or replace damages according to the maintenance practices as identified in Exhibit B-1, Statement of Work, Section 5, Contractor's Damages.

9.39.5 This Subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Subparagraph 9.39.2 above, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

9.40 RIGHT OF ENTRY

9.40.1 In the event this Contract is suspended or terminated in whole or in part, by the Board of Supervisors, the Board of Supervisors may instruct the Director to assume the responsibility of said Contract, employ the necessary workers, purchase materials and supplies as may be necessary for the proper performance of the work contracted. For the purpose of satisfying and/or mitigating damages arising from a breach of this Contract, any excess costs as determined by the Director, arising therefrom over and above the compensation set forth within this Contract, may be charged against the Contractor.

9.40.2 In the event of such suspension or termination, all moneys due to Contractor or retained as security under the terms of this Contract shall be retained by the County; but such retention will not release the Contractor from liability for failure to perform under the terms of this Contract.

9.40.3 If in the sole discretion or judgment of the Director, and in accordance with Subparagraph 9.39, Remedies/Liquidated Damages, of this Contract, the Contractor and/or its employee(s) are not properly performing the services required under this

Contract, then the Contractor and/or all of its employees may be temporarily replaced by County personnel and payment to be made by the County may be suspended while the matter is being investigated. In addition, the total cost as determined by the Director, incurred by County personnel shall be deducted and forfeited from the monthly payment to the Contractor from the County.

9.41 SUBCONTRACTING

9.41.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

9.41.1 If the Contractor desires to subcontract, the Contractor shall provide the following information along with its written request to subcontractor promptly at the County's request:

a. A description of the work to be performed by the subcontractor;
b. A draft copy of the proposed subcontract; and
c. Other pertinent information and/or certifications requested by the County.
d. The Contractor shall ensure delivery of all such documents to the Department at the address provided in Subsection 9.32, Notices, before any subcontractor employee may perform any work hereunder.

9.41.2 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

9.41.3 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this

Contract. The Contractor is responsible to notify its subcontractors of this County right.

9.41.5 The Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees.

9.41.4 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

9.41.5 In the event Director should consent to subcontracting:

a. each and all of the provisions of this Contract and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or administrators of the respective parties; and

b. the Contractor shall include in all subcontracts the following provision: "This Contract is a subcontract under the terms and conditions of a prime contract with the County of Los Angeles. All representations and warranties shall inure to the benefit of the County of Los Angeles."

9.41.8 The Contractor shall obtain all Certificates of Insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County, from each approved Subcontractor.

9.41.9 The Contractor shall indemnify, defend, and hold harmless County from any and all liability arising or resulting from the employment of any subcontractors and their employees in the same manner as for the Contractor's own employees.

9.42 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTIONS PROGRAM

9.42.1 Failure of Contractor to maintain compliance with the requirements set for in **Paragraph** 9.15 "Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provisions of this contract, failure of contractor to cure such default within 10 days of notice shall be grounds upon which county may terminate this contract and/or pursue debarment of Contractor, pursuant to County code chapter 2.206.

9.43 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Subparagraph 9.14, Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Subparagraph 9.45, Termination for Default, and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

9.44 TERMINATION FOR CONVENIENCE BY COUNTY

9.44.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

9.44.2 After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor shall:

a. Stop work under this Contract on the date and to the extent specified in such notice, and

b. Complete performance of such part of the work as shall not have been terminated by such notice.

9.44.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with sub-paragraph 9.37, Record Retention AND Inspection/Audit Settlement.

9.45 TERMINATION FOR DEFAULT

9.45.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, in the following circumstances:

a. The Contractor has materially breached this Contract;

b. The Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract;

c. The Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

9.45.2 Upon the occurrence of Subparagraph 9.45.1, this Contract shall be subject to termination. As a condition precedent thereto, the Director shall give the Contractor a minimum of three (3) days notice by registered or certified mail or personal service of the date set for termination thereof; the grounds therefor; and that an opportunity to be heard thereon will be afforded on or before said termination date, if request is made therefor.

9.45.3 Notwithstanding the above, the Director, in his/her sole discretion, may refrain from recommending immediate termination of this Contract for default if the Director, in his/her sole discretion, determines that the default is capable of being cured and (1) the Contractor cures its default within a five (5) day period after notice is given, or (2) if the default cannot reasonably be cured within the five (5) days after notice is given, the Contractor reasonably commences to cure its default within the five (5) day period and diligently and in good faith continues to cure the default. If the Contractor fails to cure the default to the Director's satisfaction, the Director shall recommend termination for default to the Board of Supervisors.

9.45.4 In the event that the County terminates this Contract in whole or in part as provided in this section, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. Any excess costs, as determined by the Director, arising therefrom over and above the contract sum may be charged against the Contractor. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Subparagraph.

9.45.5 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Subparagraph 9.45.4 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of a public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the

Contractor. If the failure to perform is caused by the default of a subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Subparagraph 9.45.5, the term "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

9.45.6 In the event the County terminates this Contract in its entirety due to the Contractor's default as provided in Subparagraph 9.44.1, the Contractor and the County agree that the County will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the County's costs of procurement of replacement services and costs incurred due to delays in procuring such services. Therefore, the Contractor and the County agree that the County shall, at its sole option and in lieu of the provisions of Subparagraph 9.45.2, be entitled to liquidated damages from the Contractor, pursuant to California Civil Code Section 1671, in the amount of Five Thousand Dollars ($5,000) or five percent (5%) of the applicable year's Contract sum, whichever is less, as equitable compensation to the County for such actual damages. This amount of liquidated damages shall be either paid by the Contractor to the County by cash payment upon demand or, at the sole discretion of the Director, or designee, deducted from any amounts due to the Contractor by the County, whether under this Contract or otherwise.

- These liquidated damages shall be in addition to any credits, which the County is otherwise entitled to under this Contract, and the Contractor's payment of these liquidated damages shall

not in any way change, or affect the provisions of Subsection 9.23, Indemnification.

9.45.7 In the event that, following service of the Notice of Termination of this Contract under the provisions of this Subparagraph 9.45, it is determined for any reason that the Contractor was not in default under the provisions of this Subparagraph 9.45, that the default was excusable under provisions of this Subparagraph 9.45, or Contractor has, to the satisfaction of the Director, cured any default, the Director shall issue, within five (5) business days, a rescission of the Notice of Termination, and the rights and obligations of the parties shall be the same as if the Notice of Termination had not been issued.

9.45.8 The rights and remedies of the County provided in this Subparagraph 9.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9.46 TERMINATION FOR IMPROPER CONSIDERATION

9.46.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

9.46.1 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with

the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

9.46.2 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

9.47 TERMINATION FOR INSOLVENCY

9.47.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

a. Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

b. The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;

c. The appointment of a Receiver or Trustee for the Contractor; or

d. The execution by the Contractor of a general assignment for the benefit of creditors.

9.47.2 The rights and remedies of the County provided in this Subsection 9.47 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9.48 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

9.49 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

9.50 TERMINATION UPON TRANSFER OF TITLE, MAINTENANCE RESPONSIBILITY OR PARK CLOSURE

Notwithstanding any other provision of this Contract, the County reserves the right to transfer title, maintenance responsibility or close all or a portion of the facility described in Section 2.0, Facility to be maintained of the Statement of Work, Exhibit B to this Contract (hereinafter, "Exhibit B, Section 2.0, Facility to be covered").

9.50.1 In the event the County transfers title of the facility described in Exhibit B, Section 2.0, Facility to be Maintained, to a governmental agency (assignee), the County reserves the right to terminate this Contract or, provided there is consent by an assignee, assign the County's interest in this Contract to said assignee. The County shall provide the Contractor with notice of termination or assignment of this Contract pursuant to this provision; or

9.50.2 In the event that the County transfers maintenance responsibility for all or a portion(s) of the facility described in Exhibit B, Section 2.0, Facility to be Maintained, the County reserves the right to:

9.50.2.1 Terminate this Contract or, provided there is consent by an assignee, assign the County's interest in this Contract to said assignee. The County shall provide the Contractor with notice of

termination or assignment of this Contract pursuant to this provision; or

9.50.2 Delete the transferred portion(s) of the facility from the Contract or, provided there is consent by an assignee, assign the portion(s) of the Contract dealing with the transferred portion(s) of the facility to said assignee and reduce the Contract sum pro tanto. The County shall provide the Contractor with notice of deletion or assignment of said portion(s) of facility pursuant to this provision from this Contract.

9.50.3 In the event the County closes all or a portion of the facility described in Exhibit B, Section 2.0, "Facility to be Maintained", the County reserves the right to:

9.50.3.1 Terminate this Contract upon the effective date of such closure(s). Upon the effective date of park closures(s), the Contractor shall immediately cease its operations, and within fifteen (15) days therefrom remove all items of its personal property, equipment and inventory. The County shall provide advance notice to the Contractor of such park closure(s); or

9.50.3.2 Delete the portion (s) to be closed from the Contract and reduce the Contract sum pro tanto. Upon the effective date of park closure(s), the Contractor shall immediately cease its operations at said facility and within fifteen (15) days therefrom remove all items of its personal property, equipment and inventory. The County shall provide advance notice to the Contractor of such park closure(s).

9.51 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

9.52 WAIVER

No waiver by the County of any breach of any provision of this Contract

shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 9.52 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9.53 WARRANTY AGAINST CONTINGENT FEES

9.53.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

9.53.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

10.0 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

10.1 Living Wage Program:

This Contract is subject to the provisions of the 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 as Exhibit J and incorporated by reference into and made a part of this Contract.

10.2 Payment of Living Wage Rates.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County

Code), the 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 the County, including, without limitation, "Travel Time" as defined below in Subsection 5 of this Subparagraph 10.1.2, under the Contract:

a. Not less than $11.84 per hour if, in addition to the per-hour wage, the 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, the Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its employees and any dependents. The 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 the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Subparagraph 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 the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are

provided to the County under the 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 the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

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

5. For purposes of the 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 the Contractor pays the Employee any amount for that time or if California law requires the 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 the Contractor and the 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 the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

10.3 Contractor’s Submittal of Certified Monitoring Reports.

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the 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 the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor’s current health care benefits plan, and the 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 the County as Exhibit K and Exhibit L hereto, or other form approved by the County which contains the above information. The County reserves the right to

request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The 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.

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

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation 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), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

10.5 County Auditing of Contractor Records.

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of five (5) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

10.6 Notifications to Contractor and Employees.

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

10.7 Enforcement and Remedies.

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

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the 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 the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
   a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the 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 the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the 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 the 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 the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

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

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

a. Withholding Payment. If the Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was

required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the 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 the Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by the 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 the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per Contractor's employee per day for each and every instance of an underpayment to Contractor's employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

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

3. Debarment. In the event the Contractor breaches a requirement of this Subsection, the County may, in its sole

discretion, bar the Contractor from the award of future County contracts as described in Section 9.11.

10.8 Use of Full-Time Employees.

The Contractor shall assign and use full-time employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the 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 the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time employee staffing plan. If the Contractor changes its full-time employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

10.9 Contractor Retaliation Prohibited.

The 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 the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

10.10 Contractor Standards.

During the term of the Contract, the 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 the County, the Contractor shall demonstrate to the

satisfaction of the County that the Contractor is complying with this requirement.

10.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A "retention employee" is an individual:
   a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
   b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
   c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
   a. Has been convicted of a crime related to the job or his or her performance; or
   b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

10.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the 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 Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

11.0 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

11.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

11.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

11.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

11.4 If the Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which the Contractor knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which the Contractor would not otherwise have been entitled, shall:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the contract had been properly awarded;

2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the Contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if the Contractor is no longer eligible for certification as a result of a change in their status and the Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

12.0 COMPLIANCE WITH THE COUNTY'S SMOKING BAN ORDINANCE

Smoking Ban Ordinance: This agreement is subject to the provisions of the County's ordinance entitled Los Angeles County Code Title 17, Parks, Beach, and Other Public Places, prohibiting smoking at County parks ("Smoking Ban Ordinance") as codified in Section 17.04.185 through 17.04.650 of the Los Angeles County Code, a copy of which is attached as Exhibit P and incorporated by reference into and made a part of this agreement.

13.0 ENTIRE CONTRACT

This document and the Exhibit(s) attached hereto constitute the entire contract between County and Contractor for the park maintenance services to be provided at Altadena Area Parks All other agreements, promises and representations with respect thereto, other than those contained herein, are expressly revoked, as it has been the intention of the parties to provide for a complete integration within the provisions of this document, and the Exhibit(s) attached hereto, the terms, conditions, promises and covenants relating to the park maintenance services of Altadena Area Parks. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions thereof unenforceable, invalid or illegal. No change to this Contract shall be valid

unless prepared pursuant to Paragraph 8.0, Changes Notices and Amendments, and signed by both parties.

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IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Mayor of said Board and attested to by the Executive Officer-Clerk of the Board of Supervisors thereof, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Michael D. Antonovich
Mayor, Board of Supervisors

CONTRACTOR

By _____
Conejo Crest.

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk
of the Board of Supervisors
for the County of Los Angeles

By _____
Deputy

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

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By _____
Jill M. Jones, Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

15 JUL 12 2011

SACHI A. HAMAI
EXECUTIVE OFFICER

STATE OF CALIFORNIA }
} **s.s.**
COUNTY OF LOS ANGELES }

On this **7th** day of **June**, **2011**, before me, Dean C. Logan, the Registrar-Recorder/County Clerk of the County of Los Angeles, personally appeared **David Melito** as the **Operation Manager** for **Conejo Crest** personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that the person executed the same in his / her authorized capacity, and that by his / her signature on the instrument the Corporation upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Dean C. Logan
Registrar-Recorder / County Clerk
County of Los Angeles

By _____
Deputy County Clerk

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park
568 East Mount Curve Avenue, Altadena

SOW	GROUP I	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
13	1. Mowing			
	a. General Turf Areas *	43	$1,101.00	$47,343.00
	Apr thru Nov, once weekly (35); Dec thru Mar, once every 2 weeks (8			
	b. Specialized Areas	N/A		
	Tasks performed twice per week			
14	2. Group I Site Inspection and Reporting*	43	$2.00	$86.00
	Per Requirements specified in Section 14 of SOW			
15	3. Group I Management/Supervision	43	$2.00	$86.00
	Per requirements specified in Section 15 of SOW			
	Group I Total On-Going Costs Per Year			**$47,515.00**

SOW	GROUP II			
16	4. Mechanical Edging			
	a. Turf Areas	43	$16.00	$688.00
	Tasks performed with mowing operation.			
	b. Ground Cover Areas	12	$13.00	$156.00
	Tasks performed once each month.			
17	5. Weed Removal in Areas Where it is Impractical to use Chemicals			
	a. Walks, Beds, Planters, Hardscape	52	$9.00	$468.00
	Tasks performed once each week.			
	b. Bare Areas	12	$14.00	$168.00
	Tasks performed once each month.			
	c. Undeveloped Areas	12	$12.00	$144.00
	Tasks performed once each month.			
18	6. Litter Control			
	a. Developed Areas	364	$8.00	$2,912.00
	Tasks performed daily			
	b. Undeveloped Areas	52	$5.00	$260.00
	Tasks performed once each week.			
19	7. Empty Exterior Trash Containers	364	$6.00	$2,184.00
	Tasks performed daily			
20	8. Trash Bin Contents-Removal From Site	52	$350.00	$18,200.00
	Tasks performed once each week.			
21	9. Raking			
	a. Turf Under Trees *	12	$14.00	$168.00
	Tasks performed once each month.			
	b. Planter Beds and Planters	52	$12.00	$624.00
	Tasks performed once each week.			

*Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
22	10. Clearance Pruning/Hedge Trimming			
	a. Tree Clearance Tasks performed once each month.	12	$43.00	$516.00
	b. Shrub Pruning * Tasks performed once each month.	12	$31.00	$372.00
	c. Hedge Shaping and Trimming * Tasks performed once each month.	12	$26.00	$312.00
	d. Ground Cover Thinning Tasks performed once each month.	12	$22.00	$264.00
23	11. Sweeping			
	a. Hard Surfaces, Walks, Steps, Parking Lot Corners, Tennis Courts Tasks performed daily except on the day scheduled for Washing	364	$4.00	$1,456.00
	b. Picnic Table Pads * Tasks performed daily except on the day scheduled for Washing	312	$3.00	$936.00
	c. Picnic Shelters * Tasks performed daily except on the day scheduled for Washing	208	$3.00	$624.00
24	12. Washing			
	a. Tennis Courts Tasks performed on Wednesdays prior to 7 am.	52	$5.00	$260.00
	b. Picnic Table Pads * Tasks performed once per week	52	$3.00	$156.00
	c. Patio/Designated Areas Used for Food Service*	N/A		
	d. Washing Task performed on Mon, Wendsday, and Friday Once per day, Mon - Fri, before 10 am starting the first week day following July 4th through the last Friday in June the following year.	156	$6.00	$936.00
25	13. Graffiti Control			
	a. Exterior As noted in Section 25.1 of SOW; daily	364	$2.00	$728.00
	b. Interior As noted in Section 25.2 of SOW; daily	364	$2.00	$728.00
26	14. Sand Play Area			
	a. Inspect Playground Site and Equipment for Safety Tasks performed on a daily basis.	364	$2.00	$728.00
	b. Maintain Sand Play Area(s)* Tasks performed as specified in Section 26 of SOW on a daily basis.	364	$3.00	$1,092.00
	c. Sweep Walks Around Play Area & Return Sand to Play Area* Tasks performed on a daily basis.	364	$3.00	$1,092.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
27	15. Picnic Areas & Similar Appurtenances			
	a. Daily Operations *	364	$3.00	$1,456.00
	b. Weekly Operations	52	$5.00	$260.00
28	16. Interior and Exterior Drinking Fountains Operations performed once per day.	364	$3.00	$1,092.00
29	17. Aerification of Turf Areas Task performed 3 times per year during April through November.	3	$346.00	$1,038.00
30	18. Fertilization of Turf Areas Task performed 3 times per year during April through November.	3	$988.00	$2,964.00
31	19. Rodent Control			
	a. Per Specifications in Subsection 31.1* Tasks performed weekly	52	$4.00	$208.00
	b. Per Specifications in Subsection 31.2* Tasls performed prior to each mowing operation	43	$4.00	$172.00
32	20. Swales and Drains Tasks performed as specified, once per month	12	$12.00	$144.00
33	21. Service Yards and Storage Areas Tasks performed as specified, weekly.	52	$6.00	$312.00
34	22. Group II Site Inspection and Reporting Per requirements specified Section 34 of SOW	364	$2.00	$728.00
35	23. Group II Management/Supervision Per requirements specified Section 35 of SOW	364	$2.00	$728.00
				==========
			Group II Total On-Going Costs Per Year	**$45,274.00**

