



GAIL FARBER, Director

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

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January 13, 2015


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

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

14 January 13, 2015

  
PATRICK O'GAWA  
ACTING EXECUTIVE OFFICER

**AWARD OF CONTRACT FOR  
LANDSCAPE MAINTENANCE SERVICES SPECIAL DISTRICTS  
CASTAIC AREA ZONES 19, 36, 38, 40, 55, 56, 64, AND 70  
(SUPERVISORIAL DISTRICT 5)  
(3 VOTES)**

**SUBJECT**

This action is to award a contract for landscape and grounds maintenance services for Castaic area zones located at Sagewood Valencia (Zone 19), Mountain Valley (Zone 36), Sloan Canyon (Zone 38), Shadow Lake (Zone 40), North Bluff (Zone 55), Valencia Commercial Area Center - Area Wide (Zone 56), Double "C" Ranch (Zone 64), and Somerset (Zone 70).

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Find that these services can be more economically performed by an independent contractor than by County employees.
3. Award a contract to Rich Meier's Landscaping, Inc., for Landscape and Maintenance Services Special Districts Castaic Area Zones 19, 36, 38, 40, 55, 56, 65, and 70 in the annual sum of \$329,200, which includes \$61,500 for unforeseen, as-needed additional work within the scope of the contract; and direct the Mayor to execute the contract. This contract will commence on February 1, 2015, or upon the Board's approval, whichever occurs last, for a term of 5 years with three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract

term of 102 months with a potential maximum contract sum of \$2,798,200.

4. Authorize the Director of Public Works or her designee to adjust the annual contract sum for each option year over the term of the contract to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contract.

5. Authorize the Director of Public Works or her designee to renew the contract for each additional renewal option and extension periods if, in the opinion of the Director of Public Works or her designee, Rich Meier's Landscaping, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County to do so.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to provide landscape and grounds maintenance services to maintain Sagewood Valencia (Zone 19), Mountain Valley (Zone 36), Sloan Canyon (Zone 38), Shadow Lake (Zone 40), North Bluff (Zone 55), Valencia Commercial Area Center - Area Wide (Zone 56), Double "C" Ranch (Zone 64), and Somerset (Zone 70) within the unincorporated County areas. The work to be performed includes the maintenance of turf, ground cover, shrubs, and trees; routine application of fertilizers and chemicals; maintenance of irrigation systems; removal of litter from walkways and landscaped areas.

### **Implementation of Strategic Plan Goals**

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

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The annual contract sum for landscape and grounds maintenance for the Castaic area zones is \$329,200, which includes \$61,500 for unforeseen, as-needed additional work within the scope of the contract and a cost-of-living adjustment in accordance with the contract. This amount is based on the unit prices quoted by the contractor.

Funding for this service is included in the Landscape Maintenance District and Landscaping and Lighting Act District Fund Fiscal Year 2014-15 Budget. Funding for the renewal option years will be requested through the annual budget process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended contractor is Rich Meier's Landscaping, Inc., located in Lancaster, California. This contract will commence on February 1, 2015, or upon the Board's approval, whichever occurs last, for a period of 5 years. With the Board's delegated authority, the Director of Public Works or her designee may renew the contract for three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 102 months.

The contract has been executed by Rich Meier's Landscaping, Inc., and approved as to form by County Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and the Board.

The award of the contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. The contract contains terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), 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; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and 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.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for these contracted services was submitted on April 28, 2014, to the appropriate union for review. On May 13, 2014, the union responded with questions regarding the current contract. On August 8, 2014, a response was submitted to the union with answers to their questions. The union has not asked to meet with the Department of Parks and Recreation and/or Public Works regarding this solicitation.

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

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on February 6, 2007, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance (LWO) provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all of the requirements of the Los Angeles County Code, Section 2.201. The contractor will pay its full-time employees the required minimum rates of \$11.84 per hour without health benefits, or \$9.64 per hour with health benefits of \$2.20 per hour, as specified in the LWO adopted by the Board and will comply with the County's Living Wage reporting requirements.

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

### **ENVIRONMENTAL DOCUMENTATION**

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

### **CONTRACTING PROCESS**

On June 3, 2014, the Department of Parks and Recreation commenced solicitation for landscape and grounds maintenance services by posting a RFP on the County "Doing Business with Us" website (Enclosure B) and included a link to download the solicitation package and bilingual instructions on how to contact the department regarding this RFP.

On July 14, 2014, the Department of Parks and Recreation received four proposals for landscape and grounds maintenance services in the Castaic area zones. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. Three proposals were disqualified for not meeting the minimum requirements of the RFP. One proposal met the minimum requirements, and it is recommended that the contract for these services be awarded to Rich Meier's Landscaping, Inc., which was determined to be the responsive and responsible proposer.

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

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

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

### **CONCLUSION**

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

The Honorable Board of Supervisors

1/13/2015

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Respectfully submitted,

A handwritten signature in black ink that reads "Gail Farber". The signature is written in a cursive, flowing style.

GAIL FARBER

Director

GF:GZ:cg

Enclosures

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

**BOARD EXECUTE**

**CONTRACT**



**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**RICH MEIER'S LANDSCAPING, INC.**

**FOR**

**LANDSCAPE MAINTENANCE SERVICES SPECIAL DISTRICTS**

**CASTAIC AREA ZONES 19, 36, 38, 40, 55, 56, 64 & 70**

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**STANDARD APPENDIX/EXHIBITS**

- A1 PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES
- A2 UNIT PRICE LIST
- B STATEMENT OF WORK
- C PREVAILING WAGE DETERMINATIONS
- D CONTRACTOR'S EEO CERTIFICATION
- E PUBLIC WORKS PAYROLL REPORTING FORM
- F CONTRACTOR'S QUALITY CONTROL PLAN
- G INTERNAL REVENUE SERVICE NOTICE NO. 1015
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW
- J LIVING WAGE ORDINANCE
- K MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFITS PAYMENT
- L PAYROLL STATEMENT OF COMPLIANCE
- M EMPLOYEE NOTICE OF LIVING WAGE HANDOUT (Eng/Span)
- N COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM
- O GREEN INITIATIVE CERTIFICATION OF COMPLIANCE
- P SMOKING BAN ORDINANCE
- Q DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE FORM

**Contract**  
**CONTRACT BETWEEN**  
**COUNTY OF LOS ANGELES**  
**AND**  
**RICH MEIER'S LANDSCAPING, INC.**  
**FOR**  
**LANDSCAPE MAINTENANCE SERVICES**  
**CASTAIC AREA ZONES**  
**19, 36, 38, 40, 55, 56, 64 & 70**

This Contract and Exhibits made and entered into this 13th day of January, 2015, by and between the County of Los Angeles, hereinafter referred to as the County and RICH MEIER'S LANDSCAPING, INC., a California corporation, 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 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 grounds and landscape 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, P, Q and R 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 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 A1 -Pricing and Billing Schedule and Performance Frequencies
- 1.2 EXHIBIT A2 -Unit Price List
- 1.3 EXHIBIT B - Statement of Work
- 1.4 EXHIBIT C - Prevailing Wage Determinations
- 1.5 EXHIBIT D – Contractor’s EEO Certification
- 1.6 EXHIBIT E – Public Payroll Reporting Forms
- 1.7 EXHIBIT F - Contractor’s Quality Control Plan
- 1.8 EXHIBIT G - IRS Form 1015
- 1.9 EXHIBIT H - Jury Service Ordinance
- 1.10 EXHIBIT I – Safely Surrendered Baby Law
- 1.11 EXHIBIT J - Living Wage Ordinance
- 1.12 EXHIBIT K - Monthly Certification for Applicable Health Benefits Payment
- 1.13 EXHIBIT L – Payroll Statement of Compliance
- 1.14 EXHIBIT M - Employee Living Wage Notice Handout (Eng/Spain)
- 1.15 EXHIBIT N - Contractor Acknowledgment and Confidentiality Agreement
- 1.16 EXHIBIT O - County’s Defaulted Property Tax Reduction Program

- 1.17 EXHIBIT P - Green Initiative Certification of Compliance
- 1.18 EXHIBIT Q - Smoking Ban Ordinance
- 1.9 EXHIBIT R – Disable Veteran Business Enterprise Preference Form

## 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 Public Works acting on behalf of the County for matters relating to this Contract.

- 2.8 Director:** The Director of the Department of Public Works, 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 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 the period of five (5) years commencing on February 1, 2015, following the Board of Supervisors'

approval, and continuing through January 31, 2020, unless terminated sooner or extended, in whole or in part, as provided in this contract.

- 4.2 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.
- 4.3 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.
- 4.4 By reasons or acts beyond the control of the County, this Contract may be terminated or suspend 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 landscape maintenance services. Said sum shall comply with Exhibit A1, Pricing and Billing Schedule and Performance Frequencies and Exhibit A2, Unit Price List.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any expenses 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 sum (hourly, daily, monthly, etc.), 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 (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1st for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no COLA will be granted. Where the County decides to grant a COLA 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. Further, before any COLA increase shall take effect and become part of this Contract, it shall require a written amendment to this Contract first, that has been formally approved and executed by all parties.

**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 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, Statements of Work; and priced in accordance with Exhibit A1, Pricing and Billing Schedule and Performance Frequencies; and Exhibit A2, Unit Price Listing.

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, Exhibit J, and Exhibit B, Statement of Work, Section 3.0, 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 15<sup>th</sup> calendar day of each month in the amount of one-twelfth (1/12<sup>th</sup>) of the total 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 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 (Local SBE) – 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. All background reports on current and future staff hired by the Contractor will be submitted to the Director.

- 7.1.1 If a member of the Contractor's staff does not pass the background investigation, County may request that the member of the Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.1.2 County, in its sole discretion, may immediately deny or terminate or suspend facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.1.3 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.1 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.
- 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 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 or 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 landscape and grounds 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 feet 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 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 plus 10%.
- 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 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

Change Notice/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 subparagraph, 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 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 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 maintenance services shall be available for notification through electronic 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, seven (7) days 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.

## **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 (5) 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 (1) 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 Subparagraph. 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 or suspend 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 Subparagraph 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 (5) years, but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate or suspend 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. Information on how to receive the posters can be found on the internet at [www.babysafela.org](http://www.babysafela.org).

**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 PROPERTY 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 contracts 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 in compliance, with Los Angeles County Code Chapter 2.206.

**9.16 COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent(s) 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 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 landscape and ground 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 facsimiles, 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, agents and volunteers ("County Indemnities") 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 and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnities.

## **9.24 GENERAL PROVISIONS FOR ALL INSURANCE REQUIREMENTS**

Without limiting the Contractor's indemnification of the 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.

### **9.24.1 Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming County Indemnities (defined below) have 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. The County reserves the right to obtain complete, certified copies

of any required Contractor and/or Subcontractor 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 \$50,000, 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 Administrative Services Division, Attn: Contracts, P.O. Box 1460, Alhambra, California 91802-1460 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 Subcontractors 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 (County Indemnities) 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 Indemnities' 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 Indemnities 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 or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain, a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least 10 days in advance of cancellation for non-payment of premiums and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material

breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

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 payment(s) due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

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 the 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 to 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 Subcontractor Insurance Coverage Requirements

Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor 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 claim 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 standards 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 Indemnities 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 REQUIREMENTS**

9.25.1 Commercial General Liability

Commercial General Liability Insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County Indemnities 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

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 and the transport of mobile equipment pursuant to this Contract, including owned, leased, hired, and/or non-owned autos and/or mobile equipment, as each may be applicable.

#### 9.25.3 Workers Compensation and Employers Liability

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 Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 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 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 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 (3) County personnel having experience in the administration of landscape 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 \$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 Public Works 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 Subparagraph 9.32 below and by

**Notice to the County:**

Name: Laren Bunker  
Phone: (661) 294-3520  
Fax: n/a  
Email: lbunker@dpw.lacounty.gov

**Notice to the Contractor:**

Rich Meier's Landscaping, Inc.  
(661) 723-2220  
(661) 723-2229  
rmlandscaping@verizon.net

**9.30 NOTICES 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 (Safety Surrendered Baby Law) of this Contract and is also available on the Internet at [www.babysafela.org](http://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 Rich Meier's Landscaping, Inc. Attention: Richard Meier's and 652 West Avenue L14, Lancaster, CA 93534. Any notice served by mail upon the County shall be addressed to the County of Los Angeles Department of Public Works, Attention: ASD Contracts, PO Box 1460, Alhambra, CA, 91802-1460, 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 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 Maintenance 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 Public Works, 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 \$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 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 PUBLIC RECORDS ACT**

9.34.1 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 9.36, 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.

- 9.34.2 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 an action or liability arising under the Public Records Act.

### **9.35 PUBLICITY**

- 9.35.1 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.

9.35.2 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 9.35 shall apply.

### **9.36 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.

- 9.36.1 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 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).
- 9.36.2 Failure on the part of the Contractor to comply with any of the provisions of this Subparagraph 9.36 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 9.36.3 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.

9.36.4 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.

### **9.37 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.

### **9.38 GREEN INITIATIVES**

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Contractor shall purchase, store, and use environmentally and human friendly products that are compatible with products used by County (Exhibit P). County shall determine and approve Contractor's products prior to their use.

### **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 three percent (3%) of the monthly maintenance amount or \$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/Suspension for Default, of the Contract upon the Contractor's failure to correct deficiencies in a timely manner.
- 9.39.4 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 or suspend 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.
- 9.41.2 If the Contractor desires to subcontract, the Contractor shall provide the following information along with its written request to subcontract 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.
- 9.41.3 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.
- 9.41.4 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.

9.41.6 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.

9.41.7 In the event the 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/SUSPENSION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTIONS PROGRAM**

9.42.1 Failure of the 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/SUSPENSION 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 90 calendar days of written notice shall be grounds upon which the County may terminate or suspend this Contract pursuant to Subparagraph 9.45, Termination/Suspension for Default, and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

**9.44 TERMINATION/SUSPENSION FOR CONVENIENCE BY COUNTY**

9.44.1 This Contract may be terminated or suspended, 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 or suspension 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 or suspended and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than 10 days after the notice is sent.

9.44.2 After receipt of a Notice of Termination/Suspension 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 After receipt of a Notice of Termination/Suspension, the Contractor shall submit to the Director, in the form and with the certification as may be prescribed by the County, its termination or suspension claim and invoice. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination or suspension. Upon failure of the Contractor to submit its termination or suspension claim and invoice within the time allowed, the County may determine, on the basis of information available to the County, the amount, if any, due to the Contractor in respect to the termination or suspension, and such determination shall be final. After such determination is made, the County shall pay the Contractor the amount so determined.

9.44.4 Subject to the provisions of the paragraph immediately above, the County and the Contractor shall negotiate an equitable amount to be paid to the Contractor by reason of the total or partial termination or suspension of work pursuant to this clause which amount may include a reasonable allowance for profit on services rendered but shall not include an allowance on services terminated or suspended. The County shall pay the agreed amount, provided that such amount shall not exceed the total funding obligated under this Contract as reduced by the amount of payments otherwise made and as further reduced by the contract price of services not terminated or suspended.

9.44.5 In the event that, following service of the Notice of Termination/Suspension of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, that the default was excusable under provisions of this clause, or the 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/Suspension, and the rights and obligations of the parties shall be the same as if the Notice of Termination/Suspension had not been issued.

#### **9.45 TERMINATION/SUSPENSION FOR DEFAULT**

9.45.1 The County may, by written notice to the Contractor, terminate or suspend 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 or suspension. 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 or suspension thereof; the grounds therefor; and that an opportunity to be heard thereon will be afforded on or before said termination or suspension 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 or suspension 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 or suspension for default to the Board of Supervisors.
- 9.45.4 In the event that the County terminates or suspends 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 or suspended. 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 or suspended 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 or suspends this Contract in its entirety due to the Contractor's default as provided in Subparagraph 9.45.1, 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 \$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/Suspension of this Contract, 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 the 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/Suspension, and the rights and obligations of the parties shall be the same as if the Notice of Termination/Suspension 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/SUSPENSION FOR IMPROPER CONSIDERATION**

9.46.1 The County may, by written notice to the Contractor, immediately terminate or suspend 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 or suspension, 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.

9.46.2 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.

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

#### **9.47 TERMINATION/SUSPENSION FOR INSOLVENCY**

9.47.1 The County may terminate or suspend 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 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/SUSPENSION 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/SUSPENSION 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 or suspend 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/SUSPENSION UPON TRANSFER OF TITLE, MAINTENANCE RESPONSIBILITY**

Notwithstanding any other provision of this Contract, the County reserves the right to transfer title, maintenance responsibility of one or more of the zones described in Section 2.0, Zone(s) to be maintained of the Statement

of Work, Exhibit B to this Contract (hereinafter, "Exhibit B, Section 2.0, Zone(s) to be Maintained").

9.50.1 In the event the County transfers title of the zones described in Exhibit B, Section 2.0, Zone(s) to be Maintained, to a governmental agency (assignee), the County reserves the right to terminate or suspend 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 suspension 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 zones described in Exhibit B, Section 2.0, Zone(s) to be Maintained, the County reserves the right to:

9.50.2.1 Terminate or suspend 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 suspension or assignment of this Contract pursuant to this provision; or

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

9.50.3 In the event the County closes the facility described in Exhibit B, Section 2.0, Zone(s) to be Maintained, the County reserves the right to terminate this Contract upon the effective date of such

closure. Upon the effective date of closure, the Contractor shall immediately cease its operations, and within 15 days therefrom remove all items of its personal property, equipment and inventory. The County shall provide advance notice to the Contractor of such closure.

#### **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 or suspend 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.

#### **9.54 CONTRACTOR PERFORMANCE HISTORY**

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

### **10.0 UNIQUE TERMS AND CONDITIONS**

#### **10.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM**

##### 10.1.1 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.

##### 10.1.2 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 Subparagraph, "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 Subparagraph. 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.

10.1.3 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.

#### 10.1.4 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.

#### 10.1.5 County Auditing of Contractor Records.

Upon a minimum of 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.

#### 10.1.6 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 Employees.

10.1.7 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 or suspend 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 an 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 or suspend 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.

#### 10.1.8 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.

#### 10.1.9 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 Subparagraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate or suspend the Contract.

#### 10.1.10 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.

#### 10.1.11 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 (6) months prior to the date of this new Contract, which predecessor contract was terminated or suspended by the County prior to its expiration; and
  - c. Who is or will be terminated or suspended 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 or suspend 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.

#### 10.1.12 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.

### **10.2 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM**

10.2.1 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.

10.2.2 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.



10.2.3 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.

10.2.4 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% 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.

### **10.3 TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM**

- 10.3.1 This Contract is subject to the provisions of the County's ordinance entitled Transitional Job Opportunities Preference Program, as Codified in Chapter 2.205 of the Los Angeles County Code.
- 10.3.2 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 Transitional Job Opportunity vendor.
- 10.3.3 Contractor shall not willfully and knowingly make false statements 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 Transition Job Opportunity vendor.
- 10.3.4 If Contractor has obtained County certification as Transitional Job Opportunity vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which 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 it 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 has 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% 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).

10.3.5 The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

#### **10.4 DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE PROGRAM**

10.4.1 This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.

10.4.2 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 Disabled Veteran Business Enterprise.

10.4.3 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 Disabled Veteran Business Enterprise.

10.4.4 If Contractor has obtained certification as a Disabled Veteran Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which 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 it 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 % 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 to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the state and ISD of this information prior to responding to a solicitation or accepting a contract award.

#### **10.5 COMPLIANCE WITH THE COUNTY'S SMOKING BAN ORDINANCE**

This Agreement is subject to the provisions of the County's ordinance entitled Los Angeles County Code Title 17, Parks, Beaches, and Other Public Places, prohibiting smoking at County Parks ("Smoking Ban Ordinance", Exhibit Q) as codified in Sections 17.04.185 through 17.04.650 of the Los Angeles County Code.

#### **10.6 TIME OFF FOR VOTING**

Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (California Elections Code Section 14000). Not less than ten (10) calendar days before every statewide

election, every Contractor and subcontractor shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

**11.0 ENTIRE CONTRACT**

This document and the Exhibit(s) attached hereto constitute the entire contract between County and Contractor and its subcontractors, if any for the landscape maintenance services to be provided for the Castaic Area Zones 19, 36, 38, 40, 55, 56, 64 & 70. 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 landscape maintenance services of the Castaic Area Zones 19, 36, 38, 40, 55, 56, 64 & 70. 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 Subparagraph 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 Mike Antonovich  
Mayor, Board of Supervisors

ATTEST:

PATRICK OGAWA  
Acting Executive Officer of the  
Board of Supervisors of the  
County of Los Angeles



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

PATRICK OGAWA  
Acting Executive Officer  
Clerk of the Board of Supervisors

By Carla Little  
Deputy

By Carla Little  
Deputy

APPROVED AS TO FORM:

MARK J. SALADINO  
County Counsel

By Carole Suzuki  
Deputy

RICH MEIER'S LANDSCAPING, INC.

By [Signature]  
Its President

Richard A. Meier  
Type or Print Name

By [Signature]  
Its Secretary

Annamarie Meier  
Type or Print Name

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

14 JAN 13 2015

[Signature]  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

P:\aspub\CONTRACT\Eric\Landscape\Special District\Castaic Area\Award\APPENDIX A-SAMPLE CONTRACT Castaic Area Zones.doc

78335

# CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

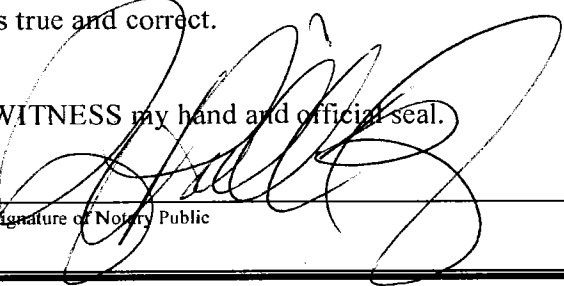
County of Los Angeles

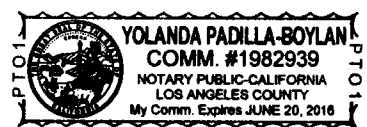
On December 05, 2014 before me, Yolanda Padilla-Boylan, Notary Public  
(Here insert name and title of the officer)

personally appeared Richard A. Meier

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.  




Signature of Notary Public

(Notary Seal)

## ADDITIONAL OPTIONAL INFORMATION

**DESCRIPTION OF THE ATTACHED DOCUMENT**

\_\_\_\_\_

(Title or description of attached document)

\_\_\_\_\_

(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

\_\_\_\_\_

(Additional information)

**CAPACITY CLAIMED BY THE SIGNER**

Individual (s)

Corporate Officer

\_\_\_\_\_

(Title)

Partner(s)

Attorney-in-Fact

Trustee(s)

Other \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

*Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.*

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~ - is /are ) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document.

# CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

County of Los Angeles

On December 05, 2014 before me, Yolanda Padilla-Boylan, Notary Public,  
(Here insert name and title of the officer)

personally appeared Annamarie Meier

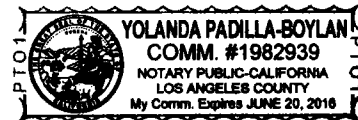
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Signature of Notary Public

(Notary Seal)



## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

\_\_\_\_\_  
(Title or description of attached document)

\_\_\_\_\_  
(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

\_\_\_\_\_  
(Additional information)

### CAPACITY CLAIMED BY THE SIGNER

- Individual (s)  
 Corporate Officer

\_\_\_\_\_  
(Title)

- Partner(s)  
 Attorney-in-Fact  
 Trustee(s)  
 Other \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

*Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.*

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- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~, is /are ) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
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- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document



**Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 2  
Zone No. 19 (Sagewood Valencia)**

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies.**

<u>LANDSCAPE CATEGORY</u>	<u>LANDSCAPE TASK / ITS DESCRIPTION</u>	<u>FREQUENCY</u>	<u>Cost Per Frequency</u>	<u>ANNUAL COST</u>
<b>A. IRRIGATED PLANTED SLOPES/FLAT AREAS (Approx. 0.5 acres)</b>				
<b>1. Irrigation Maintenance/Management</b>				
	Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.			
	<b>a. Maintain Conventional Irrigation System (Approx. 0.5 acres of conventional)</b>	4	\$ 670.00	\$ 2,680.00
<b>2. Fertilization</b>				
	<b>a. Mechanically/Hand Broadcast</b>	2	\$ 110.00	\$ 220.00
	Fertilize in May and September, using 3 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.5 acres of conventional irrigation areas			
<b>3. Weed Control</b>				
	Provide manual/chemical control to keep total area relatively weed free.	4	\$788.00	3,152.00
<b>4. Pruning/Trimming</b>				
	<b>a. Shrubs</b>	3	\$ 70.33	\$ 210.99
	Prune shrubs as scheduled.			
	<b>b. Ground Cover</b>	3	\$ 28.33	\$ 84.99
	Trim ground cover as scheduled.			
<b>Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year</b>				<b>\$ 6,347.98</b>

**FOUR IMPORTANT DISCLOSURES**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county job hours of the Staffing Plan form submitted by contractor as a part of solicitation process.
4. All tasks, noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

Landscape Type	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
<b>A. Irrigated Planted Slopes/Flat Areas - Conventional Irrigation (approx. 0.5 acres)</b>	208	\$ 6,347.98
<b>TOTAL</b>	208	\$ 6,347.98

(1) Hours must correspond with your Staffing Plan

**Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 2  
Zone No. 36 (Mountain Valley)**

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies.**

<u>LANDSCAPE CATEGORY</u>	<u>LANDSCAPE TASK / ITS DESCRIPTION</u>	<u>FREQUENCY</u>	<u>Cost Per Frequency</u>	<u>ANNUAL COST</u>
<b>A. IRRIGATED PLANTED SLOPES/FLAT AREAS</b> (Approx. 4.46 acres)				
<b>1. Irrigation Maintenance/Management</b>				
	Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.			
	<b>a. Maintain Conventional Irrigation System</b> (Approx. 4.46 acres of conventional)	12	\$ 500.00	\$6,000.00
<b>2 Fertilization</b>				
	<b>a. Mechanically/Hand Broadcast</b>	2	\$ 520.00	\$ 1,040.00
	Fertilize in May and September, using 26 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 4.46 acres of conventional irrigation areas.			
	<b>b. Mechanically / Hand Broadcast</b>	1	\$ 660.00	\$ 660.00
	Fertilize in March, using 32 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 4.46 acres of conventional irrigation areas.			
<b>3. Weed Control</b>	Provide manual/chemical control to keep total area relatively weed free.	12	\$ 1,326.00	\$ 15,912.00
<b>4. Pruning/Trimming</b>				
<b>a. Shrubs</b>	Prune shrubs as scheduled.	6	\$ 204.00	\$ 1,224.00
<b>b. Ground Cover</b>	Trim ground cover as scheduled.	6	\$ 204.00	\$ 1,224.00
<b>Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year</b>				<b>\$ 26,060.00</b>
<b>B. TREE CARE (OF ORNAMENTAL TREES)</b> (Approx. 321 ornamental trees, incl. 177 large, 52 medium and 92 small size trees)				
<b>1. Pruning (Thinning &amp; Lacing)</b>	Per Exhibit B-4 Tree Pruning and Removal, Class 2 Category Annually prune 1/3 of the 321 trees (identified by County Landscape Contract Monitor), as scheduled, October - February.	1	\$ 10,700.00	\$ 10,700.00
<b>Tree Care (of Ornamental Trees) Total On-Going Costs Per Year</b>				<b>\$ 10,700.00</b>

**FOUR IMPORTANT DISCLOSURES**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks, noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

Landscape Type	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
A. Irrigated Planted Slopes/Flat Areas - Conventional Irrigation (approx. 4.46 acres)	1,088	\$ 26,060.00
B. Tree Care of Ornamental Trees	460	\$ 10,700.00
<b>TOTAL</b>	<b>1,548.00</b>	<b>\$ 36,760.00</b>

(1) Hours must correspond with your Staffing Plan

Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES

Landscaping and Lighting Act District No. 2  
Zone No. 38 (Sloan Canyon)

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies.**

LANDSCAPE CATEGORY	LANDSCAPE TASK / ITS DESCRIPTION	FREQUENCY	Cost Per Frequency	ANNUAL COST
<b>A. IRRIGATED PLANTED SLOPES/FLAT AREAS</b> (Approx. 19.01 acres)				
<b>1. Irrigation Maintenance/Management</b>				
Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.				
	a. Maintain Conventional Irrigation System (Approx. 1.93 acres of conventional)	12	\$ 268.00	\$ 3,216.00
	b. Maintain Point Irrigation System (Approx. 17.08 acres of point)	12	\$ 972.00	\$ 11,664.00
<b>2. Fertilization</b>				
	a. Mechanically/Hand Broadcast Fertilize in May and September, using 11 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 1.93 acres of conventional irrigation areas.	2	\$ 240.00	\$ 480.00
	b. Mechanically / Hand Broadcast Fertilize in March, using 14 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 1.93 acres of conventional irrigation areas.	1	\$ 280.00	\$ 280.00
	c. Individually apply to each plant Fertilize in May and September, using 86 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 17.08 acres of point-irrigated areas.	2	\$ 1,740.00	\$ 3,480.00
	d. Individually apply to each plant Fertilize in March, using 102 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 17.08 acres of point-irrigated areas.	1	\$ 2,020.00	\$ 2,020.00
	<b>3. Weed Control</b> Provide manual/chemical control to keep total area relatively weed free.	12	\$ 3,536.00	\$ 42,432.00
<b>4. Pruning/Trimming</b>				
	a. Shrubs Prune shrubs as scheduled.	6	\$ 408.00	\$ 2,448.00
	b. Ground Cover Trim ground cover as scheduled.	6	\$ 408.00	\$ 2,448.00
<b>Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year</b>				<b>\$ 68,468.00</b>

**B. TREE CARE (OF ORNAMENTAL TREES)**

(Approx. 590 ornamental trees, incl. 92 large, 276 medium and 222 small size trees)

1. Pruning ( Thinning & Lacing)	1	\$ 19,600.00	\$ _____
Per Exhibit B-4 Tree Pruning and Removal, Class 2 Category			
Annually prune 1/3 of the 600 trees			
(identified by County Landscape Contract Monitor), as scheduled, October - February.			
<b>Tree Care (of Ornamental Trees) Total On-Going Costs Per Year</b>			<b>\$ 19,600.00</b>

**C. FIRE PROTECTION (Approximately 3.73 acres)**

Brush Clearance/Weed Abatement	1	\$ 1,224.00	\$ 1,224.00
Provide general brush clearance/weed abatement as scheduled in May - June.			
<b>Fire Protection Slopes Total On-Going Costs Per Year</b>			<b>\$ 1,224.00</b>

**FOUR IMPORTANT DISCLOSURES**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county-job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks noted in this pricing and billing schedule and performance frequencies, (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
<b>A. Irrigated Planted Slopes/Flat Areas - Conventional and Point Irrigation (approx. 19.01 acres)</b>	2496	\$ 68,468.00
<b>B. Tree Care of Ornamental Trees</b>	192	\$ 19,600.00
<b>C. Fire Protection Slopes (approx. 3.73 acres)</b>	72	\$ 1,224.00
<b>TOTAL</b>	<b>2,760.00</b>	<b>\$ 89,292.00</b>

(1) Hours must correspond with your Staffing Plan

**Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 2  
Zone No. 40 (Shadow Lake)**

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies.**

<b>LANDSCAPE CATEGORY</b>	<b>LANDSCAPE TASK / ITS DESCRIPTION</b>	<b>FREQUENCY</b>	<b>Cost Per Frequency</b>	<b>ANNUAL COST</b>
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**A. IRRIGATED PLANTED SLOPES/FLAT AREAS**  
(Approx. 4.77 acres)

**1. Irrigation Maintenance/Management**

Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.

a. Maintain Conventional Irrigation System (Approx. 4.13 acres of conventional)	4	\$ 2,316.00	\$ 9,264.00
b. Maintain Point Irrigation System (Approx. 0.64 acres of point)	4	\$ 772.00	\$ 3,088.00

**Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year**      **\$ 12,352.00**

**B. TREE CARE (OF ORNAMENTAL TREES)**

(Approx. 277 ornamental trees, incl. 210 large, 37 medium and 30 small size trees)

1. Pruning (Thinning & Lacing) Per Exhibit B-4 Tree Pruning and Removal, Class 2 Category Annually prune ONLY 1/3 of the 210 large size trees (Identified by County Landscape Contract Monitor), as scheduled, October - February.	1	\$ 7,000.00	\$ 7,000.00
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**Tree Care (of Ornamental Trees) Total On-Going Costs Per Year**      **\$ 7,000.00**

**FOUR IMPORTANT DISCLOSURES:**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county-job hours of the Staffing Plan form submitted by contractor as a part of solicitation process.
4. All tasks noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of fillers, fertilization, etc.), include labor, gas, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

Landscape Type	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
A. Irrigated Planted Slopes/Flat Areas - Conventional and Point Irrigation (approx. 4.77 acres)	96	\$ 12,352.00
B. Tree Care of Ornamental Trees	60	\$ 7,000.00
<b>TOTAL</b>	<b>156</b>	<b>\$ 19,352.00</b>

(1) Hours must correspond with your Staffing Plan



Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES

Landscaping and Lighting Act District No. 2  
Zone No. 55 (North Bluff)

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies.**

LANDSCAPE CATEGORY	LANDSCAPE TASK / ITS DESCRIPTION	FREQUENCY	Cost Per Frequency	ANNUAL COST
<b>A. IRRIGATED TURF PLANTED MEDIANS (CONVENTIONAL IRRIGATION)</b> (Approx. 0.05 acres)				
1.	<b>Irrigation Maintenance/Management</b> Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.	4	\$ 76.00	\$ 304.00
2.	<b>Mowing and Edging</b> Mow and edge as scheduled from January through December.	26	\$ 14.38	\$ 373.88
<b>Irrigated Turf Planted Medians (Conventional Irrigation) Total On-Going Costs Per Year</b>				<b>\$ 677.88</b>
<b>B. TURF CARE (Approximately 0.09 acres)</b>				
1.	<b>Irrigation Maintenance/Management</b> Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.	12	\$ 25.33	\$ 303.96
2.	<b>Mowing and Edging</b> Mow and edge as scheduled from January through December.	26	\$ 14.38	\$ 373.88
3.	<b>Fertilization</b>			
a.	<b>Mechanical Broadcast</b> Fertilize in March, April, October and November, using 1 50-pound-bags of the "Best" Turf Supreme 16-6-8 fertilizer, per application/frequency within 0.09 acres of turf areas.	4	\$ 10.00	\$ 40.00
b.	<b>Mechanically Broadcast</b> Fertilize in May and Sept, using 1 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.09 acres of turf areas.	2	\$ 10.00	\$ 20.00
<b>Turf Care Total On-Going Costs Per Year</b>				<b>\$ 737.84</b>
<b>C. ANNUAL COLOR (Approximately 112 sq. ft.)</b>				
1.	<b>Installation of annual color</b> Install in March, June, September and November.	4	\$ 300.00	\$ 1,200.00
2.	<b>Fertilization</b> Hand Broadcast Fertilize one month after each annual color installation, using 1 50-pound-bags of the Super Iron 9-9-9 fertilizer, per application/frequency within 112 sq. ft. of annual color areas.	4	\$ 20.00	\$ 80.00
<b>Annual Color Total On-Going Costs Per Year</b>				<b>\$ 1,280.00</b>