SOW	GROUP III			
36	24. Sports Field Maintenance			
	a. Ballfield Preparation for each Diamond Per Recreation Schedule (364 x _2_)* Tasks performed daily for each Diamond.	728	$12.00	$8,736.00
	b. Periodic Preparations for each Diamond (12 x _2_)* Tasks performed monthly for each Diamond.	24	$18.00	$432.00
	c. Detailing Sports Field Areas (52 x _2_)* Tasks performed weekly for each Diamond	104	$10.00	$1,040.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park

SOW	GROUP III continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
36	d. Horseshoe Pit Maintenance * Tasked performed daily.	364	$3.00	$728.00
37	25. Group III Site Inspection and Reporting Per requirements detailed in Section 37 of the SOW	364	$2.00	$728.00
38	26. Group III Management/Supervision Per requirements detailed in Section 38 of the SOW	364	$2.00	$728.00
				==========
			Group III Total On-Going Costs Per Year	**$12,392.00**

SOW	GROUP IV			
39	27. Building Maintenance			
	a. Basic Interior Building Maintenance			
	Level I - Requires full agreement mandates plus additional stipulated functions* Davies Building - Daily	364	$6.00	$2,184.00
	Level II - Requires full agreement mandates* Tasks performed 3 times each week, Monday, Wednesday, Friday.	N/A		
	Level III - Requires that daily and weekly agreement mandates be performed together District Sub-Office - Tasks performed once weekly.	52	$2.00	$104.00
40	b. Periodic Interior Building Maintenance			
	Weekly *	52	$8.00	$416.00
	Monthly *	12	$12.00	$144.00
41	c. Gymnasium Floor * Tasks performed 3 times weekly: Monday, Wednesday, Friday.	N/A		
	d. Shower & Locker Rooms Maint. Showers & Locker Rooms thoroughly cleaned using appropriate steps identified in the restroom maintenance procedures; tasks performed 3 times weekly: Monday, Wednesday Friday.	N/A		
	e. Weight Room	N/A		
42	28. Inspect/Replace Exterior Security Lights* Perform tasks as indicated, once monthly.	12	$4.00	$48.00
43	29. Hose Off Exterior of Building and Adjacent Plants Tasks performed once weekly.	52	$8.00	$416.00

* Frequency may be reduced if further reduction is necessar

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park

SOW	GROUP IV continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
44	30. Clean Interior and Exterior Storage and Maintenance Rooms * (Tasks performed once per month.)	52	$6.00	$312.00
45	31. Daily Restroom Maintenance			
	a. Interior Restrooms			
	First Cleaning performed prior to 8 am	364	$6.00	$2,184.00
	Second Cleaning performed after 1 pm, but prior to 2:30 pm	364	$6.00	$2,184.00
	b. Comfort Stations			
	First Cleaning performed prior to 8 am	364	$5.00	$1,820.00
	Second Cleaning performed after 1 pm, but prior to 2:30 pm	364	$5.00	$1,820.00
46	32. Weekly Restroom Maintenance			
	a. Interior Restrooms *	52	$6.00	$312.00
	b. Comfort Stations *	52	$5.00	$260.00
47	33. Monthly Restroom Maintenance			
	a. Interior Restrooms	12	$8.00	$96.00
	b. Comfort Stations	12	$7.00	$84.00
48	34. Group IV Site Inspection and Reporting (Per Requirements specified in Section 48 of SOW.)	364	$2.00	$728.00
49	35. Group IV Management/Supervision (Per Requirements specified in Section 49 of SOW.)	364	$2.00	$728.00
				==========
	Group IV Total On-Going costs Per Year			**$13,840.00**

SOW	GROUP V			
50	36. Chemical Application			
	a. Turf - detailing general turf areas with systemic herbicides * (Once each month, March through November, inclusive.)	8	$212.00	$1,696.00
	b. Beds and Planters, Walkways, Hard Surfaces, Picnic Areas, Undeveloped Areas, Drainage Areas, Play Areas, Patios, Walkway, Curb and Gutter Expansion Joints, Roadways, Stream Beds - With Systemic Herbicides * (Tasks performed once monthly.)	12	$316.00	$3,792.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park

SOW	GROUP V continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
51	37. Algae and Aquatic Growth Control a. Algae Control with Cutrine Plus Tasks performed once per month as required.	N/A		
	b. Aquatic Weed Control Tasks performed twice yearly as scheduled by Director.	N/A		
52	38. Group V Site Inspection and Reporting Per requirements specified in Section 52 of SOW.	12	$2.00	$24.00
53	39. Group V Management/Supervision Per requirements specified in Section 53 of SOW.	12	$2.00	$24.00
				==========
		Group V Total On-Going Costs Per Year		**$5,536.00**

SOW	GROUP VI			
54	40. Irrigation/Watering a. Valve Box Integrity - Replace Covers, Check for Safety & Security Tasks performed on a daily basis.	364	$5.00	$1,820.00
55	b. Inspect, Operate, Control and Make Adjustments Tasks performed on a weekly basis (or more frequently if problems warrant it).	52	$12.00	$624.00
55	c. Repair, Replace, Relocate Sprinkler Heads Tasks performed weekly, as determined by Director.	52	$14.00	$728.00
56	41. Group VI Site Inspection and Reporting Per requirements specified in Section 56 of SOW.	364	$2.00	$728.00
57	42. Group VI Management/Supervision Per requirements specified in Section 57 of SOW.	364	$2.00	$728.00
				==========
		Group VI Total On-Going Costs Per Year		**$4,628.00**

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Farnsworth Park

	ANNUAL COSTS
GROUP I	$47,515.00
GROUP II	$45,274.00
GROUP III	$12,392.00
GROUP IV	$13,840.00
GROUP V	$5,536.00
GROUP VI	$4,628.00
	==========
TOTAL	**$129,185.00**
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EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park
3330 North Lincoln Avenue, Altadena

SOW	GROUP I	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
13	1. Mowing			
	a. General Turf Areas * Apr thru Nov, once weekly (35); Dec thru Mar, once every 2 weeks (8)	43	$64.00	$2,752.00
	b. Specialized Areas Tasks performed twice per week	N/A		
14	2. Group I Site Inspection and Reporting* Per Requirements specified in Section 17 of SOW	43	$2.00	$86.00
15	3. Group I Management/Supervision Per requirements specified in Section 18 of SOW	43	$2.00	$86.00
		Group I Total On-Going Costs Per Year		**$2,924.00**

	GROUP II			
16	4. Mechanical Edging			
	a. Turf Areas Tasks performed with mowig operations.	43	$12.00	$516.00
	b. Ground Cover Areas Tasks performed monthly.	12	$8.00	$96.00
17	5. Weed Removal in Areas Where it is Impractical to use Chemicals			
	a. Walks, Beds, Planters, Hardscape Tasks performed once each week.	52	$6.00	$312.00
	b. Bare Areas Tasks performed once each month.	12	$4.00	$48.00
	c. Undeveloped Areas Tasks performed once each month.	12	$3.00	$36.00
18	6. Litter Control			
	a. Developed Areas Tasks performed daily	364	$3.00	$1,092.00
	b. Undeveloped Areas Tasks performed once each week.	N/A		
19	7. Empty Exterior Trash Containers Tasks performed daily	364	$2.00	$728.00
20	8. Trash Bin Contents-Removal From Site Tasks performed once each week.	52	$6.00	$372.00
21	9. Raking			
	a. Turf Under Trees * Tasks performed once each month.	12	$6.00	$72.00
	b. Planter Beds and Planters Tasks performed once each week.	52	$4.00	$208.00

*Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
22	10. Clearance Pruning/Hedge Trimming			
	a. Tree Clearance Tasks performed once each month.	12	$16.00	$192.00
	b. Shrub Pruning * Tasks performed once each month.	12	$14.00	$168.00
	c. Hedge Shaping and Trimming * Tasks performed once each month.	12	$13.00	$156.00
	d. Ground Cover Thinning Tasks performed once each month.	12	$12.00	$144.00
23	11. Sweeping			
	a. Hard Surfaces, Walks, Steps, Parking Lot Corners, Tennis Courts Tasks performed daily	364	$2.00	$728.00
	b. Picnic Table Pads * Tasks perfomed daily	364	$1.00	$364.00
	c. Picnic Shelters * Tasks performed daily	364	$1.00	$364.00
24	12. Washing			
	a. Tennis Courts Tasks performed on Wednesdays prior to 7 am.	52	$6.00	$312.00
	b. Picnic Table Pads * Tasks performed once per week	52	$2.00	$104.00
	c. Patio/Designated Areas Used for Food Service* Once per day, Mon - Fri, before 10 am.	122	$2.00	$244.00
	d. Picnic shelters Task performed 3 times a week. Monday, Wednesday, and Friday	156	$2.00	$312.00
25	13. Graffiti Control			
	a. Exterior As noted in Section 25.1 of SOW; daily	364	$1.00	$364.00
	b. Interior As noted in Section 25.2 of SOW; daily	364	$1.00	$364.00
26	14. Woodchips Play Area			
	a. Inspect Playground Site and Equipment for Safety Tasks performed on a daily basis.	364	$1.00	$364.00
	b. Maintain Woodchips in Play Area(s)* Tasks performed as specified in Section 26 of SOW on a daily basis.	364	$1.00	$364.00
	c. Sweep Walks Around Play Area & Return Woodchips to Play Area* Tasks performed on a daily basis.	364	$1.00	$364.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
27	15. Picnic Areas & Similar Appurtenances			
	a. Daily Operations *	0	$0.00	$0.00
	b. Weekly Operations	52	$3.00	$156.00
28	16. Interior and Exterior Drinking Fountains Operations performed once per day.	364	$1.00	$364.00
29	17. Aerification of Turf Areas Task performed 3 times per year during April through November.	3	$94.00	$282.00
30	18. Fertilization of Turf Areas Task performed 3 times per year during April through November.	3	$396.00	$1,188.00
31	19. Rodent Control			
	a. Per Specifications in Subsection 31.1* Tasks performed weekly	52	$2.00	$104.00
	b. Per Specifications in Subsection 31.2* Tasls performed prior to each mowing operation	43	$2.00	$86.00
32	20. Swales and Drains Tasks performed as specified, once per month	12	$6.00	$72.00
33	21. Service Yards and Storage Areas Tasks performed as specified, weekly.	52	$2.00	$104.00
34	22. Group II Site Inspection and Reporting Per requirements specified Section 34 of SOW	364	$1.00	$364.00
35	23. Group II Management/Supervision Per requirements specified Section 35 of SOW	364	$1.00	$364.00
				==========
			Group II Total On-Going Costs Per Year	**$11,472.00**

SOW	GROUP III			
36	24. Sports Field Maintenance			
	a. Ballfield Preparation for each Diamond Per Recreation Schedule (364 x _2_)* Tasks performed daily for each Diamond.	728	$8.00	$5,824.00
	b. Periodic Preparations for each Diamond (12 x _2_)* Tasks performed monthly for each Diamond.	24	$12.00	$288.00
	c. Detailing Sports Field Areas (52 x _2_)* Tasks performed weekly for each Diamond	104	$7.00	$728.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park

SOW	GROUP III continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
36	d. Horseshoe Pit Maintenance * Tasked performed daily.	364	$1.00	$364.00
	e. Equestrian Arena Daily Maintenance Tasks	364	$3.00	$1,092.00
	Weekly Maintenance Tasks	52	$2.00	$104.00
37	25. Group III Site Inspection and Reporting Per requirements detailed in Section 37 of the SOW	364	$1.00	$364.00
38	26. Group III Management/Supervision Per requirements detailed in Section 38 of the SOW	364	$1.00	$364.00
				==========
	Group III Total On-Going Costs Per Year			**$9,128.00**

SOW	GROUP IV			
39	27. Building Maintenance a. Basic Interior Building Maintenance Level I - Requires full agreement mandates plus additional stipulated functions* Tasks performed more than 3 times weekly, as instructed by Director.	364	$3.00	$1,092.00
	Level II - Requires full agreement mandates* Tasks performed 3 times each week, Monday, Wednesday, Friday.	364	$3.00	$1,092.00
	Level III - Requires that daily and weekly agreement mandates be performed together Tasks performed once weekly.	N/A		
40	b. Periodic Interior Building Maintenance Weekly *	52	$4.00	$208.00
	Monthly *	12	$6.00	$72.00
41	c. Gymnasium Floor * Tasks performed 5 times weekly: Monday through Friday	260	$4.00	$1,040.00
	d. Shower & Locker Rooms Maint. Showers & Locker Rooms thoroughly cleaned using appropriate steps identified in the restroom maintenance procedures; tasks performed 3 times weekly: Monday, Wednesday Friday.	0	$0.00	$0.00
	e. Weight Room	N/A		
42	28. Inspect/Replace Exterior Security Lights* Perform tasks as indicated, once monthly.	12	$2.00	$24.00
43	29. Hose Off Exterior of Building and Adjacent Plants Tasks performed once weekly.	52	$3.00	$156.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park

SOW	GROUP IV continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
44	30. Clean Interior and Exterior Storage and Maintenance Rooms * Tasks performed once per week.	52	$3.00	$156.00
45	31. Daily Restroom Maintenance a. Interior Restrooms *First Cleaning performed prior to 8 am*	364	$2.00	$728.00
	Second Cleaning performed after 1 pm, but prior to 2:30 pm	364	$2.00	$728.00
	b. Comfort Stations *First Cleaning performed prior to 8 am*	364	$2.00	$728.00
	Second Cleaning performed after 1 pm, but prior to 2:30 pm	364	$2.00	$728.00
46	32. Weekly Restroom Maintenance a. Interior Restrooms *	52	$5.00	$260.00
	b. Comfort Stations *	52	$4.00	$208.00
47	33. Monthly Restroom Maintenance a. Interior Restrooms *	12	$6.00	$72.00
	b. Comfort Stations *	12	$5.00	$60.00
48	34. Group IV Site Inspection and Reporting Per Requirements specified in Section 48 of SOW.	364	$1.00	$364.00
49	35. Group IV Management/Supervision Per Requirements specified in Section 49 of SOW.	364	$1.00	$364.00
				==========
			Group IV Total On-Going costs Per Year	**$8,080.00**

SOW	GROUP V			
50	36. Chemical Application a. Turf - detailing general turf areas with systemic herbicides * Once each month, March through November, inclusive.	8	$48.00	$384.00
	b. Beds and Planters, Walkways, Hard Surfaces, Picnic Areas, Undeveloped Areas, Drainage Areas, Play Areas, Patios, Walkway, Curb and Gutter Expansion Joints, Roadways, Stream Beds - With Systemic Herbicides * Tasks performed once monthly.	12	$56.00	$672.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park

SOW	GROUP V continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
51	37. Algae and Aquatic Growth Control a. Algae Control with Cutrine Plus Tasks performed once per month as required.	N/A		
	b. Aquatic Weed Control Tasks performed twice yearly as scheduled by Director.	N/A		
52	38. Group V Site Inspection and Reporting Per requirements specified in Section 52 of SOW.	12	$2.00	$24.00
53	39. Group V Management/Supervision Per requirements specified in Section 53 of SOW.	12	$2.00	$24.00
				==========
			Group V Total On-Going Costs Per Year	**$1,104.00**

SOW	GROUP VI			
54	40. Irrigation/Watering a. Valve Box Integrity - Replace Covers, Check for Safety & Security Tasks performed on a daily basis.	364	$3.00	$1,092.00
55	b. Inspect, Operate, Control and Make Adjustments Tasks performed on a weekly basis (or more frequently if problems warrant it).	52	$59.00	$3,068.00
55	c. Repair, Replace, Relocate Sprinkler Heads Tasks performed weekly, as determined by Director.	52	$8.00	$416.00
56	41. Group VI Site Inspection and Reporting Per requirements specified in Section 56 of SOW.	364	$1.00	$364.00
57	42. Group VI Management/Supervision Per requirements specified in Section 57 of SOW.	364	$1.00	$364.00
				==========
			Group VI Total On-Going Costs Per Year	**$5,304.00**

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Loma Alta Park

	ANNUAL COSTS
GROUP I	$2,924.00
GROUP II	$11,472.00
GROUP III	$9,128.00
GROUP IV	$8,080.00
GROUP V	$1,104.00
GROUP VI	$5,304.00
	==========
TOTAL	**$38,012.00**
	==========

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park
77 Mountain View, Altadena

SOW	GROUP I	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
13	1. Mowing			
	a. General Turf Areas *	43	$27.00	$1,161.00
	Apr thru Nov, once weekly (35); Dec thru Mar, once every 2 weeks (8			
	b. Specialized Areas	N/A		
	Tasks performed twice per week			
14	2. Group I Site Inspection and Reporting*	43	$1.00	$43.00
	Per Requirements specified in Section 14 of SOW			
15	3. Group I Management/Supervision	43	$1.00	$43.00
	Per requirements specified in Section 15 of SOW			
	Group I Total On-Going Costs Per Year			**$1,247.00**

SOW	GROUP II			
16	4. Mechanical Edging			
	a. Turf Areas	43	$12.00	$516.00
	Tasks performed with mowing operation			
	b. Ground Cover Areas	12	$10.00	$120.00
	Tasks performed monthly			
17	5. Weed Removal in Areas Where it is Impractical to use Chemicals			
	a. Walks, Beds, Planters, Hardscape	52	$6.00	$312.00
	Tasks performed once each week.			
	b. Bare Areas	12	$10.00	$120.00
	Tasks performed once each month.			
	c. Undeveloped Areas	N/A		
	Tasks performed once each month.			
18	6. Litter Control			
	a. Developed Areas	364	$3.00	$1,092.00
	Tasks performed daily			
	b. Undeveloped Areas	N/A		
	Tasks performed once each week.			
19	7. Empty Exterior Trash Containers	364	$1.00	$364.00
	Tasks performed daily			
20	8. Trash Bin Contents-Removal From Site	52	$4.00	$208.00
	Tasks performed once each week.			
21	9. Raking			
	a. Turf Under Trees *	12	$6.00	$72.00
	Tasks performed once each month.			
	b. Planter Beds and Planters	52	$5.00	$260.00
	Tasks performed once each week.			

*Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park

	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
22	10. Clearance Pruning/Hedge Trimming			
	a. Tree Clearance Tasks performed once each month.	12	$14.00	$168.00
	b. Shrub Pruning * Tasks performed once each month.	12	$12.00	$144.00
	c. Hedge Shaping and Trimming * Tasks performed once each month.	12	$11.00	$132.00
	d. Ground Cover Thinning Tasks performed once each month.	12	$8.00	$96.00
23	11. Sweeping			
	a. Hard Surfaces, Walks, Steps, Parking Lot Corners, Tennis Courts Tasks performed once per week; beginning or end of week.	364	$2.00	$728.00
	b. Picnic Table Pads * Tasks perfomed daily	312	$2.00	$624.00
	c. Picnic Shelters * Tasks performed daily	0	$0.00	$0.00
24	12. Washing			
	a. Tennis Courts Tasks performed once per week; opposite sweeping.	N/A		
	b. Picnic Table Pads * Tasks performed once per week	52	$2.00	$104.00
	c. Patio/Designated Areas Used for Food Service* Once per day, Mon - Fri, before 10 am starting the first week day following July 4th through the last Friday in June the following year.	N/A		
25	13. Graffiti Control			
	a. Exterior As noted in Section 25.1 of SOW; daily.	364	$1.00	$364.00
	b. Interior As noted in Section 25.2 of SOW; daily.	364	$1.00	$364.00
26	14. Sand Play Area			
	a. Inspect Playground Site and Equipment for Safety Tasks performed on a daily basis.	364	$1.00	$364.00
	b. Maintain Sand Play Area(s)* Tasks performed as specified in Section 26 of SOW on a daily basis.	364	$2.00	$728.00
	c. Sweep Walks Around Play Area & Return Sand to Play Area* Tasks performed on a daily basis.	364	$1.00	$364.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
27	15. Picnic Areas & Similar Appurtenances			
	a. Daily Operations *	364	$2.00	$728.00
	b. Weekly Operations	52	$3.00	$156.00
28	16. Interior and Exterior Drinking Fountains Operations performed once per day.	364	$1.00	$364.00
29	17. Aerification of Turf Areas Task performed 3 times per year during April through November.	3	$66.00	$198.00
30	18. Fertilization of Turf Areas Task performed 3 times per year during April through November.	3	$142.00	$426.00
31	19. Rodent Control			
	a. Per Specifications in Subsection 31.1* Tasks performed weekly	52	$2.00	$104.00
	b. Per Specifications in Subsection 31.2* Tasls performed prior to each mowing operation	43	$2.00	$86.00
32	20. Swales and Drains Tasks performed as specified, once per month	12	$12.00	$144.00
33	21. Service Yards and Storage Areas Tasks performed as specified, weekly.	N/A		
34	22. Group II Site Inspection and Reporting Per requirements specified Section 34 of SOW	364	$1.00	$364.00
35	23. Group II Management/Supervision Per requirements specified Section 35 of SOW	364	$1.00	$364.00
				==========
			Group II Total On-Going Costs Per Year	**$10,178.00**

SOW	GROUP III		
36	24. Sports Field Maintenance		
	a. Ballfield Preparation for each Diamond Per Recreation Schedule* Tasks performed daily for each Diamond.	N/A	
	b. Periodic Preparations for each Diamond* Tasks performed monthly for each Diamond.	N/A	
	c. Detailing Sports Field Areas* Tasks performed weekly for each Diamond	N/A	

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park

SOW	GROUP III continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
36	d. Horseshoe Pit Maintenance * Tasked performed daily.	N/A		
37	25. Group III Site Inspection and Reporting Per requirements detailed in Section 37 of the SOW	N/A		
38	26. Group III Management/Supervision Per requirements detailed in Section 38 of the SOW	N/A		
				==========
		Group III Total On-Going Costs Per Year		**Not Applicable**

SOW	GROUP IV			
39	27. Building Maintenance a. Basic Interior Building Maintenance			
	Level I - Requires full agreement mandates plus additional stipulated functions* Tasks performed more than 3 times weekly, as instructed by Director.	N/A		
	Level II - Requires full agreement mandates* Tasks performed 3 times each week, Monday, Wednesday, Friday.	N/A		
	Level III - Requires that daily and weekly agreement mandates be performed together Tasks performed once weekly.	N/A		
40	b. Periodic Interior Building Maintenance Weekly *	N/A		
	Monthly *	N/A		
41	c. Gymnasium Floor * Tasks performed 3 times weekly: Monday, Wednesday, Friday	N/A		
	d. Shower & Locker Rooms Maint. Showers & Locker Rooms thoroughly cleaned using appropriate steps identified in the restroom maintenance procedures; tasks performed 3 times weekly: Monday, Wednesday Friday.	N/A		
	e. Weight Room	N/A		
42	28. Inspect/Replace Exterior Security Lights* Perform tasks as indicated, once monthly.	N/A		
43	29. Hose Off Exterior of Building and Adjacent Plants Tasks performed once weekly.	N/A		

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park

SOW	GROUP IV continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
44	30. Clean Interior and Exterior Storage and Maintenance Rooms * Tasks performed once per month.	52	$3.00	$156.00
45	31. Daily Restroom Maintenance a. Interior Restrooms*	N/A		
	b. Comfort Stations* *First Cleaning performed prior to 8 am*	364	$2.00	$728.00
	Second Cleaning performed after 1 pm, but prior to 2:30 pm	364	$2.00	$728.00
46	32. Weekly Restroom Maintenance a. Interior Restrooms	N/A		
	b. Comfort Stations	52	$2.00	$104.00
47	33. Monthly Restroom Maintenance a. Interior Restrooms	N/A		
	b. Comfort Stations	12	$3.00	$36.00
48	34. Group IV Site Inspection and Reporting Per Requirements specified in Section 48 of SOW.	364	$1.00	$364.00
49	35. Group IV Management/Supervision Per Requirements specified in Section 49 of SOW.	364	$1.00	$364.00
				==========
			Group IV Total On-Going costs Per Year	**$2,480.00**

SOW	GROUP V			
50	36. Chemical Application a. Turf - detailing general turf areas with systemic herbicides * Once each month, March through November, inclusive.	8	$32.00	$256.00
	b. Beds and Planters, Walkways, Hard Surfaces, Picnic Areas, Undeveloped Areas, Drainage Areas, Play Areas, Patios, Walkway, Curb and Gutter Expansion Joints, Roadways, Stream Beds - With Systemic Herbicides * Tasks performed once monthly.	12	$38.00	$456.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park

SOW	GROUP V continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
51	37. Algae and Aquatic Growth Control a. Algae Control with Cutrine Plus Tasks performed once per month as required.	N/A		
	b. Aquatic Weed Control Tasks performed twice yearly as scheduled by Director.	N/A		
52	38. Group V Site Inspection and Reporting Per requirements specified in Section 52 of SOW.	12	$1.00	$12.00
53	39. Group V Management/Supervision Per requirements specified in Section 53 of SOW.	12	$1.00	$12.00
				==========
			Group V Total On-Going Costs Per Year	**$736.00**

SOW	GROUP VI			
54	40. Irrigation/Watering a. Valve Box Integrity - Replace Covers, Check for Safety & Security Tasks performed on a daily basis.	364	$1.00	$364.00
55	b. Inspect, Operate, Control and Make Adjustments Tasks performed on a weekly basis (or more frequently if problems warrant it).	52	$3.00	$156.00
55	c. Repair, Replace, Relocate Sprinkler Heads Tasks performed weekly, as determined by Director.	52	$6.00	$312.00
56	41. Group VI Site Inspection and Reporting Per requirements specified in Section 56 of SOW.	364	$1.00	$364.00
57	42. Group VI Management/Supervision Per requirements specified in Section 57 of SOW.	364	$1.00	$364.00
				==========
			Group VI Total On-Going Costs Per Year	**$1,560.00**

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Charles White Park

	ANNUAL COSTS
GROUP I	$1,247.00
GROUP II	$10,178.00
GROUP III	**Not Applicable**
GROUP IV	$2,480.00
GROUP V	$736.00
GROUP VI	$1,560.00
	==========
TOTAL	**$16,201.00**
	==========

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle
Altadena Drive & Lake Avenue, Altadena

SOW	GROUP I	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
13	1. Mowing			
	a. General Turf Areas *	43	$18.00	$774.00
	Apr thru Nov, once weekly (35); Dec thru Mar, once every 2 weeks (8			
	b. Specialized Areas	N/A		
	Tasks performed twice per week			
14	2. Group I Site Inspection and Reporting*	43	$1.00	$43.00
	Per Requirements specified in Section 14 of SOW			
15	3. Group I Management/Supervision	43	$1.00	$43.00
	Per requirements specified in Section 15 of SOW			
	Group I Total On-Going Costs Per Year			**$860.00**

SOW	GROUP II			
16	4. Mechanical Edging			
	a. Turf Areas	43	$6.00	$258.00
	Tasks performed with mowing			
	b. Ground Cover Areas	12	$5.00	$60.00
	Tasks performed monthly			
17	5. Weed Removal in Areas Where it is Impractical to use Chemicals			
	a. Walks, Beds, Planters, Hardscape	52	$4.00	$208.00
	Tasks performed once each week.			
	b. Bare Areas	12	$3.00	$36.00
	Tasks performed once each month.			
	c. Undeveloped Areas	N/A		
	Tasks performed once each month.			
18	6. Litter Control			
	a. Developed Areas	364	$1.00	$364.00
	Tasks performed daily			
	b. Undeveloped Areas	N/A		
	Tasks performed once each week.			
19	7. Empty Exterior Trash Containers	364	$1.00	$364.00
	Tasks performed daily			
20	8. Trash Bin Contents-Removal From Site	52	$2.00	$104.00
	Tasks performed once each week.			
21	9. Raking			
	a. Turf Under Trees *	12	$4.00	$48.00
	Tasks performed once each month.			
	b. Planter Beds and Planters	52	$3.00	$156.00
	Tasks performed once each week.			

*Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
22	10. Clearance Pruning/Hedge Trimming			
	a. Tree Clearance Tasks performed once each month.	12	$8.00	$96.00
	b. Shrub Pruning * Tasks performed once each month.	12	$7.00	$84.00
	c. Hedge Shaping and Trimming * Tasks performed once each month.	N/A		
	d. Ground Cover Thinning Tasks performed once each month.	12	$6.00	$72.00
23	11. Sweeping			
	a. Hard Surfaces, Walks, Steps, Parking Lot Corners, Tennis Courts Tasks performed once per week; beginning or end of week.	N/A		
	b. Picnic Table Pads * Tasks performed daily	N/A		
	c. Picnic Shelters * Tasks performed daily	N/A		
24	12. Washing			
	a. Tennis Courts Tasks performed once per week; opposite sweeping.	N/A		
	b. Picnic Table Pads * Tasks performed once per week	N/A		
	c. Patio/Designated Areas Used for Food Service* Once per day, Mon - Fri, before 10 am starting the first week day following July 4th through the last Friday in June the following year.	N/A		
25	13. Graffiti Control			
	a. Exterior As noted in Section 25.1 of SOW; daily.	364	$1.00	$364.00
	b. Interior	N/A		
26	14. Sand Play Area			
	a. Inspect Playground Site and Equipment for Safety Tasks performed on a daily basis.	N/A		
	b. Maintain Sand Play Area(s)* Tasks performed as specified in Section 26 of SOW on a daily basis.	N/A		
	c. Sweep Walks Around Play Area & Return Sand to Play Area* Tasks performed on a daily basis.	N/A		

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle

SOW	GROUP II continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
27	15. Picnic Areas & Similar Appurtenances			
	a. Daily Operations *	N/A		
	b. Weekly Operations	N/A		
28	16. Interior and Exterior Drinking Fountains Operations performed once per day.	N/A		
29	17. Aerification of Turf Areas Task performed 3 times per year during April through November.	3	$28.00	$84.00
30	18. Fertilization of Turf Areas Task performed 3 times per year during April through November.	3	$34.00	$102.00
31	19. Rodent Control			
	a. Per Specifications in Subsection 31.1* Tasks performed weekly	52	$1.00	$52.00
	b. Per Specifications in Subsection 31.2* Tasks performed prior to each mowing operation	43	$1.00	$43.00
32	20. Swales and Drains Tasks performed as specified, once per month	N/A		
33	21. Service Yards and Storage Areas Tasks performed as specified, weekly.	N/A		
34	22. Group II Site Inspection and Reporting Per requirements specified Section 34 of SOW	364	$1.00	$364.00
35	23. Group II Management/Supervision Per requirements specified Section 35 of SOW	364	$1.00	$364.00
				==========
			Group II Total On-Going Costs Per Year	**$3,223.00**

SOW	GROUP III			
36	24. Sports Field Maintenance			
	a. Ballfield Preparation for each Diamond Per Recreation Schedule* Tasks performed daily for each Diamond.	N/A		
	b. Periodic Preparations for each Diamond* Tasks performed monthly for each Diamond.	N/A		
	c. Detailing Sports Field Areas* Tasks performed weekly for each Diamond	N/A		

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle

SOW	GROUP III continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
36	d. Horseshoe Pit Maintenance * Tasked performed daily.	N/A		
37	25. Group III Site Inspection and Reporting Per requirements detailed in Section 37 of the SOW	N/A		
38	26. Group III Management/Supervision Per requirements detailed in Section 38 of the SOW	N/A		
				==========
		Group III Total On-Going Costs Per Year		**Not Applicable**

SOW	GROUP IV		
39	27. Building Maintenance a. Basic Interior Building Maintenance Level I - Requires full agreement mandates plus additional stipulated functions* Tasks performed more than 3 times weekly, as instructed by Director.	N/A	
	Level II - Requires full agreement mandates* Tasks performed 3 times each week, Monday, Wednesday, Friday.	N/A	
	Level III - Requires that daily and weekly agreement mandates be performed together Tasks performed once weekly.	N/A	
40	b. Periodic Interior Building Maintenance Weekly *	N/A	
	Monthly *	N/A	
41	c. Gymnasium Floor * Tasks performed 3 times weekly: Monday, Wednesday, Friday	N/A	
	d. Shower & Locker Rooms Maint. Showers & Locker Rooms thoroughly cleaned using appropriate steps identified in the restroom maintenance procedures; tasks performed 3 times weekly: Monday, Wednesday Friday.	N/A	
	e. Weight Room	N/A	
42	28. Inspect/Replace Exterior Security Lights* Perform tasks as indicated, once monthly.	N/A	
43	29. Hose Off Exterior of Building and Adjacent Plants Tasks performed once weekly.	N/A	

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle

SOW	GROUP IV continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
44	30. Clean Interior and Exterior Storage and Maintenance Rooms * Tasks performed once per month.	N/A		
45	31. Daily Restroom Maintenance a. Interior Restrooms *	N/A		
	b. Comfort Stations *	N/A		
46	32. Weekly Restroom Maintenance a. Interior Restrooms *	N/A		
	b. Comfort Stations *	N/A		
47	33. Monthly Restroom Maintenance a. Interior Restrooms *	N/A		
	b. Comfort Stations *	N/A		
48	34. Group IV Site Inspection and Reporting Per Requirements specified in Section 48 of SOW.	N/A		
49	35. Group IV Management/Supervision Per Requirements specified in Section 49 of SOW.	N/A		
				==========
		Group IV Total On-Going costs Per Year		**Not Applicable**

SOW	GROUP V			
50	36. Chemical Application a. Turf - detailing general turf areas with systemic herbicides * Once each month, March through November, inclusive.	8	$18.00	$144.00
	b. Beds and Planters, Walkways, Hard Surfaces, Picnic Areas, Undeveloped Areas, Drainage Areas, Play Areas, Patios, Walkway, Curb and Gutter Expansion Joints, Roadways, Stream Beds - With Systemic Herbicides * Tasks performed once monthly.	12	$22.00	$264.00

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle

SOW	GROUP V continued	ANNUAL FREQUENCY	COST PER FREQUENCY**	ANNUAL COST
51	37. Algae and Aquatic Growth Control a. Algae Control with Cutrine Plus Tasks performed once per month as required.	N/A		
	b. Aquatic Weed Control Tasks performed twice yearly as scheduled by Director.	N/A		
52	38. Group V Site Inspection and Reporting Per requirements specified in Section 52 of SOW.	12	$1.00	$12.00
53	39. Group V Management/Supervision Per requirements specified in Section 53 of SOW.	12	$1.00	$12.00
				==========
			Group V Total On-Going Costs Per Year	**$432.00**

SOW	GROUP VI			
54	40. Irrigation/Watering a. Valve Box Integrity - Replace Covers, Check for Safety & Security Tasks performed on a daily basis.	364	$1.00	$364.00
55	b. Inspect, Operate, Control and Make Adjustments Tasks performed on a weekly basis (or more frequently if problems warrant it).	52	$4.00	$208.00
55	c. Repair, Replace, Relocate Sprinkler Heads Tasks performed weekly, as determined by Director.	52	$2.00	$104.00
56	41. Group VI Site Inspection and Reporting Per requirements specified in Section 56 of SOW.	364	$1.00	$364.00
57	42. Group VI Management/Supervision Per requirements specified in Section 57 of SOW.	364	$1.00	$364.00
				==========
			Group VI Total On-Going Costs Per Year	**$1,404.00**

* Frequency may be reduced if further reduction is necessary.

EXHIBIT A
PRICING AND BILLING AND PERFORMANCE FREQUENCES

FACILITY: Altadena Triangle

	ANNUAL COSTS
GROUP I	$860.00
GROUP II	$3,223.00
GROUP III	**Not Applicable**
GROUP IV	**Not Applicable**
GROUP V	$432.00
GROUP VI	$1,404.00
	==========
TOTAL	**$5,919.00**
	==========

FACILITY: **ALTADENA COST SUMMARY**

	ANNUAL COSTS
Farnsworth Park	$129,185.00
Loma Alta Park	$38,012.00
Charles White Park	$16,201.00
Altadena Triangle	$5,919.00
	==========
TOTAL ANNUAL CONTRACT COST	**$189,317.00**
	==========

ALTADENA AREA PARKS
STATEMENT OF WORK
PARK MAINTENANCE SERVICES SPECIFICATIONS

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Altadena Area Parks
STATEMENT OF WORK
I. ADMINISTRATIVE SPECIFICATIONS

1.0 GENERAL REQUIREMENTS

1.1 The Contractor shall thoroughly complete each task in a professional, workmanlike manner. To this end, the Contractor will use quality equipment and materials that comply with all current regulations. The safety of workers, passersby, and the public shall be paramount.