**D. IRRIGATED PLANTED SLOPES/FLAT AREAS**  
(Approx. 0.76 acres)

**1. Irrigation Maintenance/Management**

Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.

a. Maintain Conventional Irrigation System (Approx. 0.06 acres of conventional)	12	\$ 91.83	\$ 1,101.96
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b. Maintain Point Irrigation System (Approx. 0.7 acres of point)	12	\$ 91.83	\$ 1,101.96
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**2. Fertilization**

a. Mechanically/Hand Broadcast Fertilize in May and September, using 1 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.06 acres of conventional irrigation areas.	2	\$ 20.00	\$ 40.00
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b. Mechanically / Hand Broadcast Fertilize in March, using 1 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.06 acres of conventional irrigation areas.	1	\$ 20.00	\$ 20.00
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c. Individually apply to each plant Fertilize in May and September, using 4 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer; per application/frequency within 0.7 acres of point-irrigated areas.	2	\$ 20.00	\$ 40.00
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d. Individually apply to each plant Fertilize in March, using 4 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.7 acres of point-irrigated areas.	1	\$ 80.00	\$ 80.00
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3. Weed Control Provide manual/chemical control to keep total area relatively weed free.	12	\$ 566.67	\$ 6,800.04
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4. Pruning/Trimming a. Shrubs Prune shrubs as scheduled.	3	\$ 100.00	\$ 300.00
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b. Ground Cover Trim ground cover as scheduled.	3	\$ 100.00	\$ 300.00
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<b>Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year</b>	<b>\$ 9,783.96</b>
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**E. TREE CARE (OF ORNAMENTAL TREES)**

(Approx. 33 ornamental trees, Incl. 8 large, 6 medium and 19 small size trees)

1. Pruning (Thinning & Lacing) Per Exhibit B-4 Tree Pruning and Removal, Class 2 Category Annually prune 1/3 of the 33 trees (Identified by County Landscape Contract Monitor), as scheduled, October - February.	1	\$ 1,100.00	\$ 1,100.00
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<b>Tree Care (of Ornamental Trees) Total On-Going Costs Per Year</b>	<b>\$ 1,100.00</b>
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**F. FIRE PROTECTION (Approximately 6.98 acres)**

<b>Brush Clearance/Weed Abatement</b>	<b>1</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>
<small>Provide general brush clearance/weed abatement as scheduled in May - June.</small>			

**Fire Protection Slopes Total On-Going Costs Per Year                   \$ 3,500.00**

**FOUR IMPORTANT DISCLOSURES:**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this pricing and task/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of filters, fertigation, etc.) include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

	Landscape Type	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
<b>A. Irrigated Turf Planted Medians - Conventional Irrigation (approx. 0.05 acres)</b>		<u>4</u>	<u>\$ 677.88</u>
<b>B. Turf Care (approx. 0.09 acres)</b>		<u>32</u>	<u>\$ 737.84</u>
<b>C. Annual Color (approx. 112 sq. ft.)</b>		<u>32</u>	<u>\$ 1,280.00</u>
<b>D. Irrigated Planted Slopes/Flat Areas - Conventional and Point Irrigation (approx. 0.76 acres)</b>		<u>400</u>	<u>\$ 9,783.96</u>
<b>E. Tree Care of Ornamental Trees</b>		<u>40</u>	<u>\$ 1,100.00</u>
<b>F. Fire Protection Slopes (approx. 6.98 acres)</b>		<u>120</u>	<u>\$ 3,500.00</u>
<b>TOTAL</b>		<u>658</u>	<u>\$ 17,079.68</u>

(1) Hours must correspond with your Staffing Plan

**Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 2  
Zone No. 56 (Valencia Commercial Area Center, Area-Wide)**

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies**

<u>LANDSCAPE CATEGORY</u>	<u>LANDSCAPE TASK / ITS DESCRIPTION</u>	<u>FREQUENCY</u>	<u>Cost Per Frequency</u>	<u>ANNUAL COST</u>
<b>A. IRRIGATED TURF PLANTED MEDIANS (CONVENTIONAL IRRIGATION)</b> (Approx. 0.19 acres)				
1.	<b>Irrigation Maintenance/Management</b> Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.	4	\$ 275.00	\$ 1,100.00
2.	<b>Mowing and Edging</b> Mow and edge as scheduled from January through December.	17	\$ 26.00	\$ 442.00
<b>Irrigated Turf Planted Medians (Conventional Irrigation) Total On-Going Costs Per Year</b>				\$ 1,542.00
<b>B. IRRIGATED PLANTED FLAT AREAS</b> (Approx. 1.02 acres)				
1.	<b>Irrigation Maintenance/Management</b> Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.			
	a. Maintain Conventional Irrigation System (Approx. 0.47 acres of conventional)	4	\$ 275.00	\$ 1,100.00
	b. Maintain Point Irrigation System (Approx. 0.55 acres of point)	4	\$ 275.00	\$ 1,100.00
<b>Irrigated Planted Flat Areas Total On-going Costs per Year</b>				\$ 2,200.00
<b>C. IRRIGATED TURF PLANTED MEDIANS (SUBTERRANEAN IRRIGATION)</b> (Approx. 1.34 acres of planted medians, irrigated by subterranean type irrigation system)				
1.	<b>Irrigation Maintenance/Management</b> Inspect quarterly for leaks and breaks and repair as needed, January - December.	4	\$ 275.00	\$ 1,100.00
2.	<b>Mowing and Edging</b> Mow and edge as scheduled from January through December.	17	\$ 624.00	\$ 10,608.00
<b>Irrigated Turf Planted Medians (Subterranean Irrigation) Total On-going Costs per Year</b>				\$ 11,708.00

**FOUR IMPORTANT DISCLOSURES**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks, noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

Landscape Type	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
A. <i>Irrigated Turf Planted Medians - Conventional Irrigation (approx. 0.19 acres)</i>	52	\$ 1,542.00
B. <i>Irrigated Planted Flat Areas - Conventional and Point Irrigation (approx. 1.02 acres)</i>	128	\$ 2,200.00
C. <i>Irrigated Turf Planted Medians - Subterranean Irrigation (approx. 1.34 acres)</i>	580	\$ 11,708.00
<b>TOTAL</b>	760	\$ 15,450.00

(1) Hours must correspond with your Staffing Plan

**Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 4  
Zone No. 64 (Double "C" Ranch)**

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies**

<u>LANDSCAPE CATEGORY</u>	<u>LANDSCAPE TASK / ITS DESCRIPTION</u>	<u>FREQUENCY</u>	<u>Cost Per Frequency</u>	<u>ANNUAL COST</u>
<b>A. TURF CARE (Approximately 0.05 acres)</b>				
1.	<b>Irrigation Maintenance/Management</b> Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.	12	<u>\$ 134.00</u>	<u>\$ 1,608.00</u>
2.	<b>Mowing and Edging</b> Mow and edge as scheduled from January through December.	26	<u>\$ 92.30</u>	<u>\$ 2,399.80</u>
3.	<b>Fertilization</b>			
a.	<b>Mechanical Broadcast</b> Fertilize in March, April, October and November, using 1 50-pound-bags of the "Best" Turf Supreme 16-8-8 fertilizer, per application/frequency within 0.05 acres of turf areas.	4	<u>\$ 40.00</u>	<u>\$ 160.00</u>
b.	<b>Mechanically Broadcast</b> Fertilize in May and Sept, using 1 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.05 acres of turf areas.	2	<u>\$ 20.00</u>	<u>\$ 40.00</u>
<b>Turf Care Total On-Going Costs Per Year</b>				<u><b>\$ 4,207.80</b></u>
<b>B. IRRIGATED PLANTED SLOPES/FLAT AREAS (Approx. 7.55 acres)</b>				
1.	<b>Irrigation Maintenance/Management</b>  Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.			
a.	<b>Maintain Conventional Irrigation System</b> (Approx. 0.23 acres of conventional)	12	<u>\$ 117.33</u>	<u>\$ 1,407.96</u>
b.	<b>Maintain Point Irrigation System</b> (Approx. 7.32 acres of point)	12	<u>\$ 552.66</u>	<u>\$ 6,631.92</u>
2.	<b>Fertilization</b>			
a.	<b>Mechanically/Hand Broadcast</b> Fertilize in May and September, using 1 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.23 acres of conventional irrigation areas.	2	<u>\$ 40.00</u>	<u>\$ 80.00</u>
b.	<b>Mechanically / Hand Broadcast</b> Fertilize in March, using 2 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.23 acres of conventional irrigation areas	1	<u>\$ 40.00</u>	<u>\$ 40.00</u>
c.	<b>Individually apply to each plant</b> Fertilize in May and September, using 37 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 7.32 acres of point-irrigated areas.	2	<u>\$ 740.00</u>	<u>\$ 1,480.00</u>

EXHIBIT A1

APPENDIX D: REQUIRED FORMS

d. Individually apply to each plant	1	\$ 860.00	\$ 860.00
Fertilize in March, using 44 60 pound bags of the Crew Power Plus 12% Culturf 12-12-12 fertilizer, per application/frequency within 7.32 acres of point-irrigated areas.			
3. Weed Control	12	\$ 2357.33	\$ 28,287.96
Provide manual/chemical control to keep total area relatively weed free.			
4. Pruning/Trimming			
a. Shrubs	6	\$ 192.00	\$ 1,152.00
Prune shrubs as scheduled.			
b. Ground Cover	6	\$ 192.00	\$ 1,152.00
Trim ground cover as scheduled.			
<b>Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year</b>			<b>\$ 41,091.84</b>

**C. TREE CARE (OF ORNAMENTAL TREES)**

(Approx. 110 ornamental trees, incl. 7 large, 33 medium and 70 small size trees)

1. Pruning (Thinning & Lacing)	1	\$ 3,600.00	\$ 3,600.00
Per Exhibit B-4 Tree Pruning and Removal, Class 2 Category Annually prune 1/3 of the 110 trees (identified by County Landscape Contract Monitor), as scheduled, October - February.			
2. Fertilization	1	\$ 140.00	\$ 140.00
Individually apply to approx. 110 trees 15-7-8 fertilizer stakes In March/April, apply 3 stakes per tree along drip line.			
<b>Tree Care (of Ornamental Trees) Total On-Going Costs Per Year</b>			<b>\$ 3,740.00</b>

**FOUR IMPORTANT DISCLOSURES**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies prescribed in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county-job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks, noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of filters, fertilization, etc.) include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

Landscape Type	Estimated Annual Hours <sup>(1)</sup>	Annual Cost
A. Turf Care (approx. 0.05 acres)	86	\$ 4,207.80
B. Irrigated Planted Slopes/Flat Areas - Conventional and Point Irrigation (approx. 7.55 acres)	1,832	\$ 41,091.84
C. Tree Care of Ornamental Trees	220	\$ 3,740.00
<b>TOTAL</b>	<b>2,138</b>	<b>\$ 49,039.64</b>

(1) Hours must correspond with your Staffing Plan

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**Exhibit 15  
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 4  
Zone No. 70 (Somerset)**

**IMPORTANT: See a list of 4 disclosures at the end of this pricing and billing schedule and performance frequencies.**

<b>LANDSCAPE CATEGORY</b>	<b>LANDSCAPE TASK / ITS DESCRIPTION</b>	<b>FREQUENCY</b>	<b>COST PER FREQUENCY</b>	<b>ANNUAL COST</b>
<b>A. IRRIGATED PLANTED SLOPES/FLAT AREAS (Approx. 6.42 acres)</b>				
<b>1. Irrigation Maintenance/Management</b>				
	Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.			
	<b>a. Maintain Conventional Irrigation System</b> (Approx. 0.85 acres of Conventional)	12	\$ 117.33	\$ 1,407.96
	<b>b. Maintain Point Irrigation System</b> (Approx. 5.57 acres of point)	12	\$ 469.33	\$ 5,631.96
<b>2. Fertilization</b>				
	<b>a. Mechanically/Hand Broadcast</b> Fertilize in May and September, using 5 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.85 acres of conventional irrigation areas.	2	\$ 100.00	\$ 200.00
	<b>b. Mechanically / Hand Broadcast</b> Fertilize in March, using 6 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.85 acres of conventional irrigation areas.	1	\$ 120.00	\$ 120.00
	<b>c. Individually apply to each plant</b> Fertilize in May and September, using 28 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 5.57 acres of point-irrigated areas.	2	\$ 560.00	\$ 1,120.00
	<b>d. Individually apply to each plant</b> Fertilize in March, using 32 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 5.57 acres of point-irrigated areas.	1	\$ 660.00	\$ 660.00
	<b>3. Weed Control</b> Provide manual/chemical control to keep total area relatively weed free.	12	\$ 1,386.66	\$ 16,639.92
	<b>4. Pruning/Trimming</b>			
	<b>a. Shrubs</b> Prune shrubs as scheduled.	6	\$ 204.00	\$ 1,224.00
	<b>b. Ground Cover</b> Trim ground cover as scheduled	6	\$ 204.00	\$ 1,224.00
	<b>Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year</b>			\$ 28,227.84

**B. TREE CARE (OF ORNAMENTAL TREES)**

(Approx. 248 ornamental trees, incl. 5 large, 50 medium and 193 small size trees)

1. Pruning (Thinning & Lacing)	1	\$ 6,150.00	\$ 6,150.00
Per Exhibit B-4 Tree Pruning and Removal, Class 2 Category			
Annually prune 1/3 of the 248 trees			
(identified by County Landscape Contract Monitor), as scheduled, October - February.			
<b>Tree Care (of Ornamental Trees) Total On-Going Costs Per Year</b>			<b>\$ 6,150.00</b>

**FOUR IMPORTANT DISCLOSURES**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this pricing and billing schedule and performance frequencies.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this pricing and billing schedule and performance frequencies must correspond with weekly county job hours on the Staffing Plan form submitted by contractor as a part of submittal process.
4. All tasks noted in this pricing and billing schedule and performance frequencies (including but not limited to installation of plants, replacement of filters, fertilization, etc.) include labor costs, materials, tax, shipping and handling, and overhead.

**COST SUMMARY & ESTIMATED HOURS**

	<u>Estimated Annual Hours <sup>(1)</sup></u>	<u>Annual Cost</u>
A. Irrigated Planted Slopes/Flat Areas - Conventional and Point Irrigation (approx. 0.42 acres)	1,300	\$ 28,227.84
B. Tree Care of Ornamental Trees	240	\$ 6,150.00
<b>TOTAL</b>	<b>1,540</b>	<b>\$ 34,377.84</b>

(1) Hours must correspond with your Staffing Plan

**EXHIBIT 16  
UNIT PRICE LIST**

**Landscaping and Lighting Act District No. 2 & 4**

Zone No. 19 (Sagewood Valencia), Zone No. 36 (Mountain Valley),  
Zone No. 37 (Castaic Hillcrest), Zone No. 38 (Sloan Canyon),  
Zone No. 40 (Castaic Shadow Lake), Zone No. 55 (Castaic North Bluff),  
Zone No. 56 (Valencia Commerce Center, Area-Wide),  
Zone No. 64 (Castaic Double "C" Ranch) and Zone No. 70 (Somerset Castaic)

**THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT**

**Unit prices shall be wholesale costs + percentages for overhead and profit.  
Unit prices for additional work items (installed, unless otherwise specified).**

1. Replacement of pop-up sprinkler (spray)	4" @ \$	<u>4.00</u>	ea.
	6" @ \$	<u>8.00</u>	ea.
	12" @ \$	<u>12.00</u>	ea.
2. Replacement of nozzle (pop-up sprinkler)	@ \$	<u>1.75</u>	ea.
3. Replacement of swing joint assembly	@ \$	<u>8.00</u>	ea.
4. Replacement of riser (sch 80) 1/2"	4" @ \$	<u>1.00</u>	ea.
	6" @ \$	<u>1.50</u>	ea.
	8" @ \$	<u>1.75</u>	ea.
	12" @ \$	<u>2.00</u>	ea.
	18" @ \$	<u>3.00</u>	ea.
5. Replacement of gear driven spray head (shrub)	@ \$	<u>12.00</u>	ea.
6. Replacement of gear driven pop-up head	4" @ \$	<u>16.00</u>	ea.
	6" @ \$	<u>22.00</u>	ea.
	12" @ \$	<u>32.00</u>	ea.
7. Replacement of bubbler only	0.25 gpm - 2.0 gpm @ \$	<u>2.00</u>	ea.
8. Replacement of reducer (adaptor)	3/4 mt x 1/2 ft @ \$	<u>4.00</u>	ea.
9. Replacement of PVC pipe UVR (in ft)	1/2" @ \$	<u>1.00</u>	ea.
	3/4" @ \$	<u>1.75</u>	ea.
	1" @ \$	<u>2.00</u>	ea.
	1 1/4" @ \$	<u>2.50</u>	ea.
	1 1/2" @ \$	<u>3.00</u>	ea.
	2" @ \$	<u>2.50</u>	ea.
10. Replacement of PVC sch 40 pipe (in ft)	1/2" @ \$	<u>2.00</u>	ea.
	3/4" @ \$	<u>2.50</u>	ea.
	1" @ \$	<u>3.00</u>	ea.
	1 1/4" @ \$	<u>3.50</u>	ea.
	1 1/2" @ \$	<u>4.00</u>	ea.
	2" @ \$	<u>4.50</u>	ea.
11. Replacement of irrigation control valve with Superior valve	1" @ \$	<u>125.00</u>	ea.
	1 1/4" @ \$	<u>125.00</u>	ea.
	1 1/2" @ \$	<u>200.00</u>	ea.
	2" @ \$	<u>250.00</u>	ea.