1.2 The Contractor shall provide the labor, materials, and equipment necessary for the provision of grounds and landscape maintenance services, except as otherwise specified hereinafter. Tasks shall be performed with nothing but the highest of standards at no less than the frequencies set forth herein.

1.3 The Contractor is hereby required to render and provide building and grounds maintenance services including, but not limited to, the maintenance of turf, groundcover, shrubs and trees; maintenance, repair and preparation of athletic areas; the pruning of trees and shrubs; providing weed and pest control; providing specified building custodial services; operate, repair and maintain irrigation systems and the maintenance of any appurtenant structures and equipment pursuant to specifications and frequencies established by the County of Los Angeles Department of Parks and Recreation, as set forth herein or revised by the County. The specific frequencies per site are identified in Exhibit A, Pricing and Billing and Performances Frequencies and govern the Contractor's completion of required operations.

1.4 The Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover, athletic or turf areas.

1.5 The Contractor recognizes, that during the course of this Contract, other activities and operations may be conducted by County work forces and other contracted parties. These activities may include, but not be limited to, landscape refurbishment, irrigation system modification or repair, construction and/or storm related operations. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request therefor by the Director.

1.6 The Contractor shall, during the hours and days of maintenance service, as identified in Section 6.0, respond to all emergencies within two (2) hours of notification.

1.7 The Contractor shall be required to clearly identify and equip each vehicle used at said facilities with decals on the exterior right and left front door panels identifying the Contractor's name, and phone number.

2.0 FACILITIES TO BE MAINTAINED

2.1 The facilities to be maintained under the provisions of this Contract are as follows and are specifically located at the addresses identified below:

- **Charles Farnsworth Park,** 568 East Mount Curve Avenue, Altadena
- **Loma Alta Park,** 3330 North Lincoln Avenue, Altadena
- **Charles White Park,** 77 Mountain View St., Altadena
- **Altadena Triangle,** SW Corner Lake Ave. & Altadena Dr., Altadena

These facilities are landscaped with turf, groundcover, shrubs, and are irrigated by manual and/or automatic irrigation systems.

2.2 The Contractor acknowledges personal inspection of the facilities and the surrounding areas and has evaluated the extent to which the physical condition thereof will affect the services to be provided. The Contractor accepts the premises in their present physical condition, and agrees to make no demands upon the County for any improvements or alterations thereof.

3.0 CERTIFICATIONS/REPORTS

3.1 Payroll and Prevailing Wage Report

The Contractor shall complete a Payroll and Prevailing Wage Certification Report which shall be made available to the Director concurrent with the monthly invoicing. The Contractor may use Exhibit E, Public Works Payroll Reporting and Certification Form, or provide the required information in a form acceptable to the Director. The monthly payment will not be made until such report is received and found acceptable by the Director.

3.2 Maintenance Function Report

The Contractor shall maintain and keep current a report that records when all Periodic, Seasonal, Additional Work, and maintenance functions performed by the Contractor's personnel were completed. Said report shall be in a form and content acceptable to the Director and will be made available to the Director upon request. The monthly payment may not be made if such report is requested and is not made available or is in a form that is unacceptable to the Director.

3.3 Certification of Specialty Type Maintenance

When applicable, the Contractor shall include with the monthly invoice, those specialty type maintenance items completed. The following information shall include but not be limited to:

a. Quantity and complete description of all commercial and organic fertilizer(s) used.

b. Quantity and label description of all grass seed used.

c. Quantity and complete description of all soil amendments used.

d. A valid licensed California Pest Control Advisor's recommendations and copies of corresponding Agricultural Commissioner's Pesticide Use Reports signed by a licensed California Pest Control Operator for all chemical, disease and pest control work performed. The report shall be accompanied by a listing of each material used, quantity used, the location of use, the date used, the person responsible for the report, the applicator's name and the license number under which the applicator was operating.

3.4 Certified Monitoring Reports for Living Wage Program

The Contractor shall submit to the County, certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the 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 the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the 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 the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The 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.

4.0 ADDITIONAL WORK

4.1 As authorized in Section 8.0, Change Notices and Amendments, of the Contract, the Director may at his discretion, modify the Contractor's On-Going Maintenance Task and Schedule when such work arises out of extraordinary incidents such as vandalism, Acts of God, and third party negligence; or services required due to new or the modification of existing facilities or recreation programs.

4.2 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. No work shall commence without a written authorization from the Director.

4.3 Notwithstanding the above authorization, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Director may verbally authorize the work to be performed upon receiving a verbal estimate from the Contractor. However, within twenty-four (24) hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the Director for approval.

5.0 SAFETY

5.1 The Contractor agrees to perform all work outlined in this Contract in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all local, County, State or other legal requirements including but not limited to, full compliance with the terms of the applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders at all times so as to protect all persons, including the Contractor's employees, agents of the County, vendors, members of the public or others from foreseeable injury, or damage to their property. The Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.

5.2 It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any portion of the premises unsafe, as well as any unsafe practices occurring thereon. The Director shall be notified immediately of any unsafe condition that requires major correction. The Contractor shall be responsible for making minor corrections including, but not limited to; filling holes in turf areas and paving, using barricades or traffic cones to alert patrons of the existence of hazards, replacing valve box covers, and securing play apparatus so as to protect members of the public or others from injury. During normal hours the Contractor shall obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury occurring on the premises. The Contractor shall cooperate fully with the County in the investigation of any accidental injury or death occurring on the premises, including a complete written report thereof to the Director within five (5) days following the occurrence.

6.0 HOURS AND DAYS OF MAINTENANCE SERVICES

6.1 The basic daily hours of maintenance service shall be as follows:

a. For the months of November through April, 7:00 a.m. to 3:30 p.m.
b. For the months of May through October, 6:00 a.m. to 2:30 p.m.

6.2 The Contractor shall provide adequate staffing to perform the required maintenance services during the prescribed hours seven (7) days per week. Any changes in the days and hours of operation prescribed above shall be subject to approval by the Director.

6.3 Per the State of California Labor Code, the Contractor is directed to the following prescribed requirement with respect to the hours of employment. Eight (8) hours of labor under this Contract shall constitute a legal day's work and said Contractor shall not require or permit any laborer, worker or mechanic, or any subcontractor employed by him to perform any of the work described herein to labor more than eight (8) hours during any one day or more than forty (40) hours during any one calendar week, except as authorized by Labor Code Section 1815, under penalty of paying to the County the sum of Twenty-Five Dollars ($25) for each laborer, worker or mechanic employed in the execution of said Contract by the Contractor, or any subcontractor under the Contractor, upon any of the work included in said Contract for each calendar day during which such laborer, worker, technician, specialist or mechanic is required or permitted to labor more than eight (8) hours in any one calendar day or forty (40) hours in any one calendar week, in violation of the provisions of Section 1811 to 1815, inclusive, of the Labor Code of the State of California.

7.0 MAINTENANCE SCHEDULES

7.1 The Contractor shall, within ten (10) days after the effective date of this Contract, submit a facility work schedule to the Director for review and approval. Said work schedule shall be set on an annual calendar identifying and delineating the time frames for the required functions by the day of the week, morning and afternoon. In addition, the Contractor shall notify the Director, in writing, at least two (2) weeks prior to the scheduled date and time for the eradication of rodents pursuant to Section 33 of the Statement of Work.

7.2 The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Director for his review, and, if appropriate, his approval, within five (5) working days prior to the scheduled time for the work.

7.3 The above provisions are not construed to eliminate the Contractor's responsibility in complying with the requirements to notify the Director for Specialty Type maintenance as set forth immediately hereinafter.

7.4 The Contractor shall notify the Director, in writing, at least two (2) weeks prior to the date and time of all "Specialty Type" maintenance operations. "Specialty Type" operations are defined as:

a. Fertilization

b. Turf renovation/reseeding
c. Micro-Nutrients/soil amendments
d. Spraying of trees, shrubs or turf
e. Aesthetic tree pruning
f. Other items as determined by the Director.

8.0 SIGNS/IMPROVEMENTS

The Contractor shall not post signs or advertising matter upon the premises or improvements thereon, unless prior approval therefor is obtained from the Director.

9.0 UTILITIES

The County shall pay for all utilities with the exception of the telephone. However, water usage shall not exceed an amount required to comply with irrigation schedules established by the Director. The Contractor shall pay for all excessive utility usage due to the Contractor's failure to monitor irrigation system malfunctions or unauthorized increases in the frequency of irrigation. The excess cost will be determined by comparing current usage with historical usage for the same time period. The excess cost factor, to be deducted from payments to the Contractor from the County will be presented to the Contractor by the Director prior to actual deduction to allow for explanations.

10.0 NON-INTERFERENCE

The Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.

11.0 USE OF CHEMICALS

11.1 All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by a Qualified Applicator under the direction of a Licensed Pest Control Advisor. The Contractor, in complying with the California Food and Agricultural Code, shall provide a copy of a valid Pest Control Business License, a valid Pest Control Advisor's License and a Qualified Applicator's License prior to using any and all applicable chemicals within the area(s) to be maintained.

11.1.1 The Contractor, in addition to complying with the California Food and Agricultural Code, must be registered with the Los Angeles County Agricultural Commission. The Contractor shall also be certified in categories D and E of the Pest Control Advisor's License and in category B of the Qualified Applicator's License.

11.1.2 If the Contractor does not possess a valid Pest Control Advisor's License with appropriate categories, the Contractor, upon

written consent of the Director per Paragraph 9.41, Subcontracting, of the Contract, may subcontract this service.

11.1.3 If the chemical application is performed without the necessary Department approvals, including registration, licenses and permits, the Director may deduct pro rata from the Contractor's invoice applicable contract costs for chemical spraying.

11.1.4 The action above shall not be construed as a penalty but as an adjustment of payment to the Contractor due to the failure of the Contractor to complete or comply with the provisions of this Contract.

11.1.5 In addition to the remedies provided heretofor, this Contract may be terminated per Paragraph 9.45, Termination for Default, of the Contract upon the Contractor's failure to correct deficiencies in a timely manner.

11.2 A listing of proposed chemicals to be used including; commercial name, application rates and type of usage shall be submitted to the Director for approval at the commencement of the contract. No work shall begin until written approval of use is obtained from the Director.

11.3 Chemicals shall only be applied by those persons possessing a valid California Certified Applicator's license. Application shall be in strict accordance with all governing regulations.

11.4 Records of all operations stating dates, times, methods of application, chemical formulations, applicators' names and weather conditions shall be made and retained in an active file for a minimum of three (3) years. The Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the Pest Control Advisor recommendation for each application (site specific) shall be provided to the monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner.

11.5 All chemicals requiring a special permit for use must be registered with the County Agricultural Commissioner's Office and a permit obtained with a copy to the Los Angeles County Department of Parks and Recreation.

11.6 All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

11.7 Chemicals shall be applied when air currents are still; preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application.

12.0 NOISE

Contractor shall not prepare for or initiate any operations or use any equipment before 7:00 a.m. that would violate local noise ordinances or noise reduction needs.

II. ON-GOING MAINTENANCE TASKS

The specific frequencies per site are identified in Exhibit A, Pricing and Billing and Performances Frequencies, and govern the Contractor's completion of required operations.

GROUP I

13.0 MOWING

13.1 Mowing operations shall be performed in a workmanlike manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain. This includes the safe operation of equipment as determined by the Director and within the manufacturer's guidelines.

13.2 Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type deck and shall be configured so that the outer edges of the blade shall extend 18" to 24" beyond the outer edge of the wheel.

13.3 All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.

13.4 Mower blades shall be sharpened weekly.

13.5 Mowing height shall be no less than ¾ inch and may be set as high as 4 inches with normalcy based upon turf species and site conditions. Mowing heights may vary for special events and conditions. Heights shall be determined by the Director.

13.6 Mowing operation shall be on a schedule that is acceptable to the Director.

13.7 Walkways shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.

13.8 Mowing of turf at each park facility shall be completed in one operation.

14.0 GROUP I SITE INSPECTION AND REPORTING - Mowing

14.1 Prior to initiating a mowing operation, the site is to be inspected by a County Landscape Contract Monitor, who will determine the practicality of initiating the operation. Litter is not to be shredded by mowers, glass bottles are not to be driven over and broken, and excessively wet turf areas are not to be driven across. Damaged sprinkler heads and valve box covers are to be immediately responded to.

14.2 If a mowing operation cannot be thoroughly completed within the designated time frame, the County Contract Monitor shall be immediately notified through the Contractor's communication network.

15.0 GROUP I MANAGEMENT/SUPERVISION - Mowing

15.1 The Contractor has the responsibility of providing fully trained and qualified personnel as well as mowing and transport equipment that is properly maintained.

15.2 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

15.3 The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

GROUP II – General Landscape Maintenance

16.0 MECHANICAL EDGING

16.1 All, turf edges, including designed edges in flowerbeds, shall be kept neatly edged and all grass invasions must be eliminated.

16.2 All turf edges, including but not limited to; sidewalks, patios, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, and along lakes and streams shall be edged to a neat and uniform line.

16.3 Mechanical edging of turf shall be completed as one operation in a manner that results in a well-defined, V-shape edge that extends into the soil. Such edging shall be done with a power edger with a rigid blade.

16.4 All turf edges shall be trimmed or limited around: sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, park equipment and other obstacles.

16.5 All groundcover and flower bed areas where maintained next to turf areas shall be kept neatly edged and all grass invasions eliminated.

16.6 Walkways shall be cleaned immediately following each mechanical edging to remove accumulated debris and limit hazardous conditions.

17.0 WEED REMOVAL

17.1 All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.

17.2 Methods for removal of weeds can incorporate one or all four of the following:
a. Hand removal (Mechanical)
b. Cultivation
c. Chemical Eradication
d. Mulching

17.3 Remove or control all weeds and grasses from the following areas: beds, planters, walkways, ball diamonds, hard court areas, picnic pavilions, drainage areas, play areas, patios, expansion joints in all hard surface areas, driveways, roadways, parking lots, drainage areas, slopes and hillsides, bare areas, and undeveloped areas.

17.4 Remove all weeds, mechanically, from shrub beds, planters, and other cultivated areas.

17.5 Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, additional application(s) shall be made, at no additional cost to the County, until target species are eliminated.

17.6 Weeds treated using a systemic chemical shall be left in place per manufacturer's recommendation. If kill is not complete by the time specified in the manufacturer's recommendation a second application, at no additional cost, shall be made.

17.7 After complete kill, all dead weeds shall be removed from the areas.

17.8 Spot treat with a portable sprayer or wick wand using an effective herbicide applied per manufacturer's recommendation. Water shall not be applied to treated areas for forty-eight (48) hours after each application.

18.0 LITTER CONTROL

18.1 Complete policing and litter pickup to remove paper, rocks, glass, trash, undesirable materials, including fallen tree branch(es) that could fit in the bed of a mini-truck and be handled by one person, without reduction, siltation and other accumulated debris upon the hard surfaces, developed, bare and undeveloped areas to be maintained, including but not limited to: walkways, roadways, service yards, between and around planted areas, steps, planters, drains, stream beds, areas on slopes from the toe or top of slope to ten feet up or down the slope adjacent to developed areas, catch basins, play equipment, sand areas and turfed areas.

18.2 Complete policing, litter pick up and supplemental hand sweeping of parking lot corners and other parking lot areas inaccessible to power equipment shall be accomplished to ensure a neat appearance.

18.3 Complete removal of floating debris and litter in lakes and/or streams.

18.4 Litter pickup shall be completed as early in the day as possible, but in no case later than 10:00 a.m.

18.5 Trash cans and any other large materials placed into the lakes or streams shall be removed.

18.6 Submerged debris within ten (10) feet of the incline of the lake shall be removed daily.

18.7 Litter shall be removed from all riding and hiking trails and ten (10) feet on either side of trails.

18.8 Litter shall be removed from developed irrigated slope areas and undeveloped areas (10 feet out, up or down) adjacent to developed areas or roadways.

18.9 Litter picked up on site shall be placed in trash bins and not in trash containers.

19.0 TRASH CONTAINERS

19.1 Exterior trash containers shall be emptied prior to 10:00 a.m. and all materials shall be placed in appropriate trash bin(s).

19.2 Receptacles shall be conveniently located for public use, and returned daily to such locations if receptacles are displaced by third parties.

19.3 Containers or related appurtenances shall be cleaned, and painted to avoid concentrations of insects and not detract from the overall appearance of the area.

19.4 Containers shall be painted and stenciled as needed.

19.5 Containers shall be fifty-five (55) gallon drums.

20.0 TRASH BIN REMOVAL

20.1 All trash and accumulated debris shall be placed in appropriate designated trash bin(s) each day.

20.2 A designated storage area will be provided for the trash bin(s).

20.3 Contractor shall be responsible for providing all necessary trash bins; and off-site removal of all trash and accumulated debris to an approved disposal site.

20.4 Trash trucks shall not be permitted on park turf areas.

21.0 RAKING

Accumulation of leaves shall be removed from all landscaped areas including beds, planters and turf areas under trees and placed in appropriate trash bin(s).

22.0 PRUNING AND HEDGE TRIMMING

22.1 Clearance

a. Maintain trees to achieve a seven (7) foot clearance for all branches within the developed park area and fourteen (14) foot clearance for branches overhanging beyond curb line into the paved section of roadways and hiking and riding trails. Prune all plant materials where necessary to maintain access and safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.

b. All wounds one inch in diameter or over shall be painted with asphaltic base tree paint immediately after pruning.

c. Shear fence lines to limit growth to just outside of chain link fabric.

22.2 Trim designated formal plant materials to maintain formal hedges and topiary work.

22.3 Plant ties shall be checked frequently and either retied to prevent girdling or removed along with the stakes when no longer required.

22.4 Remove all new growth on trees up to the appropriate height clearances.

22.5 Remove all dead shrubs and trees. Trees to be removed shall have a caliper of three (3) inches or less measured six (6) inches above the ground level.

22.6 Staking and Tying

a. Replacement of missing or damaged stakes where the tree diameter is less than three (3) inches.

b. Stake in those cases where tree has been damaged and requires staking for support.

c. Stake new trees or recently planted trees which have not previously been staked.

d. Materials

1. Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees not less than ten (10) feet for fifteen (15) gallon trees.

2. Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge using two (2) ties per tree.

3. Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).

4. Stakes will not be placed closer than eight (8) inches from the bark.

22.7 Groundcover

All dead, diseased and unsightly branches, vines or other growth shall be removed as they develop. All groundcover areas shall be pruned to maintain a neat edge along planter box walls. Any runners that start to climb buildings, shrubs or trees shall be pruned out of these areas.

22.8 Damaged trees shall be staked and tied within twenty-four (24) hours. Replacement stakes or new staking shall be completed within five (5) days.

22.9 Remove and place in appropriate trash bin(s) all clippings the same day that plant materials are pruned or trimmed.

23.0 SWEEPING

23.1 Check concrete areas for cracks, crevices and deterioration and notify the Director in writing within twenty-four (24) hours . . . barricade hazards immediately.

23.2 Walkways, steps, hard court areas, picnic pads, picnic shelters, and patios shall be cleaned including but not limited to; the removal of all foreign objects from surfaces such as gum, grease, paint, graffiti, broken glass, etc.

23.3 Methods for sweeping of designed areas can require one or all of the following:

a. Power pack blowers

b. Vacuums

c. Brooms

d. Push power blowers

23.4 In the event the Contractor elects to use power equipment to complete such operations, the Contractor shall be subject to local ordinances regarding noise levels. The Contractor shall not use any power equipment prior to 7:00 a.m. Further, any schedule of such operations may be modified by the Director in order to insure that the public is not unduly impacted by the noise created by such equipment.

23.5 Supplemental hand sweeping of parking lot corners and other parking lot areas are required in those areas inaccessible to power equipment.

23.6 Sweeping operation of the hard court areas, including but not limited to tennis courts, in conjunction with washing shall not be performed on the same day. One operation shall be performed at the beginning of the week and the other operation at the end of the week. (i.e., Sweeping performed on Monday or Tuesday and washing performed on Thursday or Friday.)

24.0 WASHING

24.1 Tennis Courts/Hard Court Areas

Washing operation of the hard court areas, including but not limited to tennis courts, in conjunction with sweeping shall not be performed on the same day. One operation shall be performed at the beginning of the week and the other operation at the end of the week. (i.e., sweeping performed on Monday or Tuesday and washing performed on Thursday or Friday).

24.2 Picnic Table Pads, Shelter, Patios and Designated Hard Surface Areas. The above shall be thoroughly washed (cleaned) to remove accumulated materials.

24.3 Patio Areas used for Food Service

Patio areas used for food service shall be washed (cleaned) to remove accumulated materials before 10:00 a.m.

25.0 GRAFFITI ERADICATION AND CONTROL

25.1 Graffiti eradication and control shall include all surfaces to the following areas as noted.

Exterior

a. All exterior wall surfaces.
b. Park Signs and Park Fountains
c. Wooden Bridges and Play Structures
d. Picnic Pavilions, patios, tables and slabs
e. Restrooms and Comfort Stations - all exterior wall, window and door surfaces
f. County Service Yard and Buildings
g. Concrete and Block Walls
h. Concrete walks throughout the park.
i. Curbs in parking lots and on streets and drives.
j. Trash Barrels
k. Doors
l. Other surfaces within the park.

Interior

a. Park offices, meeting rooms, and storage rooms
b. Restrooms and comfort stations - all interior walls, doors, cabinets and windows.

25.2 All materials and processes used in graffiti eradication shall be non-injurious to surfaces and adjacent park property, and approved by CAL-O.S.H.A.

25.3 Appropriate surface preparation shall be made on painted walls, and paint applied shall be the exact shade of color as existing paint, unless otherwise specifically approved by the Director.

25.4 The Contractor shall use special care and attention when removing graffiti from treated or sealed surfaces. Such surfaces shall not be painted. The Contractor shall use materials, and methods of application, as provided and approved by the Director.

25.5 The Contractor is not required to sandblast walls or walkways.

25.6 The Contractor shall clean spills, spatters, and runs from graffiti removal operations as a part of each operation.

26.0 SAND PLAY AREAS/PLAYGROUND EQUIPMENT

26.1 All playground sites and equipment shall be inspected at the start of each workday and before 8:00 a.m. The Contractor shall complete a daily written report as prescribed by the County for each play area on a Daily Facility/Equipment Inspection Report form provided by the Director.

26.2 The Contractor shall sign, date and send, via facsimile, each Daily Facility/Equipment Inspection Report to the Director or his designate prior to 2:00 p.m. on the date of the actual inspection.

26.3 Any play area component (condition or portion of a play area) showing signs of wear, fatigue or otherwise presenting an unsafe condition shall be reported immediately to the Director or his designate upon detection. Written comments describing unsafe conditions shall also be included in the Daily Facility/Equipment Inspection Report.

26.4 All play ground sites and equipment shall be neatly groomed at the start of each workday and before 8:00 a.m.

26.4.1 The entire sand area shall be cleaned, raked to a depth of 5 inches and raked level. All foreign and hazardous materials shall be removed. All sand play areas shall be maintained free of weeds, litter, cans, pop tops, broken glass and other harmful and unsightly debris.

26.4.2 Special attention shall be made to low and "dished out" sand areas around play equipment. These sand areas shall be leveled by distributing sand from high areas to low areas.

26.4.3 During the leveling and distribution of sand no concrete footing shall be exposed. Each footing shall be covered to provide adequate cushioning and prevent tripping.

26.4.4 During regular maintenance, the raking and filling of depressions shall be done in a manner to prevent material compaction.

26.4.5 The sand fall zone areas are considered to be locations eight (8) feet around and below the play area. These areas shall have a cushioning potential of twelve (12) inches. In order to achieve this cushioning requirement, the Contractor shall provide roto-tilling once per week in all fall zone areas. The Contractor shall notify the Director as soon as possible if the twelve (12) inch cushioning cannot be achieved.

26.4.6 Cushioning to twelve (12) inches means the loosening of surface material to absorb the shock from play activity.

26.5 Equal access play areas and their resilient surfaces shall be thoroughly swept to remove sand, silt and debris following each litter and debris removal. Any cracks, tears, rips or holes shall be reported immediately to the Director or his designate upon detection. Written comments describing unsafe conditions shall also be included in the Daily Facility/Equipment Inspection Report.

27.0 PICNIC AREAS/SHELTERS

Daily Operations

27.1 Picnic tables, benches, slabs, braziers and trash containers and receptacles shall be spot cleaned and sanitized to insure safe use by the public.

27.2 Picnic tables and benches shall be checked for graffiti, carvings, looseness of planks or braces, cleanliness and general need of repair.

27.3 Picnic tables, cooking grills, braziers, fireplaces, sinks, food preparation surfaces and fire rings shall be inspected for safety hazards and general need of repair.

27.4 The Contractor's observation of safety hazards or the general need of repair of braces, braziers, picnic tables, cooking grills, braziers, fireplaces, sinks, food preparation surfaces and fire rings shall be immediately reported to the Director.

27.5 Ashes, partially burned charcoal, garbage and leftover food in and around cooking and picnic facilities and fire rings shall be removed.

27.6 The entire picnic area, including shelters, shall be kept free of broken glass, cans, pop-tops, paper, etc.

27.7 Empty all trash containers.

Weekly Operations

27.8 Clean and sanitize all pads, benches, walls, splashboards, cupboard doors, stoves, dispensers, sinks, trash containers and food preparation surfaces. Note that special care is to be taken in the selection of products used in the food preparation areas. Remove all tacks, staples, strings and other objects.

27.9 Thoroughly clean, wet mop and disinfect floors taking care to clean corners and around other obstacles.

28.0 DRINKING FOUNTAIN MAINTENANCE

28.1 The Contractor shall maintain all interior and exterior drinking fountains by performing the following daily operations:

a. Drinking fountains shall be cleaned and disinfected.

b. Leaking fixtures, clogged or stopped up drains and damaged fountains that cannot be repaired by tightening the fixture to stop the leak, unclogged by using a "plumber's helper" or a short snake to clear the drain shall immediately be reported to the Director orally and thereafter in writing. For leaking fixtures that cannot be stopped as indicated in this Subparagraph, the water valve shall be turned off.

28.2 The County shall be responsible for the repair or replacement of drinking fountains and fixtures. Additional compensation may be authorized, at the discretion of the Director, for the Contractor to perform said work.

29.0 AERIFICATION

29.1 Aerate all turf areas by using a device that removes cores to a depth of two (2) inches at not more than six (6) inch spacing.

29.2 Turf aerification shall be accomplished during the period of April through November, at the frequency established in the Pricing and Billing and Performances Frequencies, Exhibit A to the Contract.

30.0 FERTILIZATION/BROADLEAF CONTROL

30.1 All fertilizer/micronutrients shall be approved by the Director prior to application.

30.2 Application of the fertilizer shall be done in sections, determined by the areas covered by each irrigation system. All areas fertilized shall be thoroughly soaked immediately after fertilization.

30.3 All turf areas shall receive not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be inorganic and granular in form with an approximate ratio of 4-1½-2.

30.4 Areas shall be fertilized utilizing ratios and mixtures recommended by the Director at the rate of application per the manufacturer's recommendation.

30.5 The Contractor should utilize Turf Best Supreme fertilizer with Trimec 16-6-8 for all fertilizations.

31.0 RODENT CONTROL

31.1 All areas shall be maintained free of rodents including but not limited to gophers and ground squirrels causing damage to turf, shrubs, groundcover, trees and irrigation system. Fumitoxin (Aluminum Phosphide) will be used for this control.

31.2 Effects of rodent activity: holes, mounds, etc., shall be backfilled, removed or raked level before mowing the facilities.

31.3 Infestation eradication means the elimination of all rodents present at the time of treatment. If the kill is not complete within forty-eight (48) hours, the area shall be retreated, at the Contractor's expense, until eradication is complete.

32.0 SWALES AND DRAINS

32.1 The Contractor shall maintain all swales and drains in an operable condition, and free of siltation and debris so that water will have an unimpeded passage to its outlet, by performing the hereinafter specified operations and all other work incidental thereto.

32.2 Swales shall be inspected and kept clear of all silt, debris and litter.

32.3 Drains and collection boxes shall be cleaned and cleared of all debris.

32.4 Drain grates shall be inspected to restrict hazards. The Contractor shall immediately inform the Director of any broken or missing grates, and secure same to keep the area safe for public use.

33.0 SERVICE YARD AND STORAGE AREA

33.1 The County, at its discretion, may provide storage and office facilities for the Contractor's use within the premises. In such case, the Contractor is prohibited from use of said facility for the conduct of any of its business interests that are outside the scope of this Contract. Further, said facility shall not be used for human habitation, other than a night watchman or patrolman as specifically approved by the Director.

- The Contractor, at its own risk, may store equipment and materials required for maintenance of the premises in said facility. However, the Contractor must, at all times, employ the use of safety standards and handling procedures as are applicable to such equipment and materials.

33.2 The Contractor shall not dispose of hazardous materials on the premises. All such hazardous materials collected on the premises shall be properly stored on a temporary basis, thereafter to be disposed of by the Contractor at an approved disposal site.

33.3 Service yard and storage areas must be swept and kept clean of all and debris.

33.4 Undesirable materials, including but not limited to trash, accumulated debris, equipment that is no longer usable for the purpose it was intended for, shall be removed from the service yard and storage area(s).

33.5 Damage or loss to the Contractors equipment, materials and/or personal property shall be at the Contractor's sole risk and expense. The Contractor hereby agrees to hold the County harmless and waive any claims for damage for loss of use of any equipment, materials and/or property that may occur at County provided storage facilities.

34.0 GROUP II SITE INSPECTION/REPORTING -General Landscape Maintenance

34.1 Prior to proceeding with any Group II task, the site is to be inspected by a County Landscape Contract Monitor, who will determine the practicality of initiating the operation.

34.2 If an operation cannot be thoroughly completed within the designated time frame, the County Contract Monitor shall be immediately notified through the Contractor's communication network.

35.0 GROUP II MANAGEMENT/SUPERVISION -General Landscape Maintenance

35.1 The Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies and equipment.

35.2 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

35.3 The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

35.4 The Contractor’s executive, management, or supervisory staff shall provide ongoing follow up behind operations to insure compliance. Neither the County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of the Contractor's staff.

GROUP III – Sports Field Maintenance

36.0 SPORTS FIELD MAINTENANCE

All ballfield areas within the premises shall be maintained at a level that insures a safe playing condition. Said ballfields, including appurtenant backstops, fencing, bleachers and walkways shall be inspected daily and the Director informed immediately thereafter, of any hazardous conditions thereat, or of any supplemental needs therefor.

36.1 On-Going Ballfield Preparation

The following progression is necessary to prepare a ballfield for each day's play:

a. The home plate, pitchers mound, 1st, 2nd, and 3rd base areas surface materials shall be loosened, raked, shaped, and the areas leveled. The surface material that has worked away from these areas must be replaced and tamped down firmly.

b. All other depressions in the skinned area should be graded level and tamped down firmly.

c. Lightly water the skinned portion of the infield and then drag and level with a Maxwell Steel Planner Drag or its equal, to break the crust and regrade the infield.

d. Give the skinned areas a finished surface with a drag mat. Said drag, similar to a metal foot scraper constructed of heavy interwoven metal squares, is used to provide a finished surface. If a vehicle is used to tow the drag mat, make sure that the speed is slow enough to prevent the surface material from being thrown into the outfield grass or out of the skinned areas. Particular care shall be given to the transition zone between grass and skinned area surface so that it is smooth.

e. After smoothing the surface with the drag mat, small pebbles and other debris, shall be removed.

f. The skinned portion of the diamond shall be thoroughly watered with the proper amount of water to provide a suitable condition for play. As a rule, after about 1/2 hour of watering, the appearance of small water bubbles should indicate sufficient watering. In the watering of the diamond, the correct procedure is to water away from the body with the hose to the rear. Do not walk on the watered areas.

g. As the field dries, clean and wash down dugouts, bleachers, concrete pads, and walks around the diamond. Make sure that the runoff from this operation does not create hazardous or unplayable conditions in the area.

h. Make sure that the base pegs, pitching rubber, quick couplers, valve box covers and sprinkler heads are visible.

36.2 Periodic Maintenance Operations

a. The berm buildup that is created from play and the dragging operations shall be regularly raked level to insure a smooth transition between the skinned portion of the infield and the grass portion of the outfield.

b. Turf and weed encroachment shall be prevented within the skinned portion of the ballfield.

c. A smooth line shall be kept between the turf grass and skinned portion of the ballfield by either mechanically edging or chemical application.

d. Seasonally excessively wet diamonds may require the working of the skinned area until it is dry enough to prepare for play. Acceptable techniques shall be utilized to provide a playable diamond. If rain has stopped, and water is standing on the diamonds, Contractor shall broom, squeegee, absorb or otherwise remove standing water from the skinned portion of the diamond to help dry it for play.

e. A soil sterilant or herbicide shall be applied under all fencing that does not have concrete mow strips.

f. Foul lines and out-of-bound lines that extend into turf areas shall be burnt in on a regular basis to insure their visibility.

36.3 Scheduling of Maintenance Operations

Ballfield shall be prepared daily in compliance with the schedule of recreation use as set forth by the Director. Said schedule shall be prepared by the appropriate recreation staff and forwarded by the monitor to the Contractor.

36.4 In the event that the Contractor elects to use power equipment to complete such operations, the Contractor shall be subject to local ordinances regarding noise levels. The Contractor shall not use any power equipment prior to 7:00 a.m. Further, any schedule of such operations may be modified by Director in order to insure that the public is not unduly impacted by the noise created by such equipment.

36.5 Detailing Sports Field Areas

Sports fields shall be mechanically detailed with a weed eater or similar device on a weekly basis. The grass shall be trimmed even with the top of the sprinkler head or valve box so that the soil is not "dished" around the heads or boxes and no hazard is created or allowed to exist. Detailing should be done according to the following illustrations:

\ \ \ \ \ \ \ \ _____ / / / / / ← Turf Level → \ \ \ \ \ \ \ \ \ \ / / / / /

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___\\\\\\\\\\\(_____)//////////____ ____\\\\\\\\\\\\\ _________ ///////___
              (_____)                                  |         |
              |     |          ↑ ↑ ↑ ↑ ↑              |         |
              |     |          Ground Level            |         |
              |     |                                  |         |
              |_   _|                                  |_________|
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Irrigation Head **Valve Box**

36.6 Horseshoe Pit Maintenance

Horseshoe Pits shall have their pegs properly oriented and placed. Eroded pit materials shall be returned to the pit and graded so that water applied to its surface will run away from the pit. Ball diamond "mound mix", only, will be used as a pit material.

36.7 Equestrian Arena Maintenance Operations

36.7.1 Daily Operations

a. All areas shall be maintained at a level that ensures a safe condition. Equestrian Center includes all wood and metal fencing, surrounding turf, trees, shrubs, groundcover, irrigation system, horse-drinking troth, entrance arena, and all surface areas of dressage, exercise, groom, and congregation of horses. Inspections shall be made daily prior to 7:00 AM, and the Director shall be informed immediately thereafter of any hazardous conditions thereat, or any supplemental needs thereof. Unless otherwise specified, all contract specifications of this contract which govern the contractor's completion of required obligations shall apply to Equestrian Center maintenance.

b. All horse feces shall be scooped-up, placed into a double-plastic bag, tied closed, and disposed of with normal trash dumpster waste. This shall be accomplished prior to 8:00 AM and again before 1:30 PM.

c. Fifty-five (55) gallon trash cans shall be emptied and placed outside of all perimeter fence areas of the Equestrian Center.

d. Fill the horse-water troth 1/3 of the way from the bottom of troth.

e. Lightly water all surface areas of the dressage, exercise, groom, and congregation of horses, and then drag and level with a steel drag mat acceptable to the Director. A small 4-wheel vehicle acceptable to the Director, such as a John Deere Gator, shall be used to drag the surfaces.

f. After smoothing the surface with the drag mat, small pebbles and other debris shall then be removed.

g. Special attention shall be given to the metal fence railing that surrounds the large interior oval ring. The build-up of sand at the base and under said railing is to be leveled with the use of an aluminum landscape rake.

h. It is important to note that once the leveling process described in subsections (e), (f), and (g) above is completed, the interior and exterior of the fence and arena areas should be at the same flat surface level.

i. Low spots or locations of surface indentation shall be leveled using hand tools, such as shovels, aluminum landscape rakes, steel-bow rakes, etc.

j. The Contractor shall make every effort to keep all areas in the Equestrian Center in a level condition.

k. No pesticide use is permissible within the areas designated for dressage, exercise, dressage, and congregation of horses.