**EXHIBIT 16  
UNIT PRICE LIST**

**Landscaping and Lighting Act District No. 2 & 4**

Zone No. 19 (Sagewood Valencia), Zone No. 36 (Mountain Valley),  
Zone No. 37 (Castaic Hillcrest), Zone No. 38 (Sloan Canyon),  
Zone No. 40 (Castaic Shadow Lake), Zone No. 55 (Castaic North Bluff),  
Zone No. 56 (Valencia Commerce Center, Area-Wide),  
Zone No. 64 (Castaic Double "C" Ranch) and Zone No. 70 (Somerset Castaic)

**THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT**

**Unit prices shall be wholesale costs + percentage for overhead and profit  
Unit prices for additional work items (installed, unless otherwise specified):**

12. Replacement of diaphragm	@ \$	<u>75.00</u>	ea.
13. Replacement of solenoid	@ \$	<u>35.00</u>	ea.
14. Replacement of drip 5/8" (In ft)	@ \$	<u>75</u>	ea.
15. Replacement of LOC-Eze coupling 5/8"	@ \$	<u>2.00</u>	ea.
16. Replacement of 35 GPM filter 1"	@ \$	<u>1.50</u>	ea.
17. 1 gallon shrub planted	@ \$	<u>9.00</u>	ea.
18. 5 gallon shrub planted	@ \$	<u>22.00</u>	ea.
19. 5 gallon tree planted (stakes included)	@ \$	<u>38.00</u>	ea.
20. 15 gallon tree planted (stakes included)	@ \$	<u>150.00</u>	ea.
21. 24" box tree planted (stakes included)	@ \$	<u>275.00</u>	ea.
22. 36" box tree planted (stakes included)	@ \$	<u>650.00</u>	ea.
23. Flat of ground cover planted	@ \$	<u>28.00</u>	ea.
24. Flat of liner stock planted	@ \$	<u>38.00</u>	ea.
25. Sod (sq ft) installed	@ \$	<u>75</u>	ea.
26. Flat of annual color planted	@ \$	<u>28.00</u>	ea.
27. Flat of annual color not planted	@ \$	<u>28.00</u>	ea.
28. Jute netting (sq ft) installed	@ \$	<u>.45</u>	ea.
29. Earth Premium Grade Mulch (cubic yard) distributed	@ \$	<u>85.00</u>	ea.
30. Pruning of ornamental tree (large-size)	@ \$	<u>350.00</u>	ea.
31. Pruning of ornamental tree (medium-size)	@ \$	<u>300.00</u>	ea.
32. Pruning of ornamental tree (small-size)	@ \$	<u>250.00</u>	ea.
33. Aeration 1/2" Tines (1 acre)	@ \$	<u>225.00</u>	ea.
34. Verticut (1 acre)	@ \$	<u>2,178.00</u>	ea.
35. Overseed and top dress (1 acre)	@ \$	<u>6,534.00</u>	ea.
36. Brush clearance (1 acre)	@ \$	<u>564.00</u>	ea.
37. Weed abatement (1 acre)	@ \$	<u>564.00</u>	ea.
38. Repair D.G. path (100 sq. ft.)	@ \$	<u>125.00</u>	ea.
39. Hourly rate for laborer	@ \$	<u>27.00</u>	ea.
40. Hourly rate for irrigation technician	@ \$	<u>32.50</u>	ea.
41. Hourly rate for foreman	@ \$	<u>32.50</u>	ea.

## APPENDIX B

### SPECIAL DISTRICTS STATEMENT OF WORK LANDSCAPE AND GROUND MAINTENANCE SERVICES SPECIFICATIONS

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**APPENDIX B – 1  
STATEMENT OF WORK**

**ADMINISTRATIVE SPECIFICATIONS**

**1. GENERAL REQUIREMENTS**

- 1.01 Contractor shall thoroughly complete each task in a professional, workmanlike manner. To this end, he will use quality equipment and materials that comply with all current regulations. The safety of workers, passersby, and the public shall be paramount.
- 1.02 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.
- 1.03 Contractor is hereby required to render and provide building and grounds maintenance services including, but not limited to, turf mowing, edging, trimming, overseeding, reseeding, fertilization, aeration, irrigation, hand watering and bleeding of valves as necessary during emergencies when automatic systems are not functioning, pruning and renovation of turf and shrub areas as well as provide weed control, disease control, tree maintenance, maintenance of irrigation systems including backflow prevention devices, repair of walkways, pumps, walkway lighting systems and the necessary 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 County. The specific frequencies per site are identified in Exhibit 15. Appendix D, Pricing and Billing Schedule and Performance Frequency govern the Contractor's completion of required operations.

- 1.04 Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover, athletic or turf areas.
- 1.05 The Contractor recognizes that during the course of this Agreement, 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 therefore by the Director.
- 1.06 Contractor shall, during the hours and days of maintenance service, as identified in Section 7, thereafter respond to all emergencies within two (2) hours of notification.
- 1.07 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. ZONE(S) TO BE MAINTAINED**

- 2.01 The Zones to be maintained under the provisions of this Agreement are shown on Appendix B, B-9, Zone Maps, attached hereto and incorporated herein, and identified as:

### **CASTAIC AREA ZONES**

**Exhibit B-9 (A) – Sagewood Valencia, Zone 19**

**Exhibit B-9 (B) – Mountain Valley, Zone 36**

**Exhibit B-9 (D) – Sloan Canyon, Zone 38**

**Exhibit B-9 (E) – Shadow Lake, Zone 40**

**Exhibit B-9 (F) – North Bluff, Zone 55**

**Exhibit B-9 (G) – Valencia Commercial Area Center, Area-Wide, Zone**

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**Exhibit B-9 (H) – Double “C” Ranch, Zone 64**



**Exhibit B-9 (I) – Lakeview, Zone 70**

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

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

**3. CERTIFICATIONS/REPORTS**

3.01 Payroll and Prevailing Wage Report

Contractor shall complete a Payroll and Prevailing Wage Certification Report which shall be made available to the Director concurrent with the monthly invoicing. Contractor may use Appendix C, Technical Exhibits "Public Works Payroll Reporting 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.

3.02 Maintenance Function Report

Contractor shall maintain and keep current a report that records when all Periodic, Seasonal, and Additional Work, maintenance functions performed by 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 not made available or is in a form that is unacceptable to the Director.

3.03 Certification of Specialty Type Maintenance

When applicable, 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 Commissioners 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 applicators name and the license number under which the applicator was operating.

3.04 Certified Monitoring Reports for Living Wage Program

Contractor shall submit to the County, certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by 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, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify

under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

#### **4. ADDITIONAL/ EXTRA WORK**

- 4.01 The Director may at his discretion, without increasing the contract price as identified in Exhibit 15, Appendix D "Pricing and Billing Schedule and Performance Frequency", 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 modification of existing area/zone. Contractor shall notify the County in writing on the same day of discovery of the damage due to extraordinary incidents such as Acts of God and third party negligence. Failure of the contractor to notify the County promptly of these damages will require the Contractor to make repairs at its own costs.
- 4.02 Prior to performing any additional labor, the contractor shall submit a written estimate of the cost for performing such work. The Director may, upon review and approval of such estimate, authorize the Contractor to perform said work by the issuance of a written Work Order. After submittal of the bill, the Contractor shall be reimbursed only for the agreed upon cost estimate. Allowable cost elements for the replacement of shrubs, ground cover, trees and irrigation equipment shall be approved by the Director. In the event that the Contractor's written estimate is not approved, then the Director reserves the right to contract with a third party to perform such work. 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.
- 4.03 All additional/extra work as provided for in Appendix A, Section 8.0, Change Notices and Amendments of the agreement shall commence on

the specified date established and Contractor shall proceed diligently to complete said work within the time allotted.

- 4.04 Work arising from vandalism or third party negligence will not constitute additional/extra work, and will be covered under regular monthly maintenance.

## 5. CONTRACTOR'S DAMAGES

- 5.01 All damages incurred to existing facilities by the Contractor's operation shall be repaired or replaced at the Contractor's expense per Appendix A, section 9.39, Remedies/Liquidated Damages.
- 5.02 All such repairs or replacements shall be completed within the following time limits.
- a. Irrigation damage shall be repaired or replaced within one watering cycle.
  - b. All damages to shrubs, trees, turf or groundcover shall be repaired or replaced within five (5) working days.
- 5.03 All repairs or replacements shall be completed in accordance with the following maintenance practices.
- a. Trees  
Minor damage such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist.  
If damage results in loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of Director.
  - b. Shrubs  
Minor damage may be corrected by appropriate pruning as required in the "Pruning and Hedge Trimming Operation" of the On-Going Maintenance Specifications.  
Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the provisions in "Plant Materials" of the Seasonal Specialty Task Specifications.
  - c. Chemicals

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

d. Appurtenances

All damage caused to components of the area/zone such as pumps, pump houses, doors, drainage structures, walkways, fences, light fixtures etc. from accidents or cumulative effects of incidents caused by the carelessness of Contractor's staff shall be immediately corrected at the Contractor's expense.

## **6. SAFETY**

6.01 Contractor agrees to perform all work outlined in this Agreement 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 State, County, local 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 Contractor's employees, agents of the County, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.

6.02 It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any portion of the area/zone unsafe, as well as any unsafe practices occurring thereon. The Director shall be notified immediately of any unsafe condition that requires major correction. 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 the public of the existence of hazards, replacing valve

box covers, and securing the area/zone so as to protect members of the public or others from injury. During normal hours Contractor shall obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury occurring within the landscape easement area. Contractor shall cooperate fully with 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.

## **7. HOURS AND DAYS OF MAINTENANCE SERVICES**

- 7.01 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.
- 7.02 Contractor shall provide adequate staffing to perform the required maintenance services during the prescribed hours five (5) days per week. Any changes in the days and hours of operation heretofore prescribed shall be subject to approval by the Director.
- 7.03 Per State of California Labor Code, Contractor is directed to the following prescribed requirement with respect to the hours of employment. Eight (8) hours of labor under this Agreement 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 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 \$25 for each laborer, worker or mechanic employed in the execution of said Agreement by him, or any subcontractor under him, upon any of the work included in said Agreement 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

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.

## **8. MAINTENANCE SCHEDULES**

- 8.01 Contractor shall, within 10 days after the effective date of this Agreement, submit a 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, Contractor shall notify the Director, in writing, at least two (2) weeks prior to the scheduled date and time for the eradication process of insects, ants, mollusks and disease control.
- 8.02 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 scheduled time for the work.
- 8.03 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.
- 8.04 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.

## **9. CONTRACTOR'S STAFF**

- 9.01 The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. Contractor's

employees, whether assigned to any one area/zone or as part of a crew serving any number of areas/zones, shall include at least one individual who speaks and comprehends in the English language.

- 9.02 The Director may at any time give Contractor written notice to the effect that the conduct or action of a designated employee of Contractor is, in the reasonable belief of the Director, detrimental to the interest of the public within the landscape easement area. Contractor shall meet with representatives of the Director to consider the appropriate course of action with respect to such matter and Contractor shall take reasonable measures under the circumstances to assure the Director that the conduct and activities of Contractor's employees will not be detrimental to the interest of the public within the landscape easement area.
- 9.03 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 landscape and grounds maintenance services. The identification system shall be furnished at the Contractor's expense and may include appropriate attire and/or name badges as specified by the Director.
- 9.04 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 required by State Safety Regulations, and proper wearing of the clothing. Shirts shall be worn at all times and buttoned.
- 9.05 The Contractor shall make readily available transportation to nearby toilet facilities to employees who are in the field during normal business hours. Toilet facilities must be clean and in good working order and supplied with adequate toilet paper.



## **10. SIGNS/IMPROVEMENTS**

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

## **11. UTILITIES**

11.01 The County shall pay for all utilities with the exception of the telephone. However, water usage shall not exceed amount required to comply with irrigation schedules established by the Director. Contractor shall pay for all excessive utility usage due to 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 Contractor from County will be presented to the Contractor by the Director prior to actual deduction to allow for explanations.

## **12. NON-INTERFERENCE :**

12.01 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.

## **13. NOISE**

Contractor shall not prepare for or initiate any motorized operations or use any motorized equipment before 7:00 a.m.

## **14. USE OF CHEMICALS**

14.01 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.

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.

14.01.01 Contractor, in addition to complying with the California Food and Agricultural Code, must be registered with the Los Angeles County Agricultural Commission. 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.

14.01.02 If Contractor does not possess a valid Pest Control Advisor's License with appropriate categories, Contractor, upon written consent of the Director per Section 9.41 of the Agreement, may subcontract this service.

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

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

14.01.05 In addition to the remedies provided heretofore, this Agreement may be terminated per Appendix A, section 9.45, Termination for Default upon Contractor's failure to correct deficiencies in a timely manner.

14.02 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.

- 14.03 Chemicals shall be applied only by those persons possessing a valid California Certified Applicator's License. Application shall be in strict accordance with all governing regulations.
- 14.04 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 five (5) years. Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the PCA 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.
- 14.05 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.
- 14.06 All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.
- 14.07 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.

## APPENDIX B – 2 STATEMENT OF WORK

### SPECIFICATIONS FOR THE PROVISION OF LANDSCAPE AND APPURTENANT MAINTENANCE SERVICES FOR LANDSCAPING AND LIGHTING ACT (LLA) DISTRICTS

#### 1. TURF CARE

1.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zones 55, 56 & 64)

Irrigation, including hand watering and bleeding of valves during an emergency situation, as required to maintain adequate growth rate and appearance and in accordance with a schedule most conducive to plant growth. Contractor shall have a minimum of two (2) personnel proficient in the operation and programming of Cal Sense Controllers. Contractor shall procure, (at contractor's expense estimated \$5,200), operate and maintain Cal Sense Command1 Central Computer System at Contractor office throughout the duration of the contract. Contractor shall maintain eight (8) times per year Cal Sense ET GANEE per manufacturer's specifications. Contractor shall contact manufacturer for service and training at (800) 572-8608 on an as-needed basis. Contractor to provide Director with quarterly written irrigation schedule (Exhibit B-7 and B-8) attached hereto. Director shall have the ability to change the irrigation schedule. During winter months or when weather is 32 degrees or lower, contractor shall run irrigation booster pump once a week for a minimum of ten minutes. Adequate soil moisture will be determined by programming the automatic sprinkler controllers as follows:

1. Consideration must be given to the soil conditions, season temperatures, wind conditions, humidity, minimizing runoff and the relationship of conditions which affect day and night watering. This may include daytime watering during winter weather to prevent icy conditions and manual operation of the

irrigation system during periods of windy or inclement weather. During freezing and/or windy conditions, automatic irrigation will be discontinued.

2. In 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 (between the hours of 7:00 p.m. and 6:00 a.m.).
3. The Contractor shall be responsible for monitoring all systems within the jurisdiction of this specification and correct for: coverage, adjustment, clogging of lines, and removal of obstacles, including plant materials which obstruct the spray.
4. The Contractor shall not be limited to visual system checks of conventional irrigation system, which include valve box integrity, test for operability, inspect and adjustment, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and annual backflow certification.
5. Check systems and adjust and/or repair/replace any sprinkler heads causing excessive runoff, including slope areas, or which throw directly onto roadway paving or walks (where sprinkler heads can be adjusted) within the District.
6. All controllers shall be adjusted to consider the water requirements of each season, plant community, and adverse weather changes.
7. Irrigation system will be controlled by Contractor in such a way as not to cause an excessively wet area which could interfere with the Contractor's ability to mow all turf.
8. The Contractor shall observe and note any deficiencies occurring from the original design and review these findings with the Director, so necessary improvements can be considered.

9. Contractor shall repair/replace all leaking or defective valves immediately upon occurrence, or within 24 hours following notification from the Director of such a deficiency.
  10. A soil probe shall be used to a depth of 12 inches to determine the water penetration by random testing of the root zones.
  11. Contractor shall file a monthly statement with the Department of Parks and Recreation certifying that all irrigation systems are functioning properly and provide an irrigation schedule on a quarterly basis.
  12. Contractor shall be required to maintain weather stations (if any) as they are designed to operate.
  13. Contractor shall also be required to file a yearly certification with the Department of Health Services that all backflow prevention devices on the irrigation systems are operating in accordance with the requirements established by the County of Los Angeles, Health Services Department. It will be the responsibility of the Contractor to repair and replace when necessary subject to the provisions of Section 6 hereunder all backflow prevention devices at his sole expense. Said certification shall be completed within 30 days upon notification to the Department of Health Services that said certifications are made.
  14. The bleeding of valves and hand watering are to be used **only** in emergency situations.
- b. Mowing – Specification for Castaic Area (Zones 55, 56 & 64)  
Mow concurrently as specified in Pricing and Billing Schedule and Performance frequencies forms (Exhibit 15). Mow with an adequately sharpened rotary or reel-type mower, equipped with rollers, to ensure a smooth surface appearance without scalping. All cool season grasses (Blue Grass and Fescues) to be cut at 1-1/2 inches during the months of December, January and February (winter), 2 to 2 ½ inches during the months of March, April, May, September, October and November (spring

and fall) and 3 inches during the months of June, July and August (summer). The mowing heights will be adjusted by the Director during periods of renovation. All grass clippings will be collected and removed from the site on the same day the area is mowed. A mowing schedule will be established and maintained. This schedule will be submitted to the Director for approval.

- c. Power Edge – Specification for Castaic Area (Zones 55, 56 & 64).  
Edge concurrently as specified in Pricing and Billing Schedule and Performance frequencies forms (Exhibit 15). Edge with each mowing, the edge of the grass along sidewalks, curbs, shrub and flower beds, and walls shall be trimmed to a neat and uniform line. Where trees and shrubs occur in turf areas, all grass shall be removed 6 inches from the trunks of trees and away from the drip line of shrubs by use of power scythe, approved chemicals, or small mowers as required. Trim around all sprinkler heads as necessary in order to provide maximum water coverage. Edging will be done concurrent with each mowing. The edge of the turf shall be trimmed around valve boxes, meter boxes, backflow devices or any structures located within the turf areas. All turf edges are to be maintained to prevent grass invasion into adjacent shrub, flower, and ground cover bed areas. All clippings shall be removed from the site the same day area is edged. After mowing and edging is completed all adjacent walkways shall be cleaned to remove accumulated debris and limit hazardous conditions.