36.7.2 Weekly Operations

a. The Contractor shall mechanically remove all weeds in all surface areas of dressage, exercise, groom and congregation of horses.

b. The Contractor shall clean the horse water troth and remove all leaves, debris, and any other foreign matter. Cleaning solvents or cleansers are not permissible.

c. The Contractor shall check and inspect all irrigation components to ensure proper coverage and operability.

d. The Contractor shall monitor the irrigation-watering schedule as follows, unless otherwise instructed by the Director:

- Watering shall be seven (7) days per week.
- Twice per day: first watering 6:00 AM, second watering 1:00 PM.
- Cycle run time: four (4) minutes per station.

37.0 GROUP III SITE INSPECTION/REPORTING - Sports Field Maintenance

37.1 Prior to proceeding with sports field maintenance operations, the site is to be inspected by a County Landscape Contract Monitor, who will determine the practicality of initiating the operation.

37.2 If an operation cannot be thoroughly completed within the designated time frame, the County Contract Monitor shall be immediately notified through the Contractor's communication network.

38.0 GROUP III MANAGEMENT/SUPERVISION - Sports Field Maintenance

38.1 The Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies, and equipment.

38.2 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

38.3 The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

38.4 The Contractor’s executive, management, or supervisory staff shall provide on-going follow up behind operations to insure compliance. Neither the County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of the Contractor's staff.

GROUP IV – Interior Building Maintenance

39.0 INTERIOR BUILDING MAINTENANCE

39.1 Pickup debris, trash, and remove cobwebs and other foreign materials from doors, walls, ceilings, partitions, vents, etc.

39.2 Dust counter tops and other horizontal surfaces.

39.3 Remove, empty, clean and disinfect all trash receptacles.

39.4 Stack chairs on tables and clear floor area.

39.5 Inspect and replace burnt out lights and tubes.

39.6 Remove all graffiti using graffiti removal materials, scrubbing techniques or paint when applicable.

39.7 Clean doors, door frames, light switch, kick and push plates and handles.

39.8 Clean and disinfect top and sides of drinking fountains and scrub and dry fixtures.

39.9 Sweep and dust mop floors taking care to clean corners and around obstacles.

39.10 Spot mop around entryways and all stains and spills.

39.11 Replace chairs, tables and containers, etc.

39.12 Deodorize room.

39.13 Immediately notify the Director of any irregularities or hazards.

39.14 All areas shall be left clean and free, of streaks, stains, film, debris, water spots and odors.

39.15 Thoroughly vacuum carpeted floors, taking care to clean corners and around obstacles.

39.16 Clean and disinfect all furniture including desks, chairs and tables.

39.17 Dust all exposed cabinets, bookcases, shelves and legs.

39.18 Empty, clean and sanitize all kitchen trash containers.

39.19 Thoroughly mop and disinfect kitchen floors, taking care to clean corners and around other obstacles.

39.20 Inspect and refill all Kitchen Dispensers.

39.21 Wash and sanitize all kitchen walls, splashboards, cupboard doors and dispensers.

39.22 Clean and sanitize stoves, ovens, refrigerators, other appliances and food preparation surfaces. Note that special care is to be taken in the selection of products used in the food preparation areas.

39.23 Sweep and dust wood floors with commercial sweeping material daily.

39.24 Spot clean and remove foreign materials from the wood floors daily as necessary. Damp mop to remove spills and soiled spots only.

39.25 Buff the wood floors with a No. 2 steel wool pad or equivalent.

40.0 PERIODIC INTERIOR BUILDING MAINTENANCE

Weekly

40.1 Dust and disinfect all telephones.

40.2 Machine buff resilient floors.

Monthly

40.3 Wash all windows and glass doors.

40.4 Strip, clean, refinish and machine polish (Director shall approve the type of non-skid wax) resilient floors.

40.5 Dust venetian blinds.

41.0 GYMNASIUM FLOOR MAINTENANCE

41.1 The Contractor shall maintain the gymnasium floor by performing the following operations. All phases of these procedures will be followed to ensure the complete cleaning and removal of fine debris from the floors.

41.1.1 Where applicable, walk-off mats will be removed to outside where they will be swept with a corn broom to remove as much dirt and abrasive particles as possible. This must be done to enhance the mats protective potential.

41.1.2 The entire floor will be swept, including under bleachers, with soft bristle tampico brooms. Remove all trash and debris that is collected. Any spots of gum must be removed with a plastic putty knife. Any spills of soda will be spot damp mopped as well as around drinking fountains and bleacher areas. Use a small amount of Hil-Shine in a mop bucket. Scuff marks may be removed with damp fine steel wool by scrubbing lightly.

41.1.3 A previously prepared (treated) dust mop will be used each day following the brooming of the floor. Following the dust mopping of the floor, the dust mop will be prepared (shaken out and treated with a product appropriate to sealed-wood gym floors) for use the following morning.

41.1.4 A complete damp mopping will be done twice a week or more frequently if warranted due to excessive use of gym.

41.1.5 Turkish towels will be immersed completely in mopping solution then wrung out thoroughly to allow dampness but not excessive solution on floors. Towels should be rinsed frequently to ensure a clean and thorough job. After each use, towels will be wrung out and hung up to dry. A thirty-inch stiff bristle push broom or proper broom handle and frame should be used to drape the turkish towels over to utilize widest possible coverage of the floor. Both sides of the towels should be used during mopping procedures. If possible, gym should remain closed for approximately an hour to allow complete drying of floor.

41.2 Alternate patterns will be used in mopping to ensure even coverage. Patterns should always allow persons to mop away from rear of gym toward an exit.

41.3 Walk-off mats will be replaced when floor is dry and before activity is allowed to resume.

41.4 The Contractor shall provide appropriate gym floor products necessary to maintaining sealed-wood gymnasium floor, and submit to the Director a copy of the floor care program contractor proposes to follow.

42.0 SECURITY LIGHTS

Check security lights around building and comfort stations to see that they are functioning. Replace light bulbs as needed.

43.0 HOSE OFF BUILDING EXTERIOR/ADJACENT PLANTS

Hose off exterior of building and adjacent plant material to remove accumulated dust and grime and accumulated foreign materials.

44.0 STORAGE AND MAINTENANCE ROOMS

44.1 Dust, clean and sweep all storage and maintenance rooms.

44.2 Storage and maintenance rooms utilized by the Contractor for storing the Contractor's equipment and supplies shall be arranged in an organized and neat manner.

44.3 Clean storage, maintenance and mechanical rooms located in restrooms.

45.0 RESTROOM MAINTENANCE – Daily Operation

45.1 All restrooms shall be cleaned thoroughly once per day in accordance with the following tasks; all tasks shall be completed and restrooms opened for public use prior to 8 a.m. unless otherwise specifically authorized by the Director. From June through September, restrooms shall be thoroughly cleaned a second time daily: after 1 pm, but prior to 2:30 pm.

45.2 Pick up debris and trash, then sweep floor. Removed materials are not to be swept outside of the restroom.

45.3 Empty trash and napkin receptacles, replace liners as needed.

45.4 Check and refill all dispensers as needed.

45.5 Replace burnt out light bulbs or tubes, inside of restroom.

45.6 Remove all graffiti using graffiti removal materials or other scrubbing techniques.

45.7 Remove spitballs, cobwebs, and other foreign materials from doors, walls, ceiling, partitions, vents, etc.

45.8 Do high and low dusting of ledges, tops of partitions, etc. using a dampened cloth or other device.

45.9 Disinfect the inside of urinals and toilets.

45.10 Disinfect the top and bottom of toilet seats, fixtures, and surfaces of and surrounding each fixture.

45.11 Disinfect stall walls and other areas where hands are normally placed. Clean doors and door frames.

45.12 Disinfect around urinals, under sinks, around floor drains, and other areas where bacteria might breed.

45.13 Disinfect sinks, dispensers, receptacles, trash containers, and walls around such areas.

45.14 Clean mirrors.

45.15 Scrub sinks and wipe dry. Use a small scrub brush to clean corners, cracks, and narrow areas.

45.16 Scrub inside surfaces of toilets and urinals. Be sure to scrub upper lip. Do not flush.

45.17 Scrub outside of toilets, urinals, and rear wall.

45.18 Wipe toilet seats, toilet bowls, urinals, and fixtures until dry.

45.19 Spot clean walls and scrub handprints, etc. from walls and partitions and wipe dry.

45.20 Disinfect and mop floors, making sure that corners, drains, areas around toilets, and feet of partitions are thoroughly cleaned and there is no accumulation of dirt or other matter. Leave the floor as dry as possible.

45.21 Wipe off cove base and remove mop strands caught around posts, etc.

45.22 Replace receptacles and trash containers following their cleaning.

45.23 Deodorize the restrooms.

45.24 Immediately notify Director of any irregularities or hazards.

45.25 If running water, broken fixtures, or plugged sewer lines cannot be normalized or isolated, the restroom is to be locked and the Director immediately notified.

45.26 Remove graffiti from the outside of the restroom building and wash off any other dirt clods, mud, or foreign materials.

45.27 Clean top and sides of drinking fountains outside of restrooms and clear drains.

45.28 Disinfect drinking fountains, scrub the fixture, and dry it.

45.29 All areas are to be left clean and free of streaks, stains, film, debris, water spots, and odors. All fixtures shall be clean, including piping.

45.30 Make sure that supplies are in their appropriate dispensers and in adequate amounts to meet the demand.

45.31 All leaking fixtures; clogged drains; stopped up or damaged basins, toilets, or urinals; and damaged or inoperable lighting fixtures that cannot be repaired by the following shall be reported to the Director: (a) tightened to stop leaks; (b) unclogged by using a "plumber's helper" and short snake.

46.0 RESTROOM MAINTENANCE - Weekly operation

The following tasks shall be completed the day prior to the scheduled inspection date.

46.1 Perform the following tasks prior to commencing the daily task identified in paragraph 45.9:

a. By using a plumber's help (plunger), lower water levels in toilet bowls below water line and use a bowl cleaner to descale and dissolve water rings on the bowls and under the flushing rims. Allow the bowl cleaner to soak for 20 to 30 minutes. Do not flush.

b. Using a bowl cleaner, descale and dissolve water rings on urinal surfaces and under the flushing rim allowing the bowl cleaner to soak for 20 to 30 minutes. Do not flush.

c. Following the soaking period, scrub the bowls and urinals to remove deposits and stains and then flush the toilet bowls and urinals.

46.2 Perform the following task prior to commencing the daily task identified in paragraph 45.14:

- Wash all windows.

46.3 Perform the following task prior to commencing the daily task identified in paragraph 45.15:

- Scrub underneath sink and disinfect.

46.4 Perform the following task prior to commencing the daily task identified in paragraph 45.19:

- Disinfect and completely wipe dry all partitions, doors, door frames, metal plates, handles and hinges.

46.5 Perform the following task prior to commencing the daily task identified in paragraph 45.20:

- Scrub and clean all base molding and "hard to get at" areas.

46.6 Use only materials that are not caustic or damaging to the fixtures being cleaned.

46.7 Clean light fixture covers.

47.0 RESTROOM MAINTENANCE – Monthly Operation

The following tasks shall be completed on a monthly basis prior to the scheduled daily and/or weekly operational tasks:

47.1 Scrub/clean walls and partitions from floor to ceiling and wipe dry.

47.2 Immediately notify Director of any irregularities or hazards.

48.0 GROUP IV SITE INSPECTION/REPORTING - Interior Building Maintenance

48.1 Prior to proceeding with any Group IV task, the site is to be inspected by a County Landscape Contract Monitor, who will determine the practicality of initiating the operation.

48.2 If an operation cannot be thoroughly completed within the designated time frame, the County Contract Monitor shall be immediately notified through the Contractor's communication network.

49.0 GROUP IV MANAGEMENT/SUPERVISION - Interior Building Maintenance

49.1 The Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies and equipment.

49.2 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

49.3 The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

49.4 The Contractor’s executive, management, or supervisory staff shall provide on-going follow up behind operations to insure compliance. Neither the County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of the Contractor's staff.

GROUP V- Chemical Application

50.0 CHEMICAL EDGING/DETAILING

50.1 Chemical application may be used in and around areas such as planters, areas adjacent to buildings, trees, fence lines, sprinkler heads, etc. Prior to application of chemicals, all areas shall be trimmed to proper mowing height. Chemicals shall be applied in a manner to minimize drift. Precautionary measures shall be employed since all areas will be open for public access during application.

50.2 Water shall not be applied to treated areas for forty-eight (48) hours after each application.

50.3 Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the dripline of shrubs by use of approved chemicals.

50.4 Linear chemical edging of turf boundaries may be performed in a manner that ensures a defined turf edge and limits its encroachment into beds or across boundaries where it is impractical to edge mechanically. A six (6) inch barrier width shall be considered normal.

50.5 Detailing of sprinkler heads (to provide maximum water coverage), valve boxes, meter boxes, and similar obstacles in turf areas may be performed in a manner that ensures operability, ease of location and/or a clean appearance. A six (6) inch barrier width shall be considered normal.

50.6 Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, additional application(s) shall be made, at no additional cost to the County, until target species are eliminated.

50.7 Weeds treated using a systemic chemical shall be left in place per manufacturer's recommendation. If kill is not complete by the time specified in the manufacturer's recommendation a second application, at no additional cost, shall be made.

50.8 Immediately after complete kill, all dead weeds shall be removed from the area.

51.0 ALGAE AND AQUATIC GROWTH CONTROL

51.1 Lakes and streams shall be maintained free of algae and aquatic growth.

51.2 Chemicals used in control of algae and aquatic growth shall be approved for use by the Agricultural Commissioner's Office.

51.3 Cutrine Plus shall be used for control of algae and Rodeo for aquatic growth in lakes. Where fish are stocked, usage must be in percentages that are not harmful to the stocked fish species.

51.4 Adjacent walkways and patio areas shall be maintained free of algae.

51.5 Filters to the lake aerification system shall be cleaned to remove all algae and debris.

52.0 GROUP V SITE INSPECTION AND REPORTING - Chemical Application

52.1 Prior to proceeding with any Group V task, the site is to be inspected by a County Landscape Contract Monitor, who will determine the practicality of initiating the operation.

52.2 If an operation cannot be thoroughly completed within the designated time frame, the County Contract Monitor shall be immediately notified through the Contractor's communication network.

53.0 GROUP V MANAGEMENT/SUPERVISION - Chemical Application

53.1 The Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies, and equipment.

53.2 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility

to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

53.3 The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

53.4 The Contractor's executive, management, or supervisory staff shall provide on-going follow up behind operations to insure compliance. Neither the County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of the Contractor's staff.

GROUP VI – Watering and Irrigation System Management

54.0 WATERING AND IRRIGATION SYSTEM MANAGEMENT

54.1 Since water requirements by plants vary according to the season and a particular year, extremely close attention shall be paid to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed as well as the varieties shall be taken into consideration. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to: hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves.

54.2 To provide adequate soil moisture, consideration must be given to the soil conditions, humidity, minimizing runoff and the relationship of conditions that affect day and night watering. This may include daytime watering during freezing weather to prevent icy conditions and manual operation of the irrigation system and/or hand watering with portable sprinklers during periods of windy or inclement weather. A soil probe shall be used to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.

54.3 Watering shall be regulated to avoid interference with any use of the facility's roadways, paving, walks, or areas as designated for scheduled special events.

54.4 In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night or early morning hours.

54.5 Irrigation system will be controlled in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over watering and run-off drowning.

54.6 New turf (up through the sixth mowing) shall be watered immediately after mowing. Well-established turf shall not be watered for at least four (4) hours after mowing.

54.7 All groundcover areas shall be watered as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.

54.8 The Contractor shall be responsible for the operation of the automatic controllers, valves, and sprinkler heads in managing the overall irrigation water deliver system of the area. All irrigation systems shall be regularly inspected and tested in accordance with the specifications and frequencies specified herein.

54.9 The Contractor shall insure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of the irrigation system and the maintenance of the sprinkler heads. This knowledge of landscape irrigation systems shall include but not be limited to the operation, maintenance, adjustment and repair of said systems and their components.

54.10 The Contractor is responsible for maintenance of the irrigation system by performing the following tasks:

a. Monitoring all irrigation controllers.

b. Inspecting and reporting of irrigation system status.

c. Adjusting and cleaning of sprinkler heads (may require the removal of the sprinkler head for this function).

d. Repair or replacement of sprinkler heads having a ½“ inlet.

e. Locate and inform the Director of malfunctioning and/or inoperable sprinkler heads having a ¾“ or larger inlet. Remove such heads and replace same with heads as provided by, and instructed by, the Director.

f. Providing all nipples, caps, plugs, elbows, couplings, etc.

g. Providing replacements of all risers and swing joints due to normal wear.

h. Flushing irrigation pipelines following repairs and replacements.

i. Replacement of valve box covers due to normal wear.

j. The Contractor shall confer with the Director regarding the need for replacement or relocation of inoperable sprinkler heads. The County may require the Contractor, at no additional cost, to exchange operable with inoperable sprinkler head(s) to priority areas within the facility, as identified by the Director.

k. Following the repair or exchange of sprinkler heads in turf areas, the sprinkler heads shall be returned to grade per the following illustrations:

1. Standard sprinkler head installation without consideration for the thatch and mat accumulation. . . .

```
\ \ \ \ \              / / / / /        Turf Line
 _____ ______ _____                     Soil Line
       (_____)
       (_____)
        |     |
        |     |        Sprinkler Head
        |     |
        |_   _|
          |__|
```

2. Standard sprinkler head installation with consideration for the thatch and mat accumulation. . . .

```
 \ \ \ \ \             / / / / /        Turf Line
   xxxxx _____         xxxxx            Thatch/mat Line
         (_____)       ↑ Soil Line
         (_____)
         |     |
         |     |       Sprinkler Head
         |     |
         |_   _|
           |__|
```

l. Providing 1" x 1¼" inch angle iron, 30 inches in length for supporting risers on slopes and in beds.

m. Providing ½" worn drive clamps for securing risers to stake.

54.11 The County is responsible for providing to the Contractor sprinkler heads with a ¾ inch inlet or greater.

54.12 The County is responsible for the following components of the irrigation system: quick couplers, remote control valves, gate valves, automatic controller repairs, and backflow devices. The Contractor shall notify the Director, of any damaged or inoperable major irrigation components, indicating the problem, location, size and type of irrigation equipment.