- d. Fertilization (Zones 55, 56 & 64)

**Castaic Area Zones**

**Zone 55** shall be mechanically broadcast in March, April, October and November using one (1) Fifty (50) pound bag of the “Best” Turf Supreme 16-6-8 fertilizer, per application/frequency within 0.09 acres of turf (including 0.05 acres of center median) areas. In addition, Zone 55 shall be mechanically broadcast in May and September using one (1) Fifty (50) pound bag of the “Best” Triple Fifteen 15-15-15 fertilizer, per

application frequency within 0.09 acre of turf (including 0.05 acres of center median) areas.

**Zone 56** shall be fertilized on an as needed basis through extra work.

**Zone 64** shall be mechanically broadcast in March, April, October and November using one (1) Fifty pound (50) bag of the "Best" Turf Supreme 16-6-8 fertilizer, per application/frequency within 0.05 acres of turf areas. In addition, Zone 64 shall be mechanically broadcast in May and September using one (1) Fifty (50) pound bag of the "Best" Triple Fifteen 15-15-15 fertilizer, per application frequency within 0.05 acre of turf areas.

e. Weed Control

Provide manual/chemical control to keep total area relatively weed free as required by the Special District Annual Maintenance Program Schedule (Exhibit B-3). Contractor to provide weed control as needed or instructed by Director. At Director's request, Weed Control will be performed on an as needed basis through extra work.

f. Insect, Ants, Mollusk and Disease Control

Eliminate all insect, ants, mollusk and disease affecting turf areas as they occur. Contractor shall notify the Director in writing, at least two (2) weeks prior to the scheduled date and time for the eradication process. At Director's request, Insect, Ants, Mollusk and Disease Control will be performed on an as needed basis through extra work.

g. Aerification

Operation to Occur in March prior to fertilization and in September prior to fertilization; clean-up included. Aerate all turf areas in accordance with the Annual Maintenance Program Schedule or at the discretion of the Director. Aerate all turf by using ½ inch tines removing 2-inch cores of sod with an aerator machine at not more than 6-inch spacing once over. Director is to be notified at least two (2) weeks prior to the exact date of aerating. At Director's request, aerification will be performed on an as needed basis through extra work.

h. Thatch Removal



Operation to occur in October and includes clean-up (warm season grasses) prior to overseeding performed in accordance with the Annual Maintenance Program Schedule. Equipment will consist of standard renovating or vertical mowing types. Director is to be notified at least two (2) weeks prior to the exact date of renovation. Thatch removal and verticut will be performed on an as needed basis through extra work.

i. Turf Reseeding

Contractor shall once each year during the month of October, overseed all turf areas after aerification and overseed all bare spots as needed throughout the remainder of the year to reestablish turf to an acceptable quality. When Contractor reseeds turf, he will aerify, renovate, or verticut, seed and mulch (spread evenly over the entire area to a uniform depth of ¼ inch) in this sequence. The Director may require the use of sod when deemed necessary. Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to the negligence of the Contractor.

Overseeding shall be sown at a rate of five (5) pounds per 1,000 square feet and reseeding of bare areas shall be sown at a rate of eight (8) pounds per 1,000 square feet. The following seed specifications shall be used for all overseeding and reseeding and may be adjusted at the Director's discretion.

<u>Name</u>	<u>Proportion by Weight</u>	<u>Purity</u>	<u>Germination</u>
Newport Blue Grass	20%	95%	90%
Lolium Perenne "Pennfine" Rye	26-1/3%	95%	85%
Pennant Rye	26-1/3%	95%	85%
Derby Rye	26-1/3%	95%	85%

**2. ADDITIONAL MAINTENANCE SERVICES**

In meeting the needs of the County, Contractor may be required to provide as needed additional/extra work, including but not limited to, aerification, thatch removal weed control, insect, mollusk, disease control, fertilization and repair of decomposed granite path(s) (fees shall be in accordance with the Pricing and Billing Schedule and Performance Frequencies Unit Price List (Exhibit 15, Unit Price List).

**3. IRRIGATED PLANTED SLOPES/FLAT AREAS**

3.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zones 19, 36, 38, 40, 55, 56, 64 & 70)

Contractor shall be responsible for:

**Zone 19** (approximately 0.5 acres) of conventional irrigation system.

**Zone 36** (approximately 4.46 acres) of conventional irrigation system.

**Zone 38** (approximately 1.93 acres) of conventional irrigation and (approximately 17.08 acres) point irrigation system.

**Zone 40** (approximately 4.13 acres) of conventional irrigation and (approximately 0.64 acres) point irrigation system.

**Zone 55** (approximately 0.06 acres) of conventional irrigation and (approximately 0.7 acres) point irrigation system.

**Zone 56** (approximately 0.47 acres) of conventional irrigation and (approximately 0.55 acres) point irrigation system.

**Zone 64** (approximately 0.23 acres) of conventional irrigation and (approximately 7.32 acres) point irrigation system.

**Zone 70** (approximately 0.85 acres) of conventional irrigation and (approximately 5.57 acres) point irrigation system.

Conventional and point irrigation manual/automatic control system which will be repaired on an as needed basis. Contractor shall not be limited to visual system checks including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance and annual backflow certification.

Irrigation will be programmed in conjunction with automatic controllers or manual control valves servicing turf or ground cover and shrub areas in accordance with the requirements of Section 1.01, Paragraph g of this specification.

b. Fertilization

Castaic Area (Zones 19, 36, 38, 40, 55, 56, 64 & 70)

**Zone 19** shall be mechanically/hand broadcast in May and September using three (3) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.5 acres of conventional irrigation areas.

**Zone 36** shall be mechanically/hand broadcast in May and September using twenty-six (26) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 4.46 acres of conventional irrigation areas. In addition, Zone 36 shall be mechanically/hand broadcast in March using thirty-two (32) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 4.46 acres of conventional irrigation areas.

**Zone 38** shall be mechanically/hand broadcast in May and September using Eleven (11) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 1.93 acres of conventional irrigation areas. In addition, Zone 38 shall be mechanically/hand broadcast in March using fourteen (14) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 1.93 acres of conventional irrigation areas. In May and September individually apply to each plant using eighty-six (86) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 17.08 acres of point-irrigated areas. In March individually apply to each plant using one hundred-two (102) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 17.08 acres of point-irrigated areas.

**Zone 40** fertilization will be performed on an as needed basis through extra work.

**Zone 55** shall be mechanically/hand broadcast in May and September using one (1) Fifty pound bag of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.06 acres of conventional irrigation areas. In addition, Zone 55 shall be mechanically/hand broadcast in March using one (1) Fifty (50) pound bag of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.06

acres of conventional irrigation areas. In May and September individually apply to each plant using four (4) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.7 acres of point-irrigated areas. In March individually apply to each plant using four (4) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.7 acres of point-irrigated areas.

**Zone 56** fertilization will be performed on an as needed basis through extra work.

**Zone 64** shall be mechanically/hand broadcast in May and September using one (1) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.23 acres of conventional irrigation areas. In addition, Zone 64 shall be mechanically/hand broadcast in March using two (2) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.23 acres of conventional irrigation areas. In May and September individually apply to each plant using thirty-seven (37) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 7.32 acres of point-irrigated areas. In March individually apply to each plant using forty-four (44) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 7.32 acres of point-irrigated areas

**Zone 70** shall be mechanically/hand broadcast in May and September using five (5) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.85 acres of conventional irrigation areas. In addition, Zone 70 shall be mechanically/hand broadcast in March using six (6) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.85 acres of conventional irrigation areas. In May and September individually apply to each plant using twenty-eight (28) Fifty (50) pound bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 5.57 acres of point-irrigated areas. In March individually apply to each

plant using thirty-two (32) Fifty (50) pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 5.57 acres of point-irrigated areas.

Contractor will cultivate into soil. Soil tests shall be taken by Contractor one (1) time per year during the month of March. One soil test with complete analysis and recommendation(s) shall be taken for every five (5) acres of designated landscape areas. Test site(s) to be determined by the Director. Fertilizer materials and rates maybe adjusted by Director based on test results. The Contractor shall provide the Director with a fertilization schedule, with two (2) weeks' notification prior to the proposed fertilization.

c. Weed Control

All ground cover and shrub beds are to be kept weed free at all times. Provide manual/chemical control to keep total area weed free. Methods for control can incorporate one or all three of the following:

1. Hand removal
2. Cultivation
3. Chemical eradication (mainly within point irrigated areas). No hand weeding on slopes that utilize jute netting. Use chemical eradication twice a year.

d. Pruning (with hand pruners/loppers/saws)

As indicated by the Director, prune shrubbery as necessary to encourage healthy growth habits pertaining to each individual species of plant, and for an overall balanced shape and appearance. All shrubs shall be free of dead wood, weak, diseased, insect-infested, and damaged limbs at all times. In general, selective thinning cuts should be made; not "heading" or "tipping" cuts. Some growth will need to be thinned or lifted slightly, one foot (1') to two feet (2'), to allow all sprinklers to spray freely. Remove all clippings the same day shrubbery is pruned.

e. Trimming (with hedge shears or hand-pruners)

Restrict growth by trimming shrubbery and ground covers to area behind curbs and walkways, within planter beds and away from walls, fences and utilities as scheduled or written notice by the Director. Keep ground cover trimmed two feet (2') diameter from the base of shrubs. For all high-branches, open shrubbery and all trees, keep ground cover trimmed one foot (1') away from outer perimeter of trunks. For all trees in turf areas, spray a two foot (2') radius clearing out from perimeter of trunk and mulch. Do not use string trimmers/weed whippers around trees and shrubs. Trim designated formal hedges and/or shrubs to heights indicated by the Director.

Trim clinging vines (e.g., Ivy, Ficus, Virginia Creeper) to stay on block wall surfaces - not on buildings (except as designated) nor entangled in groundcover, shrubs or trees.

f. Shrub and Ground Cover Replacement

All damaged, diseased (untreatable) or dead shrubs and ground covers will be replaced as provided for under the provisions of Section 5 of the Administrative Specifications with the exact same material that existed and of similar size as required by the Director unless otherwise notified by the Director in writing. Shrubs and ground covers damaged or lost due to Contractor negligence shall be replaced at Contractor's expense. Shrubs and ground covers damaged or lost due to vandalism shall be replaced at Contractor's expense. Substitutions for any plant materials must have prior approval in writing by the Director. Original plans and specifications should be consulted to determine correct identification of species. All shrubs shall be guaranteed to live and remain in healthy condition for no less than six (6) months from the date of acceptance of the job by the Director.

g. Insect, Mollusk, Ant and Disease Control

Control of disease, insects, ants and mollusks are to be treat on an as needed basis and shall be in accordance with the Pricing and Billing Schedule and Performance Frequencies Unit Price List.

h. Renovation

Renovate ground covers (e.g. Rosemary, Acacia) according to prescribed practices in the industry as needed to maintain a healthy vigorous appearance and growth rate. All Rosemary ground cover to be renovated and lowered once per year during the months of February through March. Ground cover height shall be at the discretion of the Director.

#### **4. IRRIGATED TURF PLANTED MEDIANS (CONVENTIONAL IRRIGATION)**

4.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zones 55 & 56)

Contractor shall inspect Zone 55 (approximately 0.05 acres) and Zone 56 (approximately 0.19 acres) for leaks and breaks. Repairs to the irrigation system shall be made on an as needed basis. Conventional irrigation manual/automatic control system will be repaired on an as needed basis. Contractor shall not be limited to visual system checks including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance and annual backflow certification.

b. Mowing and Edging

Contractor shall mow and edge as scheduled from January through December.

#### **5. IRRIGATED TURF PLANTED MEDIANS (SUBTERRANEAN IRRIGATION)**

5.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zone 56)

Contractor shall quarterly inspect (approximately 1.34 acres) planted medians for leaks and breaks. Repairs to the irrigation system shall be made on an as needed from January through December.

b. Mowing and Edging

Contractor shall mow and edge as scheduled from January through December.

## 6. TREE CARE (OF ORNAMENTAL TREES)

6.01 The Contractor shall perform at his sole expense the following services:

a. Tree Maintenance (Zones 36, 38, 40, 55, 64 & 70)

Unless stated otherwise, as part of three or five-year cycle head back lower branches and prune 1/3 or 1/5 of specified trees annually, included those on the slopes for correct branching structure. Trees to be pruned will be designated by Landscape Contract Monitor at the time of pruning as needed or instructed by Director.

**Zone 36** has approximately 321 ornamental trees in the area. Contractor shall annually prune (Thin & Lace) *only* 1/3 of the 321 trees (identified by the County Landscape Contract Monitor), as scheduled from October through February.

**Zone 38** has approximately 590 ornamental trees in the area. Contractor shall prune (Thin & Lace) 1/3 of the 590 trees (identified by the County Landscape Contract Monitor), as scheduled from October through February.

**Zone 40** has approximately 277 ornamental trees in the area. Contractor shall annually prune (Thin & Lace) *only* 1/3 of the 210 large size trees (identified by the County Landscape Contract Monitor), as scheduled from October through February.

**Zone 55** has approximately 33 ornamental trees in the area. Contractor shall annually prune (Thin & Lace) *only* 1/3 of the 33 trees (identified by the County Landscape Contract Monitor), as scheduled from October through February.

**Zone 64** has approximately 110 ornamental trees in the area. Contractor shall annually prune (Thin & Lace) *only* 1/3 of the 110 trees (identified by the County Landscape Contract Monitor), as scheduled from October through February.

**Zone 70** has approximately 248 ornamental trees in the area. Contractor shall annually prune (Thin & Lace) *only* 1/3 of the 248 trees (identified by



the County Landscape Contract Monitor), as scheduled from October through February.

b. Fertilization (Zones 19, 36, 38, 40, 55 & 70)

Fertilization will be performed on an as needed basis through extra work. **Zone 64** shall be fertilized during the months of March and April with 15-7-6 fertilizer stakes. Contractor shall individually apply to 110 trees 3 stakes per tree along the drip line.

c. Irrigation

Irrigation will be programmed in conjunction with automatic controllers or manual control valves servicing turf or ground cover and shrub areas in accordance with the requirements of Section 1.01.

d. Tree Replacement

All trees permanently damaged will be replaced as provided for under Section 5 of the Administrative Specifications (Exhibit B-1) with the identical species of tree existing previously, unless otherwise notified in writing by the Director. The need for and the size of replacement will be determined by the Director at the monthly maintenance inspection meeting or upon written notification. Size of the replacement shall be of a like size not to exceed a 24-inch box specimen container size. Substitutions will require prior written approval by the Director. Original plans and specifications should be consulted to insure correct identification of species. Trees permanently damaged or lost due to vandalism shall be replaced at Contractor's expense. Director shall be notified prior to removal and/or replacement.

e. Insect, Mollusk, Ant and Disease Control

Maintain free of disease, insects, ants and mollusks and control diseases of ALL varieties of trees on an as needed basis.

## 7. USE OF CHEMICALS (PESTICIDES) AND DISEASE AND PEST CONTROL

7.01 The Contractor shall perform at his sole expense the following services:

a. Chemical Application

All work involving the use of chemicals will be accomplished by a State of California licensed pest control operator. A written recommendation by a person possessing a valid California Pest Control Advisor License is required prior to chemical application.

b. Permits

All chemicals requiring a special permit for use must be registered by the Contractor with the County Agricultural Commissioner's office and a permit obtained with a copy to the County Department of Parks and Recreation prior to use. A copy of all forms submitted to the County Agricultural Commissioner shall be given to the Director on a timely basis.

c. Compliance with Regulations

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

d. Pest Control

Control of ground squirrels, gophers, and other burrowing rodents by trapping and/or eradication will be provided by the District Zone. The Contractor is not responsible for this service, however, when Contractor sees evidence of such activity they are to notify the Director. Whenever holes are visible upon the surface, these holes shall be filled and securely tamped to avoid moisture runoff entering the holes by the County Agricultural Department who will provide pest control for each District Zone. This procedure shall be followed in all areas especially within all slope areas.

## 8. GENERAL CLEANUP

8.01 The Contractor shall perform at his sole expense the following services:

a. Trash Removal

Remove all trash and accumulated debris from site.

b. Policing of Areas

All areas under maintenance and other designated areas will have above identified trash removed in conjunction with the approved maintenance schedule for each District/Zone.

c. Curb and Gutter Maintenance

Contractor is responsible for removal of weeds and grass from curb and gutter expansion joints located adjacent to designated maintenance areas at all times.

d. Removal of Leaves

Accumulations of leaves shall be removed from all areas not less than once per week.

## 9. IRRIGATION SYSTEM MANAGEMENT

9.01 All irrigation systems within the Zone areas shall be maintained by Contractor as designated in this Specification shall be maintained and repaired as required for operation, by the Contractor at its sole expense in the following manner:

a. Scope of Responsibility

The Contractor shall maintain and/or repair/replace and keep operable all irrigation equipment consisting of sprinkler heads, remote control valves, quick couplers, risers, automatic controllers, booster pumps, and backflow prevention devices.

b. Replacement Requirements

Replacements will be of original materials or substitutes approved by the Director in writing prior to any installation.

c. Extent of Responsibility

The Contractor will be responsible for immediate maintenance (repair and/or replacement) of all irrigation system components including those damaged due to vandalism. Contractor will be responsible at all times for hand watering and the bleeding of valves in emergency situations as required to sustain and prevent loss of turf, trees, plants, and ground

covers when automatic systems are not functioning. The needed replacement to be provided by the Contractor shall be the normal deterioration, wear and tear, or negligence upon the part of the Contractor. Work arising from vandalism will not constitute additional work and will be covered under regular monthly maintenance.