54.13 Replacement by the Contractor of all irrigation components provided by County to the Contractor shall be completed within twenty-four (24) hours upon receiving the component from the County.

54.14 Complete piping replacement of the irrigation system is not required by the Contractor. The County is responsible for the repair or replacement of leaking main and lateral irrigation lines.

54.15 Replacement of irrigation components that are identified as the Contractor's responsibility shall be completed within one (1) watering cycle of determining damaged or inoperable irrigation component.

54.16 Replacements for the irrigation system shall be with originally specified equipment of the same size and quality or substitutes approved by the Director prior to any installation thereof.

55.0 IRRIGATION SYSTEM OPERABILITY AND TESTING

55.1 In order to insure the operability of the irrigation system, the Contractor shall cycle controller(s) through each station manually and automatically to check the function of all facets of the irrigation system and report any damage or incorrect operation to the Director.

55.2 During the testing the Contractor shall:

a. Adjust all sprinkler heads for correct coverage, to prevent excessive runoff and/or erosion and to prevent the spread of water onto roadways, sidewalks, hard surface areas and private property.

b. Unplug clogged heads and flush lines to free lines of rocks, mud and debris.

c. Record and report all system malfunctions, damage and obstructions to the Director and take corrective action.

d. Replace or repair inoperable irrigation equipment identified as Contractor's responsibility.

e. Check valve boxes for safety and security purposes.

55.3 In addition to regular testing, all irrigation systems shall be tested and inspected as necessary when damage is suspected, observed or reported.

55.4 Repair/replace malfunctioning sprinkler heads within one (1) watering cycle.

55.5 Correct malfunctioning irrigation systems and equipment that are identified as the Contractor's responsibility within two (2) hours of identification or following verbal notification.

55.6 Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Director.

55.7 Irrigate to maintain adequate growth and appearance as needed by hand watering, operation of manual valves, proper utilization and scheduling of controllers to comply with watering requirements of the premises and the bleeding of valves.

55.8 Flush irrigation pipeline after repair or replacement of irrigation components.

55.9 If an automatic irrigation system, or a portion of a system malfunctions, the contractor, when authorized by the Director, is responsible for the manual manipulation of that system for a period of thirty days from the date of the authorization. If the system requires manual manipulation for a greater period, the Director may opt to pay the contractor supplementally to continue the manual manipulation, or he may decide to terminate the supplemental irrigation.

56.0 GROUP VI SITE INSPECTION/REPORTING - Watering and Irrigation System Management

56.1 Each facility shall be checked, on each day that a facility normally receives service, for irrigation system malfunction and hazards created by the system. A comprehensive monthly system operability check shall identify malfunctions and needs for repair. It shall also cause repairs to be initiated. This shall be done by a County Landscape Contract Monitor.

56.2 The reporting of malfunctions, hazards, and emergencies shall be done in accordance with instructions received from monitors.

56.3 If an operation cannot be thoroughly completed within the designated time frame, the County Contract Monitor shall be immediately notified through the Contractor's communication network.

56.4 Every crew or supervisor arriving upon a site has the responsibility of reporting malfunctions or emergencies and to mitigate hazards.

57.0 GROUP VI MANAGEMENT/SUPERVISION - Watering and Irrigation System Management

57.1 The Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies, and equipment.

57.2 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

57.3 The Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

57.4 The Contractor executive, management, or supervisory staff shall provide on-going follow up behind operations to insure compliance. Neither County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of the Contractor's staff.

III. SEASONAL SPECIALTY TASKS

The following Seasonal Specialty Tasks are to be performed at the request of the Director for which the Contractor will be compensated per the identified cost in accordance with Section 4.0, Additional Work, of the Statement of Work.

58.0 SHRUB AND TREE CARE/PRUNING

58.1 Tree pruning shall be performed with the intent of developing structurally sound trees, symmetrical appearance with the proper vertical and horizontal clearance as follows:

a. All trees shall be trimmed, shaped and thinned.

b. All dead and damaged branches and limbs shall be removed at the point of breaking.

c. All trees shall be trimmed to prevent encroachment on private property.

58.2 Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size. Restrict growth of shrubbery to area behind curbs and walkways and within planter beds by trimming. Under no circumstances shall hedge shears be used as a means of pruning.

58.3 <u>Pruning Procedures</u>

a. Rapid healing of pruning wounds is dependent upon where the cut is made when removing limbs. <u>Never Leave Short Stubs</u>. Some trees produce a corky ring of growth where a limb originates. The pruning cut should be made toward the outside portion of this "collar". If a tree does not produce this characteristic collar, then make the cut flush to the limb where it is growing.

b. All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting.

c. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.

d. All cuts exceeding 1/2" shall be treated with an appropriate tree heal compound.

e. All equipment utilized shall be clean, sharp and expressly designed for tree pruning.

f. Climbing spurs shall not be used.

58.4 Pruning Criteria

a. The initial step of pruning shall be the removal of all deadwood, weak, diseased, insect infested and damaged limbs.

b. All trees shall be pruned for vertical and horizontal clearance. Such clearances are: seven feet (7') for pedestrian areas and walkways; fourteen feet (14') for vehicular roadways.

c. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on 12" or 24" spacing.

d. All trees shall be thinned of smaller limbs to distribute the foliage evenly.

e. All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.

f. All suckers and sprouts shall be cut flush with the trunk or limb.

g. No stubs will be permitted.

58.5 All structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage shall be reported to the Director.

58.6 Special emphasis shall be placed upon public safety during pruning operations, particularly when adjacent to roadways.

58.7 All trimming and debris shall be removed and disposed of offsite at the end of each day's work.

58.8 All trees which are downed by either natural or unnatural causes shall be removed and disposed offsite. Where possible stumps shall be removed to 12 inches below grade and wood chips removed and hole backfilled to grade.

59.0 CULTIVATING

Cultivate beds and planter areas to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be taken so as not to disturb plant materials, or their roots in accomplishing this operation.

60.0 RENOVATION/VERTICAL MOWING

60.1 Care shall be taken to avoid unnecessary or excessive injury to the turf grass.

60.2 Sweep or rake the dislodged thatch from the turf areas and place in appropriate trash bin(s).

60.3 Standard renovating or vertical mowing type equipment shall be used.

60.4 Vertical Mowing-Turf

Vertical mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.

60.5 Renovation-Turf

a. Renovate or blade to the soil line, level and remove all excessive thatch in turf area. Sprinkler heads are to remain one inch below the final grade.

b. After thatch is removed and upon completion of turf renovation all turf areas shall be seeded, mulched, fertilized and watered.

c. Areas to be overseeded will be seeded utilizing blends or mixtures at the rate application recommended by the Director.

d. Mulch shall be spread evenly over the entire area to a uniform depth.

61.0 TURF RESEEDING/RESTORATION OF BARE AREAS

61.1 Overseed all damaged, vandalized or bare areas to reestablish turf to an acceptable quality.

61.2 Areas to be overseeded will be seeded utilizing blends or mixtures at the rate of application identified by the Director.

62.0 DISEASE/INSECT CONTROL

62.1 All landscaped areas shall be maintained free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover and turf.

62.2 The Director shall be notified immediately of any disease, insects or unusual conditions that might develop.

62.3 A disease control program to prevent all common diseases from causing serious damage shall be provided on an as needed basis. Disease control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

63.0 PLANT MATERIALS

63.1 Plant materials shall conform to the requirements of the Landscape Plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plans of record and specifications should be consulted to insure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects.

63.2 Substitutions may be allowed but only with prior written approval by the Director.

63.3 Nomenclature - Plant names used in the landscape plan of the area conform to "Standardized Plant Names" by American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade shall be followed.

63.4 Quality

a. Plants shall be sound, healthy, vigorous, free from plant disease, insect pest or their eggs, and shall have healthy normal root systems and comply with all state and local regulations governing these matters, and shall be free from any noxious weeds.

b. All trees shall be measured six (6) inches above the ground surface.

c. Where caliper or other dimensions of any plant material are omitted from the Plant List, it shall be understood that these plant materials shall be normal stock for type listed. They must be sturdy enough to stand safely without staking.

d. Shape and Form: Plant materials shall be symmetrical, and/or typical for variety and species and conform to measures specified in the Plant List.

e. All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Director.

63.5 Plant Materials Guarantee - All shrubs shall be guaranteed to live and remain in healthy condition for no less than thirty (30) days from the date of acceptance of the job by the Director.

IV. SPECIFIC REQUIREMENTS

64.0 COUNTY PROVIDED MATERIALS

64.1 The County shall supply the Contractor with the following materials for which the Contractor will provide the labor at no additional cost to County:

a. Paint and/or graffiti removal material, when applicable.

b. Paper products for all restrooms.

c. Light bulbs and tubes for interior and exterior lighting of park building and restrooms.

d. Fifty-five (55) gallon trash containers. Trash can liners/trash bags are to be provided by the contractor.

65.0 LOCKS AND KEYS

65.1 The County may develop an initial chain and lock system with a specific number of replacement locks for trash containers, restrooms, gates and valve/pump cover boxes during the term of this Contract. The Contractor shall be responsible for purchasing similar locks upon loss of any County-owned locks initially provided to the Contractor. The County shall provide the Contractor on a one for one exchange, locks that have been vandalized or are inoperable.

65.2 The Contractor may provide a chain and lock system, at the Contractor's expense, for trash containers located throughout the park for the purposes of securing and limiting the removal or tipping of the containers.

65.3 Key Control

a. The Contractor shall be responsible for the series of keys assigned to them and will in turn assign these keys to their personnel for use in maintaining these facilities.

b. The Contractor will be held responsible for the proper use and safe keeping of all keys issued by the County to the Contractor.

c. The Contractor shall report all lost or stolen keys to the Director within twenty-four (24) hours of discovery of the loss. The Contractor shall reimburse the County for the cost as determined by the Director, of rekeying the facility or duplicating additional keys.

d. Upon termination, cancellation of expiration of this Contract all keys received by the Contractor shall be returned to the Director.

e. California law stipulates that it is unlawful for a person to duplicate any keys without the permission by the owner. The penalty for violation of this law is either six (6) months imprisonment or a Five Hundred Dollar ($500) fine or both.

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STATE OF CALIFORNIA Arnold Schwarzenegger, *Governor*

DEPARTMENT OF INDUSTRIAL RELATIONS
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December 27, 2007

IMPORTANT NOTICE
TO AWARDING BODIES AND INTERESTED PARTIES
REGARDING
THE PREVAILING WAGE RATES BELOW THE CALIFORNIA MINIMUM WAGE

In accordance with Labor Code Sections 1770, 1773, and 1773.1, the Director of the Department of Industrial Relations is responsible for determining the prevailing wage rates for each worker employed on public works projects of more than $1,000.

Effective on January 1, 2008, the minimum wage in California will increase to eight dollars ($8.00) per hour. The Director's prevailing wage determinations shall not be below the California minimum wage. Each employer is required to pay at least the California minimum wage for the basic hourly rate in all cases where the published prevailing wage rate is below the California minimum wage. Any and all employer payments required by these determinations must also be paid.

If the California minimum wage is increased in the future to an amount above that shown in a prevailing wage determination, the basic hourly rate in that determination automatically increases to the new minimum wage.

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1

CRAFT: ## LANDSCAPE MAINTENANCE LABORER

DETERMINATION: SC-LML-2008-1
ISSUE DATE: February 22, 2008
EXPIRATION DATE OF DETERMINATION: December 31, 2008* Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Division of Labor Statistics and Research at (415) 703-4774 for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

		Employer Payments					Straight-Time		Overtime
LOCALITY:	Basic Hourly Rate	Health and Welfare	Pension	Vacation	Holiday	Training	Hours	Total Hourly Rate	1 1/2X
Imperial	$8.00	-	-	[a] 0.115	0.17	-	8	[b]8.285	[b]12.285
Inyo, Mono and San Bernardino	8.00	-	-	0.30	0.17	-	8	8.47	12.47
Kern	8.00	-	-	[c] 0.16	0.17	-	8	[b]8.33	[b]12.33
	10.00	-	-	[d] 0.27	0.46	-	8	[b]10.73	[b]15.73
Los Angeles	8.00	0.89	-	[e] 0.115	0.14	-	8	[b]9.145	[b]13.145
Orange	8.00	-	-	[f] 0.11	0.11	-	8	[b]8.22	[b]12.22
Riverside	8.00	-	-	[g] 0.20	0.16	-	8	[b]8.36	[b]12.36
San Diego	8.00	-	-	0.22	0.115	-	8	8.335	12.335
	8.00	-	-	0.24	0.12	-	8	8.36	12.36
San Luis Obispo	8.00	-	-	[k] 0.15	0.15	-	8	8.30	12.30
	8.00	-	-	[l] 0.16	0.16	-	8	8.32	12.32
Santa Barbara	8.00	-	-	[h] 0.12	0.12	-	8	[b]8.24	[b]12.24
	8.00	-	-	[i] 0.13	0.13	-	8	[b]8.26	[b]12.26
Ventura	8.00	-	-	0.115	0.16	-	8	8.275	12.275
	8.00	2.97	-	[j] 0.19	0.26	-	8	[b]11.42	[b]15.42

Craft is not apprenticeable.

NOTE: If there are two rates, the first rate is for routine work, the second rate is for complex work.

[a] $0.22 after 3 years of service.
[b] Computation is based on the first years of employment. This rate should be increased by any applicable vacation increase as stated in other footnotes.
[c] $0.31 after 2 years of service.
[d] $0.54 after 2 years of service: $0.81 after 3 years of service.
[e] $0.24 after 3 years of service: $0.37 after 7 years of service.
[f] $0.22 after 4 years of service.
[g] $0.40 after 3 years of service.
[h] $0.23 after 2 years of service.
[i] $0.27 after 2 years of service.
[j] $0.38 after 3 years of service.
[k] $0.29 after 2 years of service.
[l] $0.31 after 2 years of service.

RECOGNIZED HOLIDAYS: Holidays upon which the general prevailing hourly wage rate for Holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the Internet at http://www.dir.ca.gov/DLSR/PWD. Holiday provisions for current or superseded determinations may be obtained by contacting the Prevailing Wage Unit at (415) 703-4774.

TRAVEL AND/OR SUBSISTENCE PAYMENT: In accordance with Labor Code Sections 1773.1 and 1773.9, contractors shall make travel and/or subsistence payments to each worker to execute the work. You may obtain the travel and subsistence provisions for the current determinations on the Internet at http://www.dir.ca.gov/DLSR/PWD. Travel and subsistence provisions for current or superseded determinations may be obtained by contacting the Prevailing Wage Unit at (415) 703-4774.

Exhibit D

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Conejo Crest Landscape
Proposer's Name

16435 Hart St., Van Nuys CA 91406
Business Address

01-0829343
Internal Revenue Service Employer Identification Number

GENERAL

In accordance with *Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000e through 2000e-17*, Section 504 of the *Rehabilitation Act of 1975*, the *Food Stamp Act of 1977*, the *Welfare and Institutions Code Section 1000, Americans with Disability Act of 1990*, California Department of Social Services Manual of Policies and Procedures Division 21, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, political affiliation, marital status, age, disability, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

PROPOSER'S CERTIFICATION

		Check One
1.	The Proposer has a written policy statement prohibiting discrimination in all phases of employment.	[X] Yes [ ] No
2.	The Proposer periodically conducts a self analysis or utilization analysis of its work force.	[X] Yes [ ] No
3.	The Proposer has a system for determining if its employment practices are discriminatory against protected groups.	[X] Yes [ ] No
4.	Where problem areas are identified in employment practices, the Proposer has a system for taking reasonable corrective action which includes the establishment of goals and timetables.	[X] Yes [ ] No

Name (please print or type) David L. Melito

Title of Signer (please print or type) Operations Manager

Signature _____ Date 12/29/10

California Department of Industrial Relations

PUBLIC WORKS PAYROLL REPORTING FORM

Page _____ of _____

NAME OF CONTRACTOR: OR SUBCONTRACTOR:

CONTRACTOR'S LICENSE NO.: SPECIALITY LICENSE NO.:

ADDRESS:

PAYROLL NO.:

FOR WEEK ENDING:

SELF-INSURED CERTIFICATE NO.:

WORKERS' COMPENSATION POLICY NO.:

PROJECT OR CONTRACT NO.

PROJECT AND LOCATION:

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITH-HOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY	M	T	W	TH	F	S	S	(5) TOTAL HOURS	(6) HOURLY RATE OF PAY	(7) GROSS AMOUNT EARNED		(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS							(9) NET WGS PAID FOR WEEK	(9) CHECK NO.
				DATE																			
				HOURS WORKED EACH DAY																			
			S										THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION		
			O												TRAING.	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS		
			S										THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION		
			O												TRAING.	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS		
			S										THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION		
			O												TRAING.	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS		
			S										THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION		
			O												TRAING.	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS		

S = STRAIGHT TIME
O = OVERTIME
SDI = STATE DISABILITY INSURANCE

*OTHER – Any other deductions, contributions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary

CERTIFICATION **MUST** be completed
(See reverse side)

Form A-1-131 (New 2-80)

NOTICE TO PUBLIC ENTITY

For Privacy Considerations

Fold back along dotted line prior to copying for release to general public (private persons).

(Paper Size then 8-1/2 x 11 inches)

- -

I, _____, the undersigned, am the
(Name – print)

_____ with the authority to act for and on behalf of
(Position in business)

_____, certify under penalty of perjury
(Name of business and/or contractor)

that the records or copies thereof submitted and consisting of _____
(Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named.

Date: _____ Signature: _____

A public entity may require a stricter and/or more extensive form of certification.

Exhibit F

Quality Control Plan

The quality control plan which will be implemented by our company will include an annual maintenance work program schedule. An Area Field Supervisor will be assigned to inspect the properties a minimum of two (2) times per week. A landscape job-walk will be scheduled one (1) time each month to develop a landscape punch list for our crews. David Melito, Operations Manager at Conejo Crest, will also attend the monthly job-walks as needed.

A written landscape punch list report will document all monitoring results. A copy of this punch list report will be mailed to the contract monitor and will also be given to our Field Supervisor and Foreman so our crews can address and implement the punch list items into their daily work routine. The Field Supervisor and Foreman will inspect these punch list items to ensure the work was completed and done properly.

Juventino Ramirez, Field Operations Manager, will be responsible for the overall management of the landscape maintenance operations. Mr. Ramiez, has extensive landscape field experience and has been employed in the landscape industry for over 36 years. An Area Field Supervisor will also be assigned to oversee and supervise the day to day landscape maintenance work of our crews.

Dede Waller, Customer Service Manager, receives and manages all our service calls from our clients. A work order is written and distributed to our Field Operations Manager, Field Supervisor and Foreman. Once the work has been completed by our crews, our Field Supervisor inspects the work to make sure it was completed properly and in a professional manner. Our Customer Service Manager follows up with our clients to inform them that the work they requested has been completed and to make sure they are satisfied with the job performed.

Inspection records will include our written monthly landscape punch list reports which will be provided to the County Monitor. These records will be kept at our office for review should other County personnel wish to review.

Any claims for damage to personal or County of Los Angeles property will be handled by our Customer Service Manager, Dede Waller. Mrs. Waller will gather the information from the claimant and work directly with our Field Superintendent and Filed Supervisor to resolve the situation. Should a conflict of interest situation occur at any time, David Melito, Operations Manager, will be immediately notified to investigate and handle the situation.

Please see the attached sample forms that are used in our frequent monitoring.

- Irrigation Repair work Log
- Field Deficiency Report
- Task Schedule
- Playground Maintenance Check List
- Authorization for Work

Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2010)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2010 are less than $48,362 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2011.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from IRS.gov or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2010 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2010 and owes no tax but is eligible for a credit of $829, he or she must file a 2010 tax return to get the $829 refund.

Can My Employees Get Advance EIC Payments?

After 2010, your employees can no longer get advance payments of the credit in their pay during the year as they could in 2010 and earlier years, because the law changed. However, if they are eligible, they will still be able to claim the credit on their 2011 return.

Form W-5, Earned Income Credit Advance Payment Certificate, is no longer in use.

Notice **1015** (Rev. 12-2010)
Cat. No. 20599I

Printed on recycled paper

EXHIBIT H

Title 2 Administration
Chapter 2.203 Contractor Employee Jury Service

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or

2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,

2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

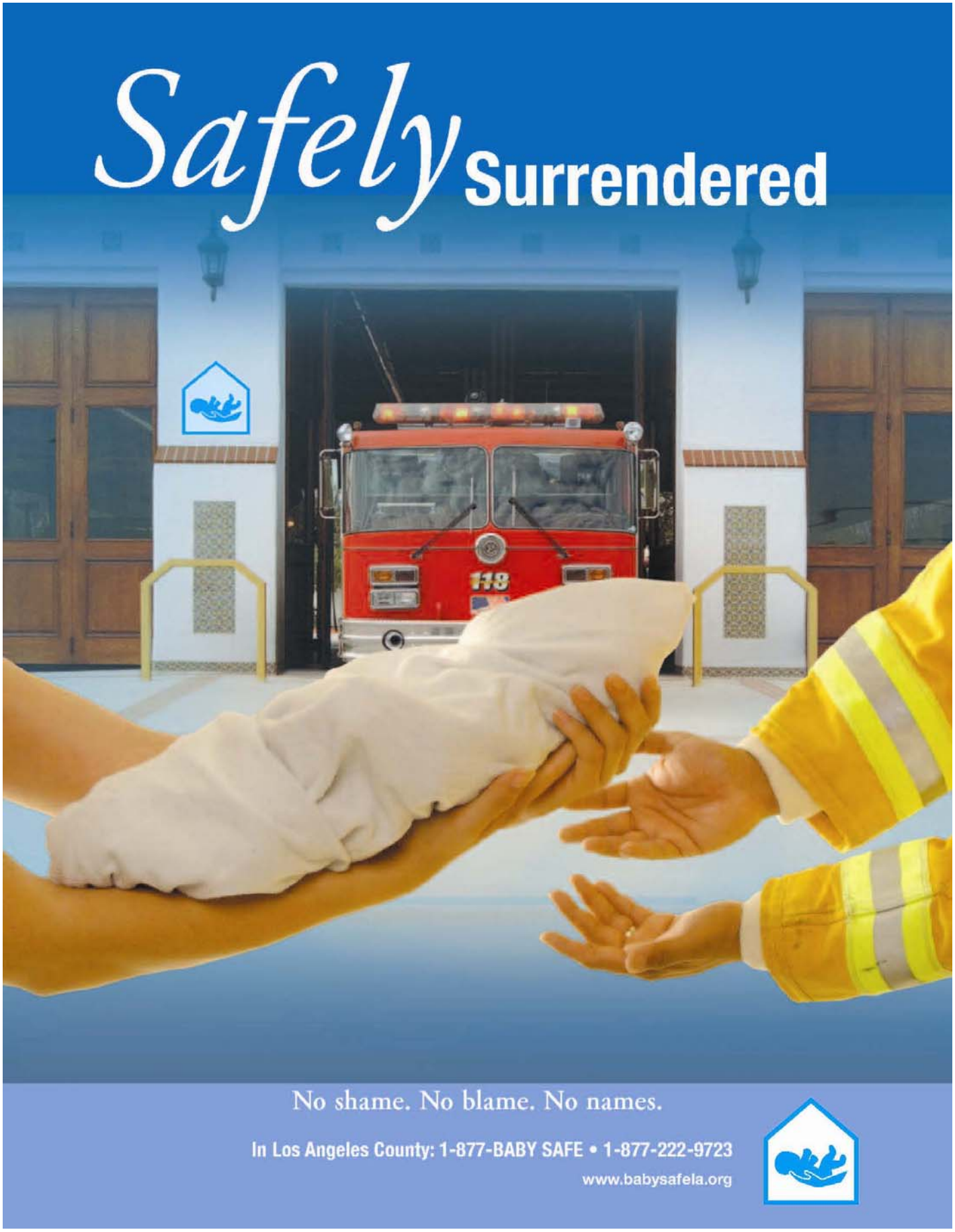
"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

EXHIBIT I


Safely Surrendered
118
No shame. No blame. No names.
In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org

In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723
www.babysafela.org

Safely Surrendered *Baby Law*

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at **1-800-540-4000.**

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

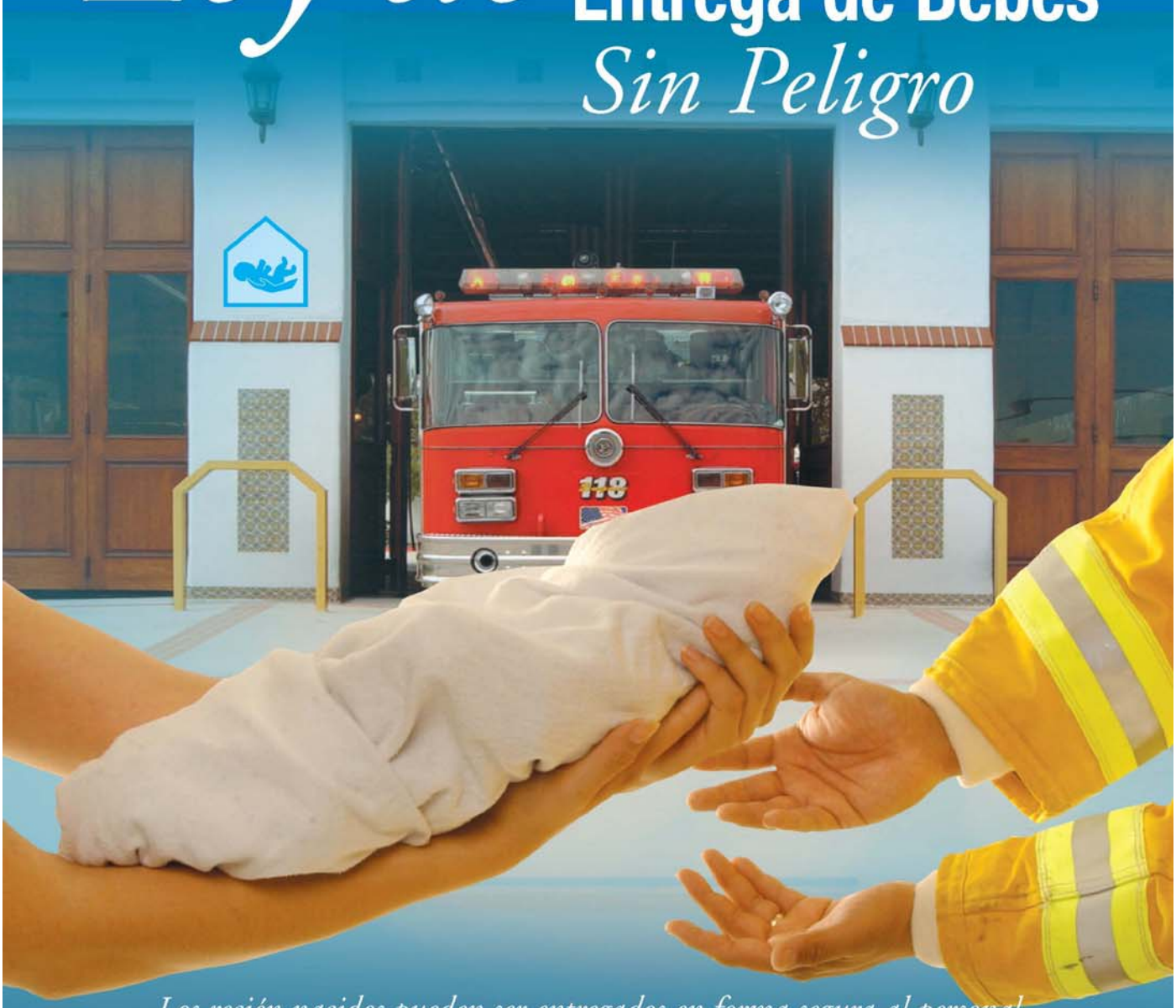
Why is California doing this?

The purpose of the **Safely Surrendered Baby Law** is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The **Safely Surrendered Baby Law** prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.

Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés *Sin Peligro*

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al **1-800-540-4000**.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan *si tienen custodia legal.*

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la **Ley de Entrega de Bebés sin Peligro** es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La **Ley de Entrega de Bebés sin Peligro** impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

EXHIBIT J

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

    a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

    b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

    c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 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 the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et. Seq. of this code, entitled Contracting with Private Business.

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

*Editor's note: Effective three months after the effective date of the Ordinance approval.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $9.64 per hour with health benefits, or $11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the Board of Supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate.

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer'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.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

   1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

   2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

   3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

   1. Has been convicted of a crime related to the job or his or her job performance; or

   2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or
2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter in accordance with Section 2.202.040 of this code.

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999.)

EXHIBIT K

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. *(Information to complete this form can be obtained from your weekly certified payroll reports)* Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐ | Address: (Street, City, State, Zip)

(2) Payroll No.: | (3) Work Location: | (4) From payroll period: ____/____/____ to payroll period: ____/____/____ | (5) For Month Ending:

(6) Department Name: | (7) Contract Service Description: | (8) Contract Name & Number:

(9) Contractor Health Plan Name(s): | (10) Contractor Health Plan ID Number(s):

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate $ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	Total (This Page)											
Print Authorized Name:	Grand Total (All Pages)											

Authorized Signature: Date: / / | Title: | Telephone Number (include area code) ( ) | Page: ____ of ____

EXHIBIT L

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM

PAYROLL STATEMENT OF COMPLIANCE

I, _____, _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by _____ on the _____ ;
(Company or subcontractor Name) (Service, Building or Work Site)

   that during the payroll period commencing on the _____ day of _____,and
(Calendar day of Month) (Month and Year)

   ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

   have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____
(Company Name)

   from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

   A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

   ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

   B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

   ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.	

EXHIBIT M

COUNTY OF LOS ANGELES
NOTICE TO EMPLOYEES
COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

This employer is a contractor with the County of Los Angeles. This contract is subject to the Living Wage Ordinance (LWO) established by the Board of Supervisors (Los Angeles County Code Chapter 2.201). If you are a full-time employee and perform any service to the County under this contract, you must be paid a "living wage" for the hours you work on the County contract.

THESE ARE YOUR RIGHTS. . .

Living Wage

If you are a full-time employee, you must be paid no less than either of the two Living Wage rates:

a) You must be paid not less than the living wage rate of $9.64 per hour and your employer must pay at least $2.20 per hour towards health benefits, **OR**

b) You must be paid not less than the living wage rate of $11.84 per hour:

- The $11.84 per hour rate must be paid to you if your employer does not provide you with health benefits, **or** if your employer pays less than $2.20 per hour towards your health benefits for you.
- The $11.84 per hour rate includes $2.20 per hour to enable you to purchase health benefits on your own, if you so choose. If you need help finding a health plan, your employer may be able to assist you.

Retaliation

You cannot be transferred, demoted or terminated because you reported violations of the Living Wage Program. All acts of retaliation can be reported to the Office of Affirmative Action Compliance by calling the Living Wage Hotline.

Worker Retention

If the County of Los Angeles terminates its contract with your current employer before the contract's expiration date and enters into a new contract with another contractor for the same service, you may be eligible to continue working as an employee of the new contractor for a period not less than 90 days following the start of the new contract.

Federal Earned Income Tax Credit

You may be eligible to apply for the Federal Earned Income Tax Credit and receive an annual monetary amount established by the IRS if you qualify. Application forms are available from your employer or by contacting the Internal Revenue Service at (800) 829-3676.

You May Report Living Wage Violations to:

_____ _____

County Department Administering this Contract — County Department Phone Number

OR

Office of Affirmative Action Compliance
Living Wage Hotline
(888) 550-WAGE OR (888) 550-9243

EXHIBIT M
CONDADO DE LOS ANGELES

AVISO A LOS EMPLEADOS SOBRE LA ORDENANZA DE SALARIO DIGNO DEL CONDADO DE LOS ANGELES

Este empleador es un contratista del Condado de Los Angeles. Este contrato está sujeto a la Ordenanza de Salario Digno (LWO) establecido por la Junta de Supervisores (Código del Condado de Los Angeles, Capítulo 2.201). Si usted es un empleado de jornada completa y presta algún servicio para el Condado conforme a este contrato, se le debe pagar el "salario digno", por las horas que trabaja bajo contrato con el Condado.

ESTOS SON SUS DERECHOS…

El Salario Digno

Si usted es un empleado de jornada completa, se le debe pagar no menos de cualquiera de los dos Salarios Dignos identificados:

a) Se le debe pagar no menos del salario digno de $9.64 por hora, y su empleador debe pagar al menos $2.20 por hora en beneficios médicos, **O**

b) Se le debe pagar no menos del salario digno de $11.84 por hora:
- Se le debe pagar un salario digno de $11.84 por hora si su empleador no provee beneficios médicas, **o** si su empleador paga menos de $2.20 por hora por sus beneficios médicos.
- El salario digno de $11.84 por hora incluye los $2.20 por hora que le permite a usted adquirir beneficios médicas por su cuenta, si así lo dispone. Si necesita ayuda para encontrar un plan de salud, su empleador podría asistirle.

Represalias

Es prohibido que se le transfiera, se le asigne a un puesto inferior o se le despida por denunciar infracciones con la Ordenanza de Salario Digno. Todo acto de represalia se puede reportar a la Oficina de Acción Afirmativa a la línea telefónica designada para asuntos del salario digno.

Continuidad en el Empleo

Si el Condado de Los Angeles termina el contrato con su actual empleador antes de la fecha de caducidad del mismo y contrata a otra empresa para el mismo servicio, usted posiblemente tendrá el derecho a trabajar con el nuevo contratista, como mínimo durante los primeros 90 días del nuevo contrato.

Crédito Federal Impositivo sobre Ingresos Salariales

Usted puede solicitar el Crédito Federal Impositivo sobre Ingresos Salariales y recibir una compensación monetaria establecida por el Servicio de Impuestos Internos (IRS) al año si reune los requisitos para calificar. Para recibir el formulario, comuníquese con su empleador o al IRS al número gratuito (800) 829-3676.

Para hacer denuncias sobre infracciones a la Ordenanza de Salario Digno favor de llamar a los siguientes teléfonos:

_____	_____
Nombre del Departamento del Condado que administra este contrato	Número de teléfono de dicho departamento

O

Oficina de Acción Afirmativa
Línea Directa para Quejas sobre el Salario Digno:
(888) 550-WAGE o (888) 550-9243

EXHIBIT N

CONTRACTOR CONFIDENTIALITY CERTIFICATION

CONTRACTOR NAME **Conejo Crest** _____ Contract No._____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____DATE: ____/_____/_____

PRINTED NAME: _____

POSITION: _____

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

EXHIBIT O
Title 2 ADMINISTRATION
Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.010 Findings and Declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

A. “Contractor” shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.

B. “County” shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.

C. “County Property Taxes” shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.

D. “Department” shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.

E. “Default” shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

F. “Solicitation” shall mean the County’s process to obtain bids or proposals for goods and services.

G. “Treasurer-Tax Collector” shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

EXHIBIT O
Title 2 ADMINISTRATION
Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required Solicitation and Contract Language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;

B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and

C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

EXHIBIT O
Title 2 ADMINISTRATION
Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under $50,000;
2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
3. A purchase made through a state or federal contract;
4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
6. Purchase orders issued by Internal Services Department under $100,000 that is not the result of a competitive bidding process.
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
12. A non-agreement purchase worth a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or

13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;

14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and Remedies.

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,

3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

Exhibit P

ORDINANCE NO. _____

An ordinance amending Title – 17 Parks, Beaches and Other Public Places, to prohibit smoking in parks.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 17.04.035 is hereby added to read as follows:

17.04.035 Contract-operated facilities.

"Contract-operated facilities" means parks, which are operated, controlled, or maintained, in whole or in part, pursuant to an agreement with a lessee, concessionaire, operator, contractor, or vendor, for the purpose of providing recreational services to the public.

SECTION 2. Section 17.04.185 is hereby added to read as follows:

17.04.185 Smoking.

"Smoke" or "smoking" shall have the meaning as set forth in Section 11.64.020(B) of this code.

SECTION 3. Section 17.04.645 is hereby added to read as follows:

17.04.645 Smoking Prohibited.

Smoking shall be prohibited at all parks, except:

1. Smoking shall be permitted by actors who are acting during a permitted production or by models during a permitted photography session, unless otherwise determined by the Director, in consultation with the applicable Fire Official; and

2. Smoking shall be permitted within contract-operated facilities, in designated areas, at the discretion of the Director, in consultation with the operators of said facilities.

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