## **10. MAINTENANCE AND REPAIR OF DRAINAGE SYSTEMS AND MISCELLANEOUS IMPROVEMENTS**

### **10.01 Drainage Systems**

The following services shall be provided by the Contractor at his expense except as otherwise provided for:

- a. All surface drains ("V" ditches), if any, shall be kept clear of debris and overgrown planting so that water will have an unimpeded passage to its outlet. Contractor will repair and/or replace concrete portions as necessary, for which the Contractor will receive additional compensation.
- b. All sub-surface drains (except storm drains), if any, shall be periodically flushed with water to avoid build-up of silt and debris. All inlets to sub-surface drains shall be kept clear of leaves, paper and other debris to ensure unimpeded passage of water. Contractor shall replace all broken or stolen sections of pipe, catch basin boxes and grates, for which additional compensation shall be authorized.

### **10.02 Miscellaneous Improvements**

It will be the responsibility of the Contractor to repair and/or replace mowing strips, within the Zone unless otherwise specified. Contractor shall be entitled to additional compensation for this service.

## **11. MAINTENANCE INSPECTIONS**

11.01 The Contractor shall:

- a. Weekly perform a maintenance inspection during daylight hours of all facilities within the District. Such inspection shall be both visual and operational. The operational inspection shall include operation of all

irrigation, lighting, and other mechanical systems to check for proper operational condition and reliability.

- b. Monthly meet on site with an authorized representative of the Director for a walk-through inspection. Said meeting shall be at the convenience of the Director and may include residents of the community. The Director shall notify the appropriate local representatives of the time and place of each walk-through inspection at least one (1) week prior to such inspection. In addition, weekly interim inspections may be made by the Director. The Contractor will be provided with a written notice including specified time frames to correct any deficiencies identified in the performance of this agreement. It should be noted that a leaking valve must be repaired within twenty-four (24) hours following verbal and/or written notification.

## **12. GRAFFITI ERADICATION AND CONTROL**

- 12.01 Contractor shall be responsible to remove all graffiti as it appears upon any appurtenant structures or equipment within the areas under his maintenance.
- 12.02 All materials and processes used in graffiti eradication shall be non-injurious to surfaces and adjacent District property and approved by CAL-OSHA. Materials and processes to be used must be approved by Director prior to use.
- 12.03 Contractor shall be reimbursed only for the cost of materials including sales tax used to remove graffiti.
- 12.04 In the event a surface must be repainted as determined by Director, appropriate surface preparation shall be made on painted walls, and paint applied shall be the exact shade of color as existing paint. Contractor shall be reimbursed for labor and materials plus the overhead and profit factor as provided for in the Contract.

## **13. FIRE PROTECTION SLOPE AREAS MAINTENANCE**

- 13.01 These slope areas are hillside areas and are designed to meet Los Angeles County Ordinances for fire retardation. These areas generally occur in sloping terrain with gradients ranging 10 percent to 100 percent. Slopes are either manufactured or natural. The natural slopes have been brushed to remove certain plant materials. Manufactured slopes have been hydro mulched or planted in accordance with applicable County ordinances. Use of these areas by the residents should be minimal.
- 13.02 The maintenance of the natural slopes requires that the weeds and native brush be clipped to a height of 2 to 4 inches for a distance of at least 100 feet or additional footage as required by Los Angeles County Forester and Fire Warden from a dwelling or structure. Also, dead wood from woody plants shall be trimmed when the area is brushed. Apply water within the cleared zone only as needed during fire season to maintain sufficient moisture content for sustenance of the plants and to inhibit combustion. Remove all debris from this operation off the District Zone property. Weeding shall commence immediately following the rainy season once the growth of weeds has reached a maximum of 12 inches in height or when the County Forester and Fire Warden has determined that a fire hazard condition exists. The required weeding shall be completed as soon as possible following its commencement and shall be completed throughout a District Zone within a maximum period of thirty (30) days. Contractor shall be responsible for maintaining the brushed slope areas throughout the year in accordance with the above-identified height of weeds, dead wood removal and distance from dwellings or structures requirements. This may require that certain areas will need additional brushing as directed by the County Fire Marshall. Contractor will be paid additional compensation for additional brushings at the rate specified in the form of bid. Contractor shall also remove weeds to a distance of 30 feet measured from any sidewalk adjacent to a fire protection slope area.
- 13.03 Where reference is made to weeding, brushing or clearing within 100 feet of a structure, it is intended that the space between the structure and the private property line is the responsibility of the owner of the property except

where the District Zone has accepted an easement to maintain a portion of the private lot. As an example, assume a private residential lot has a depth of 100 feet, the rear or side of which abuts a fire protection slope. Assume that the structure is set back 20 feet from the property line abutting this slope. The Contractor's responsibility is within the portion or balance of the 100 feet outside of the private property boundary, or, in this case, 80 feet. However, the District is responsible for those areas where an easement has been accepted by the District over a portion of a private lot. Consult with the Director for any questions regarding these areas.

13.04 The maintenance of the manufactured slopes requires that the planted slopes be weeded on a regular basis throughout the year. Planted slopes which were not hydro seeded shall be kept weed free at all times and the use of chemicals is permitted. Planted slopes that were hydro seeded require weed removal by hand as the use of chemicals is not permitted. The removal of weeds by hand shall be performed each month during the term of the maintenance contract. Contractor shall program the irrigation system to deliver sufficient moisture within the root zone of trees and shrubs to sustain growth. Contractor shall be responsible for any damage to slope areas caused by excessive watering practices or to plant material caused by lack of water. Plants and trees shall be fertilized in accordance with the requirements of Sections 2 and 3 of these Specifications.

13.05 Contractor shall provide general brush clearance/weed abatement as scheduled during the months of May through June for Sloan Canyon (Zone 38) approximately 3.73 acres, North Bluff (Zone 55) approximately 6.98 acres.

#### **14. MAINTENANCE, REPAIRS AND REPLACEMENTS DUE TO EXTRAORDINARY INCIDENTS**

14.01 Contractor shall be responsible for performing maintenance, repairs and replacement, when the need for such work arises out of Acts of God and third party negligence in accordance with the provisions of this Section. The Contractor shall replace:

- a. Damaged, diseased (untreatable) or dead shrubs, ground cover and trees in accordance with Statement of Work, Section 2 Additional Maintenance Services
- b. Inoperable irrigation equipment described in Section 6.

The Contractor shall submit a written estimate of the cost for performing such work. The Director may, upon review and approval of such estimate, authorize the Contractor to perform said work by the issuance of a written Work Order. After submittal of the bill, the Contractor shall be reimbursed only for the agreed upon cost estimate. Allowable cost elements for the replacement of shrubs, ground cover, trees and irrigation equipment shall be their wholesale cost plus a factor for overhead and profit, as provided for in the Contract, plus sales tax and plus cost of labor. Reimbursement for the cost of labor for the replacement of irrigation equipment shall be approved by the Director. In the event that the Contractor's written estimate is not approved, then the Director reserves the right to contract with a third party to perform such work.

- 14.02 Contractor shall notify the Director in writing on the same day of discovery of the damage due to extraordinary incidents such as Acts of God and third party negligence. Failure of the contractor to notify the Director promptly of these damages will require the Contractor to make repair and/or replace at its own costs.

#### **15. ANNUAL COLOR (Zone 55)**

Contractor shall be required to install annual color during the months of March, June, September and November at North Bluff (Zone 55). North Bluff's annual plants shall be hand broadcast one month after each color installation; using one 1 lb.) of the Super Iron 9-9-9 fertilizer, per application/frequency within 112 sq. ft of annual color areas. A disease and pest control schedule shall be maintained during the months of January through December as needed or instructed by the Director.

- a. Quality



Plants shall be sound, healthy, vigorous, and 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. Shape and Form

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measures specified in the Plant list.

c. Plant Material

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Director.

d. Plant Materials Guarantee

All plants shall be guaranteed to live and remain in healthy condition for no less than six (6) months from the date of acceptance of the job by the Director.

**EXHIBIT B - 3  
Special District Annual Maintenance Program Schedule**

Work Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>General Maintenance</b>												
1 Trash removal collection/disposal	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
2 Trim branches, trees, etc., for safety visibility	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
3 Visual/operational inspection of facility by Contractor	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
4 Walk-through inspection with County Representative	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
5 Walkways/parks/play areas clean up	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
6 Inspect and maintain all surface drainage devices (V-ditches)	Monthly	Monthly	Monthly	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	Monthly	Monthly	Monthly
7 Weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
8 Insect/disease control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
<b>Turf Care</b>												
9 Mowing & Edging	Every 2 weeks	Every 2 weeks	Every 2 weeks	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Every 2 weeks
10 Turf Watering	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
11 Aeration - 1/2 tons*	--	--	Prior to Fertilization	--	--	--	--	--	Prior to Fertilization	--	--	--
12 Fertilization*	--	--	15th nitrogen after aeration	15th nitrogen	15th balanced	--	--	--	30th-balanced after aeration	30th nitrogen	30th nitrogen	--
13 Winter overseed-Vertical mow, overseed and top dress*	--	--	--	--	--	--	--	--	--	1st	--	--
14 Chemical weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
15 Usual Disease occurrence treatment*	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

**EXHIBIT B - 3**  
**Special District Annual Maintenance Program Schedule**

Work Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Ground Cover</b>												
16 Inspect/clean ground cover beds	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
17 Edging	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
18 Watering	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
19 Annual color plants	--	--	Replace	--	--	Replace	--	--	Replace	--	Replace	--
20 Weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
21 Insect/disease control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
22 Fertilization - Balanced*	--	--	X	--	X	--	--	--	X	--	--	--
23 Renovation - If needed*	--	15th	X	--	--	--	--	--	--	--	--	--
<b>Shrubs and Vines</b>												
24 Check for damage/special needs to maintain in healthy condition	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
25 Insect/disease control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
26 Weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
27 Watering	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
*28 Pruning for shape, appearance & Roses (January only)	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director	As Needed per Director
*29 Fertilization - Balanced	--	--	X	X	--	--	--	--	X	--	--	--
<b>Trees</b>												
*30 Fertilization	--	--	X	--	X	--	--	--	X	--	--	--
31 Check for damage/special needs to maintain in healthy condition	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
32 Check/adjust tree stakes /ies/guys	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
*33 Preventative Disease Control: Olea Europae (OE), Pynus Kawakamii (PK), Platanus (PI)	PI	PI	PI	OE, PI	15th-OE					PK	15th-PK	

\* Specialty Maintenance Tasks. NOTE: This chart is a guideline only. The appropriate contract Specification Section should be referenced prior to any work activity.

## **EXHIBIT B - 4**

### **County of Los Angeles Department of Parks and Recreation**

#### **Tree Pruning and Removal**

Tree pruning shall be performed according to the current guidelines established by the National Arborist Association and the international Society of Arboriculture for shade Trees.

No topping shall be allowed and drop crotch pruning shall be standard.

The pruning of shade trees shall only be performed by Qualified tree workers, who , through related training and/or on-the-job experience, are familiar with the techniques and hazards of arboricultural work including trimming, repairing or removing trees, and the equipment used in such operations. The pruning of trees can be a potentially hazardous occupation and is to be undertaken only by a qualified personnel or trainees under the direct supervision of qualified personnel. All tree workers/trainees should be covered by Worker's Compensation, property damage, public liability and completed operations insurance.

All regulatory guidelines shall be followed.

The class of pruning is divided into four (4) categories as follows.

**Class 1 – Fine Pruning** is recommended for premium quality work with an emphasis on aesthetic consideration in additional to structural integrity.

- Fine pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing, and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.

**Class 2 – Standard Pruning** is recommended where aesthetic considerations are secondary to structural integrity and tree health concerns.

- Standard pruning shall consist of the removal of dead, dying, diseased, decayed, thinning to lessen wind resistance. The removal of such described branches is to interfering, objectionable, obstructing, and weak branches, as well as selective include those on the main trunks, as well as those inside the leaf area.

**Class 3 – Hazard Pruning** is recommended where safety considerations are paramount.

- Hazard pruning shall consist of the removal of dead, diseased, decayed and obviously weak branches two (2) inches in diameter or greater.

**Class 4 – Crown Reduction Pruning** shall consist of the reduction of tops, sides or individual limbs.

- It involves the removal of parent limb or dominant leader at the point of attachment of a lateral branch. This practice is to be undertaken only for the following reasons.
  - 1) In situations where branches interfere with utility lines.
  - 2) Where there has been significant crown dieback.
  - 3) When it is necessary to achieve specific topiary training or dwarfing.
  - 4) In cases where, due to storm damage or prior incorrect pruning, it is appropriate to prune for safety and aesthetic reasons.

## EXHIBIT B - 5 Preventative Disease Control

**1. Olea Europaea (Olive Tree)**

Fruit Set - preventative treatment

First application to be done when  $\frac{1}{2}$  to  $\frac{3}{4}$  of blooms are open

Second application to be done 7-10 days after the first application

Exhibit K-1 indicates that this preventative treatment is to be done as follows:

First application - April 1 to May 10, depending upon the blooming stage.

Second application - 7 to 10 days after the first application.

**2. Pyrus Kawakamii (Evergreen Pear)**

(Fireblight) preventative treatment

Spray application to occur October 1 through mid-November

Fireblight - post treatment after tree specimen has contracted the disease

Prune out diseased wood, sterilizing pruning tools after each cut; Exhibit K-1 indicates when preventative treatment should occur only.

**3. Platanus (Sycamore)**

Anthracoze (fireblight) - preventative treatment

This treatment would consist of two (2) applications and possibly a third application depending on the effectiveness of the previous application. Materials used shall be of an approved type by the County Agriculture Department.

Exhibit K-1 indicates - **1st application** to occur during the month of February, during the budding stage.

**2nd application** to occur during the month of March, during the juvenile growth stage of the leaf.

**3rd application** to occur during the month of April if there is evidence of blight after mature growth of the leaf

Above applications could vary depending on climatic conditions.

**4. Preventative Treatments**

Any materials used while performing all of the above described operations will be of a type approved by the County Agricultural Commissioner.

**EXHIBIT B - 6**  
**IRRIGATION PROGRAM**

Special Districts Irrigation Program  
Summer and Winter Schedules

**I. SUMMER IRRIGATION SCHEDULE**

**A. Shrub Beds**

1. *Shrub Beds* – Spray Heads  
4 minutes per station/per cycle  
three cycles per day/five days per week
2. *Shrub Beds* – Stream Heads  
10 minutes per station/per cycle  
three cycles per day/five days per week
3. *Shrub Beds* – Stream Rotary  
15 minutes per station/per cycle  
three cycles per day/five days per week

**B. Turf Areas**

1. *Turf Areas* – Spray Heads  
5 minutes per station/per cycle  
three cycles per day/five days per week
2. *Turf Areas* – Stream Rotary 180 (half)  
15 minutes per station/per cycle  
three cycles per day/five days per week
3. *Turf Areas* – Stream Rotary 360 (full)  
30 minutes per station/per cycle  
three cycles per day/five days per week
4. *Turf Areas* – Gear Rotary 180 (half)  
20 minutes per station/per cycle  
three cycles per day/five days per week
5. *Turf Areas* – Gear Rotary 360 (full)  
40 minutes per station/per cycle  
three cycles per day/five days per week

**C. Planted Slopes**

1. *Planted Slopes* – Impact Heads 180 (half)  
15 minutes per station/per cycle  
three cycles per day/five days per week
2. *Planted Slopes* – Impact Heads 360 (full)  
30 minutes per station/per cycle  
three cycles per day/five days per week
3. *Planted Slopes* – Spray Heads  
5 minutes per station/per cycle  
three cycles per day/five days per week

**EXHIBIT B - 6**  
**IRRIGATION PROGRAM**

Special Districts Irrigation Program  
Summer and Winter Schedules

**II. WINTER IRRIGATION SCHEDULE**

As the climate conditions become cooler, the watering schedule will be reduced. The time elements will remain the same, but the number of cycles and number of days will be reduced to three (3) days or less per week.

**III. VARIATION OF IRRIGATION SCHEDULES**

- A. Variations of the schedules will occur when water has been shut down due to construction by developers which results above-normal watering required to restore landscaping appearance to acceptable level.
- B. Also certain soil conditions may require additional watering, resulting in variations in the schedule for specific stations on a controller.
- C. Private contractor is responsible to make adjustments as needed to maintain acceptable appearance at all times.

**IV. INSPECTIONS**

District Inspectors will spot check controller schedules on each inspection of a district to assure compliance with irrigation program standards and will conduct a complete irrigation system inspection for each district a minimum of twice a year.

## EXHIBIT B - 7 Summer Irrigation Schedule

DATE \_\_\_\_\_

Location	Code	Type of Controller	Station Number - Specify allotted irrigation time																								Total Time	(spec. time) No. of Cycles	Scheduled Days (circle)
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
			1.																										
2.																													Su M Tu W Th F Sa
3.																													Su M Tu W Th F Sa
4.																													Su M Tu W Th F Sa
5.																													Su M Tu W Th F Sa
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17.																													Su M Tu W Th F Sa
18.																													Su M Tu W Th F Sa
19.																													Su M Tu W Th F Sa
20.																													Su M Tu W Th F Sa



# EXHIBIT B - 8

## Winter Irrigation Schedule

DATE \_\_\_\_\_

Location	Code	Type of Controller	Station Number - Specify allotted irrigation time																								Total Time	(spec. time) No. of Cycles	Scheduled Days (circle)	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
1.																														Su M Tu W Th F Sa
2.																														Su M Tu W Th F Sa
3.																														Su M Tu W Th F Sa
4.																														Su M Tu W Th F Sa
5.																														Su M Tu W Th F Sa
6.																														Su M Tu W Th F Sa
7.																														Su M Tu W Th F Sa
8.																														Su M Tu W Th F Sa
9.																														Su M Tu W Th F Sa
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18.																														Su M Tu W Th F Sa
19.																														Su M Tu W Th F Sa
20.																														Su M Tu W Th F Sa

# **Exhibit B-9**

## **Zone Maps**



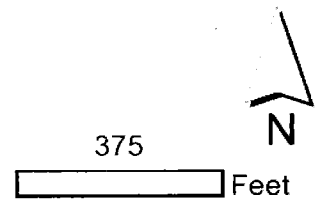
Date: 3-6-13

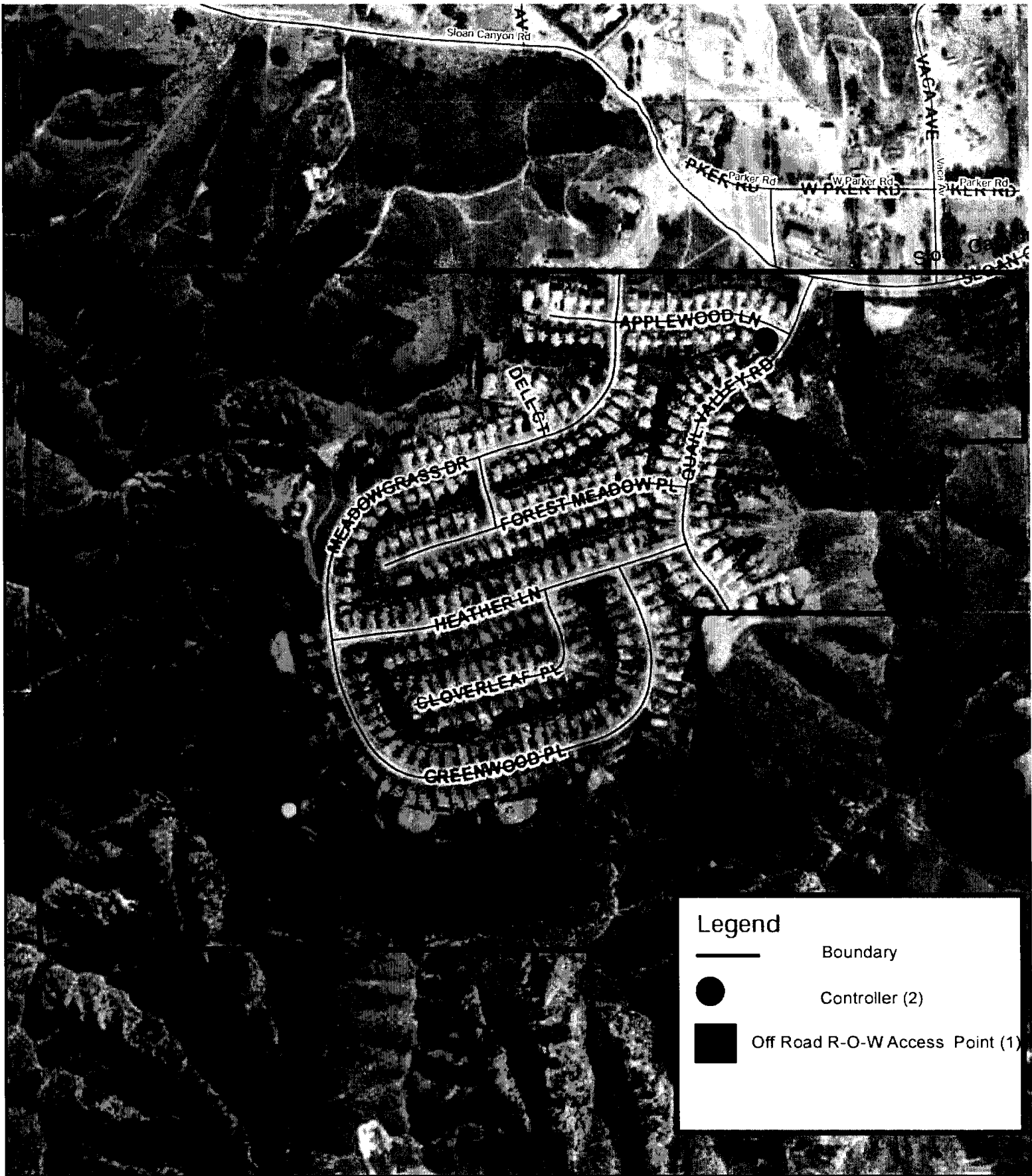
Aerial: LARIAC3  
 Parcels: Assessor






# Zone 19 - Sagewood

Department of Parks and Recreation  
 Contracts, Golf and Special Districts Division  
 County of Los Angeles Page 2 of 9





**Legend**

-  Boundary
-  Controller (2)
-  Off Road R-O-W Access Point (1)

Date: 3-6-13

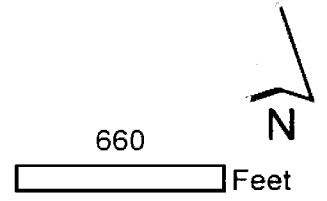
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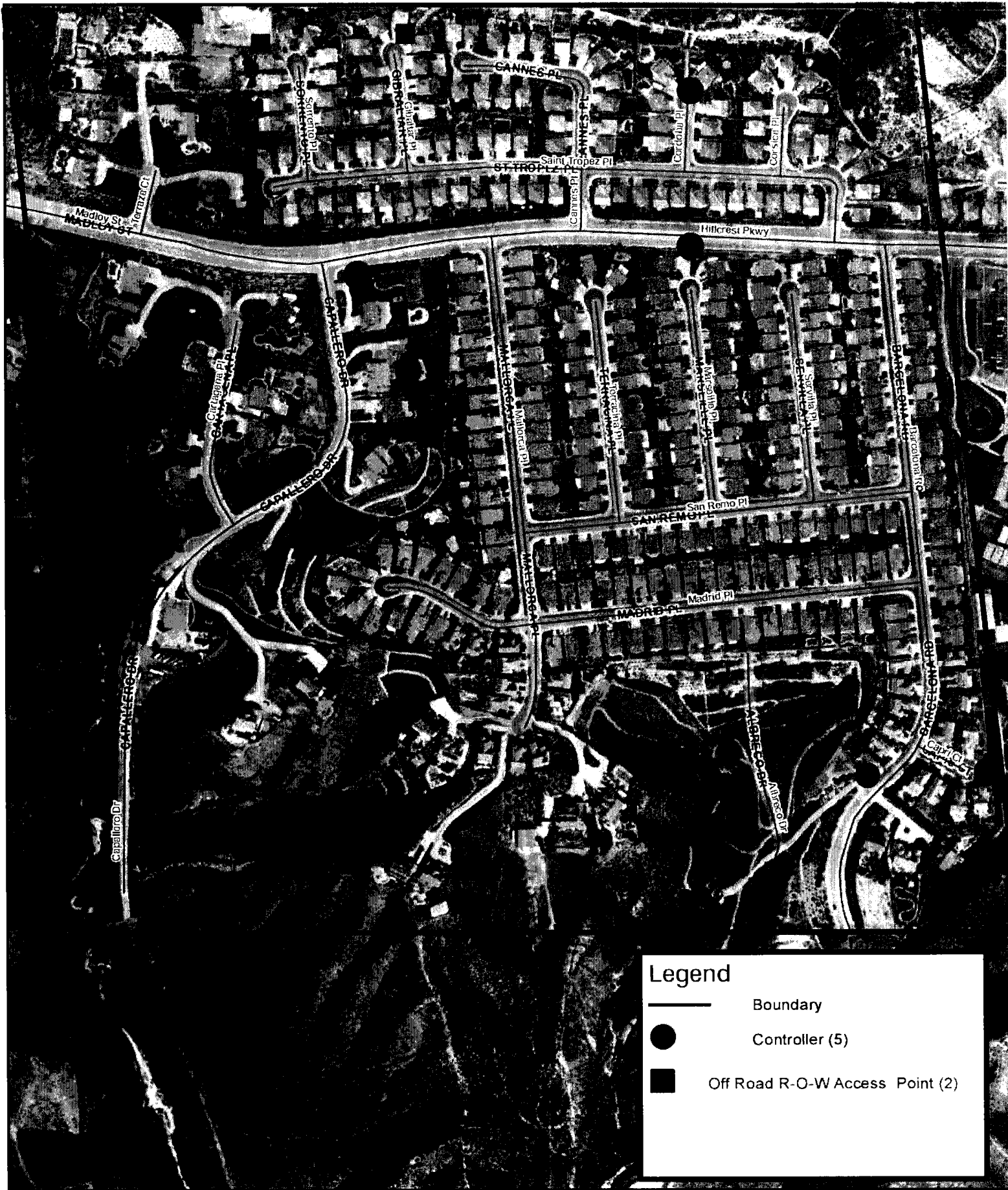


# Zone 36 - Mountain Valley

## Department of Parks and Recreation

Contracts, Golf and Special Districts Division  
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Date: 3-6-13

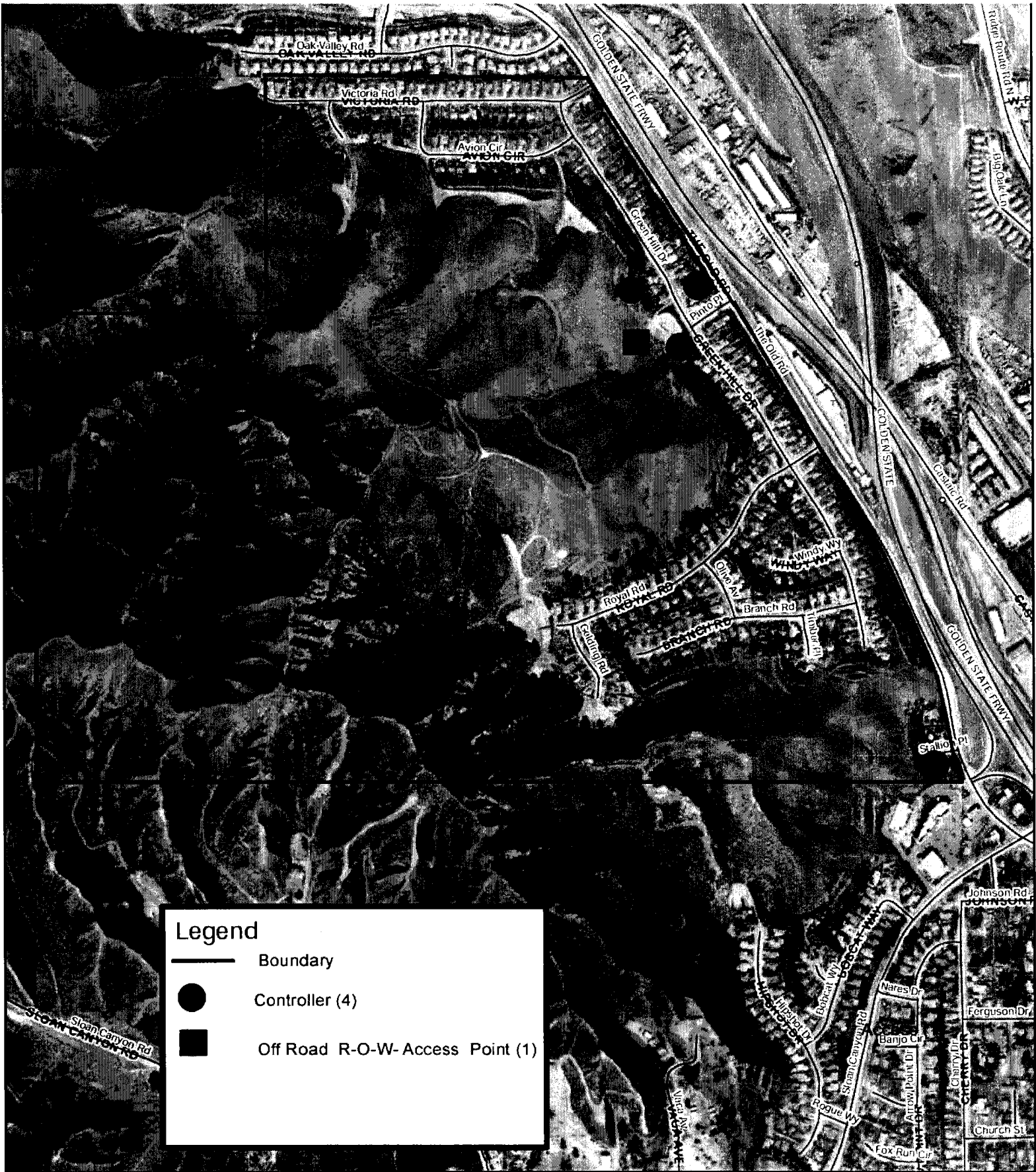
Aerial: LARIAC3  
 Parcels: Assessor






**Zone 38 - Sloan Canyon**  
 Department of Parks and Recreation  
 Contracts, Golf and Special districts Division  
 County of Los Angeles

470

Feet



**Legend**

-  Boundary
-  Controller (4)
-  Off Road R-O-W-Access Point (1)

Date: 3-6-13

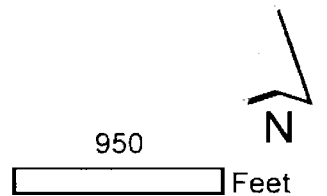
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 Parcels: Assessor

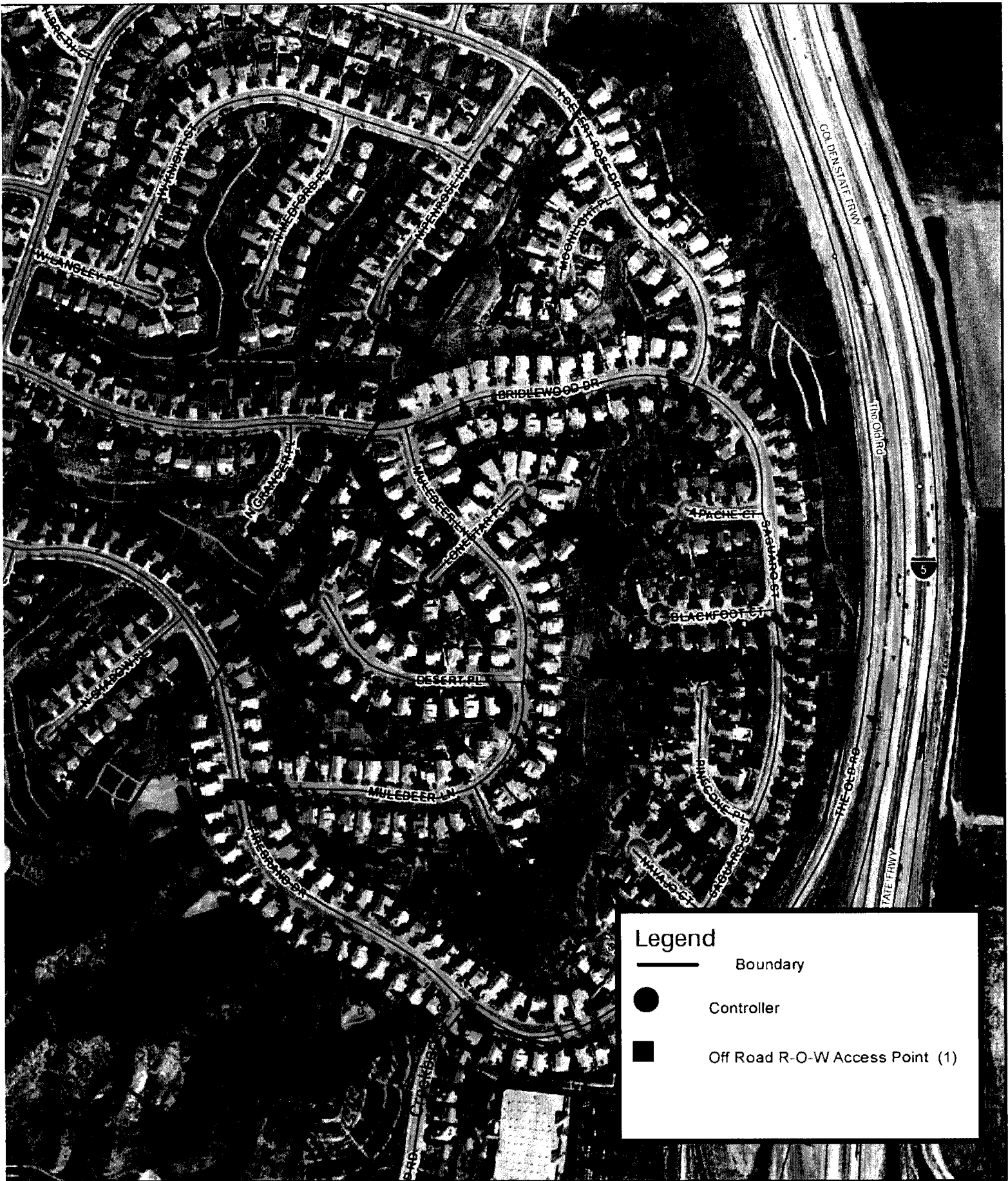


# Zone 40 - Shadow Lake

## Department of Parks and Recreation

Contracts, Golf and Special Districts Division  
 County of Los Angeles





Date: 3-6-13

Aerial: LARIAC3  
Parcels: Assessor



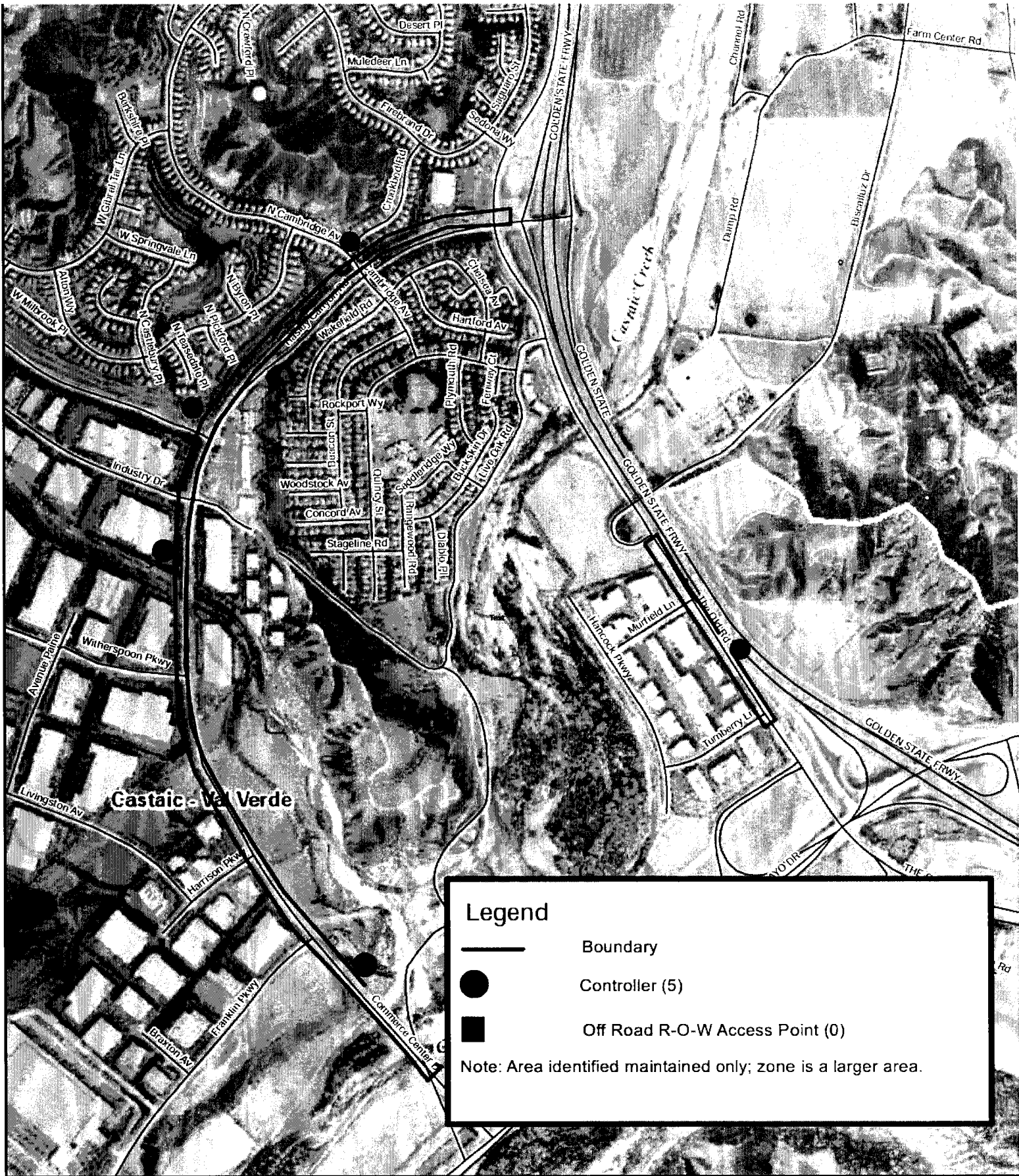
# Zone 55 - North Bluff

## Department of Parks and Recreation

Contracts, Golf and Special Districts Division  
County of Los Angeles

470

Feet



Date: 3-6-13

Aerial: LARIAC3  
 Parcels: Assessor



# Zone 56 - Commerce Center

## Department of Parks and Recreation

Contracts, Golf and Special Districts Division

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1,400




Feet







**Legend**

-  Boundary
-  Controller (4)
-  Off Road R-O-W Access Point (3)

Date: 3-6-13

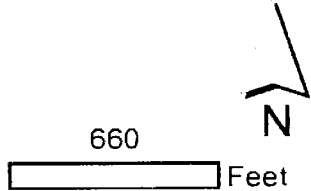
Aerial: LARIAC3  
 Parcels: Assessor



# Zone 64 - Double 'C' Ranch

## Department of Parks and Recreation

Contracts, Golf and Special Districts Division  
 County of Los Angeles





Date: 3-6-13

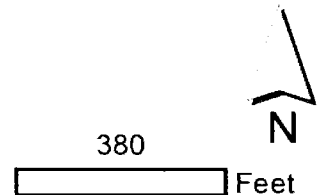
Aerial: LARIAC3  
 Parcels: Assessor



# Zone 70 - Lakeview

## Department of Parks and Recreation

Contracts, Golf and Special Districts Division  
 County of Los Angeles



**EXHIBIT B-10**

**OAK TREE MANAGEMENT  
AND MAINTENANCE REQUIREMENTS**

## **Oak Tree Management & Maintenance Requirements**

The following management and maintenance requirements apply to all oak trees within the maintained areas unless otherwise noted:

1. The contractor shall arrange for an ISA certified arborist to conduct inspections of all specimen trees within the maintained areas of the zone and to compile a report to be submitted to the Administrator of Special Districts. The certified arborist's report is due twice a year in the April-May and September-October time periods. The arborist's report should at minimum include:
  - A. Observations on the condition of trees
  - B. Recommendations for remedy and daily care
  - C. Long term maintenance criterion
2. Pruning shall be limited to the removal of deadwood and stubs and medium pruning of branches two inches in diameter or less in accordance with the guidelines published by the National Arborist Association and the County's Oak Tree Ordinance. Pruning shall also be as needed to correct any hazardous structure, and reduce weight at ends of overly long branches to balance overall tree growth and direct growth in a manner and condition appropriate for the tree.
3. Watering needs shall be based on site conditions, weather patterns, moisture sensor readings and probing of the tree root ball.
4. Water basins shall be maintained intact to keep water from ponding adjacent to tree trunks. Berms shall be kept 6 to 8 inches in height. Maintenance of water basins shall include weed removal and replenishment of coarse mulch at a consistent 3-inch depth, as needed.
5. Guy wires shall be checked during maintenance to ensure proper anchoring and tension in order to provide tree support during windy conditions.
6. Tree basins shall be checked for standing water and pumped out, as necessary.
7. Apply the product IRONITE in April, per manufacturer's label directions. Water immediately following the application.

**NOTE: All oak trees within the maintenance areas shall be maintained in accordance with the Los Angeles County Oak Tree Ordinance, as applicable.**



# FORESTRY

## ENVIRONMENTAL REVIEW OAK TREE ORDINANCE

The Los Angeles County Oak Tree Ordinance has been established to recognize oak trees as significant historical, aesthetic, and ecological resources. The goal of the ordinance is to create favorable conditions for the preservation and propagation of this unique and threatened plant heritage. By making this part of the development process, healthy oak trees will be preserved and maintained. The Los Angeles County Oak Tree Ordinance applies to all unincorporated areas of the County. Individual cities may have adopted the county ordinance or their own ordinance which may be more stringent.

### PERMIT REQUIREMENTS:

Under the Los Angeles County Ordinance, a person shall not cut, destroy, remove, relocate, inflict damage, or encroach into the protected zone of any tree of the oak tree genus, which is 8" or more in diameter four and one-half feet above mean natural grade or in the case of oaks with multiple trunks combined diameter of twelve inches or more of the two largest trunks, without first obtaining a permit.

### TYPES OF OAKS COMMONLY FOUND IN LOS ANGELES COUNTY

Many kinds of oak trees are native to Los Angeles County. All oak species are covered by the oak tree ordinance. Older oak trees that have thrived under natural rainfall patterns of dry summers and wet winters often cannot tolerate the extra water of a garden setting. These trees must be treated with special care if they are to survive. Oaks that have been planted into the landscape or have sprouted as volunteers tend to be more tolerant of watered landscapes. While these vigorous young trees may grow 1 1/2 to 4 feet a year in height under the best conditions, they are not as long-lived as indigenous oaks.

### OTHER COMMON OAKS:

**Quercus Kelloggii California Black Oak**

**Quercus Chrysolepis Canyon Live Oak**

**Quercus Dumosa California Scrub Oak**

**Quercus Agrifolia Coast Live Oak**

Large evergreen tree with a broad round shape and large limbs growing 30'-70' high and 35'-80' wide. Leaves are deep glossy green, 1"-3" long, spiny and holly-like with distinctly cupped or curled leaf edges. This is the most common oak seen around southern California's foothill communities.

### **Quercus Engelmannii Mesa Oak**

Mesa oaks are indigenous to the foothills of the Sierra Madres. They grow 40 to 50 feet high with semi-evergreen, dense, wide-spreading canopy. Leaves are thick, deep blue green in color; varying form and size.

### **Quercus Lobata Valley Oak**

Large deciduous tree 60'-75' high, broadly spreading 50'-80' wide. Leaves are deep green 3"-4" long, paper-like texture with deep rounded lobes on the leaf edge. Tends to favor valley bottoms; for this reason the valley oak has disappeared from the landscape rapidly, impacted severely by agriculture and development.

## **ENVIRONMENTAL REVIEW OAK TREE CARE AND MAINTENANCE**



This Oak Tree Care and Maintenance Guide offers basic information and practical guidelines aimed at the preservation and continued health and survival of oak trees in the residential landscape. Increasing pressure for development is changing the oak woodland of Los Angeles County. Heritage oaks which once survived in open rolling hills are now being preserved or replanted and incorporated into the community. How do we protect these trees during the planning and development process, and ensure their survival once they are in the home garden? The Oak Tree Oak Trees in the residential landscape often suffer decline and early death due to conditions that are easily preventable. Damage can often take years to become evident, and by the time the trees show obvious signs of disease it is usually too late to help. Improper watering, especially during the hot summer months, and disturbance to critical root areas are most often the causes. This booklet will provide guidelines on where these critical areas lie and ways to avoid disturbing them, as well as information on long-term care and maintenance of both natural and planted oaks. Lists of additional resources for more information and demonstration areas to visit are also included.

The Los Angeles County Oak Tree Ordinance has been established to recognize oak trees as significant historical, aesthetic, and ecological resources. The goal of the ordinance is to create favorable conditions for the preservation and propagation of this unique and threatened plant heritage. By making this part of the development process, healthy oak trees will be preserved and maintained. The Los Angeles County Oak Tree Ordinance applies to all unincorporated areas of the County. Individual cities may have their own ordinances, and their requirements may be different. Permit Requirements: Under the Los Angeles County Ordinance, a person shall not cut, destroy, remove, relocate, inflict damage, or encroach into the protected zone (see text) of any ordinance sized tree of the oak tree genus without first obtaining a permit. Damage includes but is not limited to :

- Burning
- Application of toxic substances
- Pruning or cutting
- Trenching
- Excavating
- Paving
- Operation of machinery or equipment
- Changing the natural grade
- Chapter 22.56.2050: Oak Tree Permit Regulations, Los Angeles County, Adopted: August 20, 1982. Amended: September 13, 1988.

For more information about the County Oak Tree Ordinance, visit the Forestry Division's website at: <http://lacofd.org/Forestry.asp>

or contact:

Department of Regional Planning  
320 W. Temple Street, 13th floor  
Los Angeles, CA 90012-3284  
(213) 974-6411  
TDD: (213) 617-2292  
<http://planning.co.la.ca.us>

Types of oaks commonly found in Los Angeles County: Many kinds of oak trees are native to Los Angeles County. A few of the more common ones are shown below, but all oak trees are covered by the Oak Tree Ordinance. Older oaks which have thrived under the natural rainfall patterns of dry summers and wet winters often can't handle the extra water of a garden setting. These trees must be treated with special care if they are to survive. Those oaks that have been planted into the landscape or sprouted naturally tend to be more tolerant of watered landscapes. These vigorous young trees may grow 1½ to 4 feet a year in height under good conditions. Once established these trees would benefit from the same special care outlined in this guide.

## **THE PROTECTED ZONE**

The protected zone defines the area most critical to the health and continued survival of an oak tree. Oaks are easily damaged and very sensitive to disturbances that occur to the tree or in the surrounding environment. The root system is extensive but surprisingly shallow, sometimes radiating out as much as 50 feet beyond the spread of the tree leaves, or canopy. The ground area at the outside edge of the canopy, referred to as the drip line, is especially important: the tree obtains most of its surface water and nutrients here, and conducts an important exchange of air and other gases. The protected zone is defined in the Oak Tree Ordinance as follows:

“The Protected Zone shall mean that area within the drip line of an oak tree and extending there from to a point at least 5 feet outside the drip line or 15 feet from the trunk, whichever distance is greater.”

## **CHANGES IN THE GRADE**

Any change in the level of soil around an oak tree can have a negative impact. The most critical area lies within 6' to 10' of the trunk: no soil should be added or scraped away. Water should drain away from this area and not be allowed to pond so that soil remains wet at the base. Retaining walls designed to hold back soil above or below an existing tree should be avoided if at all possible, especially within the protected zone. These types of structures cause critical areas at the drip line to be buried, or require that major roots be severed. Water trapped at the base of the tree could lead to root rot or other impacts, and to the decline and premature death of a highly valued landscape tree. Construction activities outside the protected zone can have damaging impacts on existing trees. Underground water sources can be cut off due to falling water tables, or drainage may be disrupted. Trenching Digging of trenches in the root zone should be avoided. Roots may be cut or severely damaged, and the tree can be killed. If trenches must be placed within the protected zone, utilities can be placed in a conduit, which has been bored through the soil, reducing damage to the roots. Insist that as many utilities as allowed be placed in a single trench, instead of the common practice of digging a separate trench for each individual line. Trenching can also be accomplished using hand tools or small hand held power equipment to avoid cutting roots. Any roots exposed during this work should be covered with wet burlap and kept moist until the soil can be replaced. Soil Compaction and Paving The roots depend upon an important exchange of both water and air through the soil within the protected zone. Any kind of activity that compacts the soil in this area blocks this exchange and can have serious long-term negative effects on the tree. If paving material must be used, some recommended surfaces include brick paving with sand joints, or ground coverings such as wood chips (note the advantages of natural materials for providing nutrients under mulching).

## **CONSTRUCTION ACTIVITY WITHIN THE PROTECTED ZONE**

### **WATERING**

The key is prevention – do not over water. Improper watering is often overlooked as the cause of tree death because it can take years for the damage to show. Once the tree shows obvious signs of decline, it is often too late to correct the problem. The seasonal weather pattern for this region is one of dry summers and winter rain. Oak trees are naturally drought tolerant and adapted to this cycle. If the tree is vigorous and thriving it should not require any additional



water. If the natural source of surface or underground water has been altered, some supplemental water may be necessary, but proceed with caution. The goal of any watering schedule for oak trees should be to supplement natural rainfall and it should occur only when the tree would normally receive moisture. This might be in the winter, if rains are unusually late, or in spring if rainfall has been below normal levels. Over watering, especially during the summer months, causes a number of problems which can lead to decline and eventual death of the tree. It creates ideal conditions for attacks of Oak Root Fungus by allowing the fungus to breed all year. In addition, both evergreen and deciduous oaks grow vigorously in the spring and naturally go dormant in the summer. Extra water only encourages new tip growth which is subject to mildew. Oaks need this period of rest. Newly planted oaks may need supplemental watering during their first few summers. After they become established water should be applied according to the previous guidelines.

## **PRUNING**

For oak trees the periodic removal of dead wood during periods of tree dormancy should be the only pruning needed. Any cutting of green wood opens scars that could allow the entry of organisms or disease. Before pruning obtain the advice of a certified arborist or other professional and consult the local city or county where the tree is located to find out what regulations apply. Pruning of both live and dead wood can sometimes require a permit.

## **MULCHING**

Leaf litter from the tree is the best mulch and should be allowed to remain on the ground within the protected zone. Crushed walnut shells or wood chips can be used, but the oak leaves that drop naturally provide the tree with a source of nutrients. Avoid the use of packaged or commercial oak leaf mulch which could contain Oak Root Fungus. Redwood chips should not be used due to certain chemicals present in the wood.

## **MAINTENANCE**

Disease and Pests Trees that are stressed, especially because of improper watering practices, are prone to certain diseases and attacks by pests. The most damaging of these diseases is the Oak Root Fungus *Armillaria mellea*. Occurring naturally in the soil, the fungus thrives under wet conditions and dies back in the summer when soils dry out. This is why summer watering of oaks can be a deadly practice. As noted in the watering guidelines, wet soil in the summer allows the fungus to grow all year. As the population grows, their natural food sources are depleted and they begin feeding on oak tree roots. The fungus does not require an open wound in the tree to gain entry. Indications of the fungus include:

- die back of branches or tips.
- honey colored fungus at or near the root crown.
- white fan-like fungus between wood and bark.
- the presence of black, shoestring-like growths in the soil.

Once the tree begins to show obvious signs of infection treatment is generally ineffective. The best treatment is to avoid the conditions that lead to Oak Root Fungus infections. Pit Scale, Oak Moth, and other pests: any significant changes in leaf color, branch die back, presence of black sooty materials on leaves or other changes should be noted. Seek the advice of a professional forester, arborist, farm advisor or other expert before the application of any pesticides on an oak tree.

## **PLANTING UNDERNEATH OAKS**

The natural leaf litter is by far the best ground cover within the protected zone. If plants must be placed, the following guidelines should be followed: There should be no planting within a minimum 6 to 10 feet of the trunk. Avoid plants that require any supplemental water once established. Choose plants suited for "dry shade." Those listed in the box below offer some good choices. To see some examples of how these plants have been used under oaks refer to the Additional Resources section on the following page.

### **PLANTS TO CONSIDER:**

#### **Plant Name Description**

*Arctostaphylos densiflora* 3' high, 6' wide. Toughest of available forms.

'Howard McMinn' Manzanita Whitish-pink flowers.

*Arctostaphylos edmundsii* 1-2' high, 4-5' wide. Tolerant of full shade.

Little Sur Manzanita

*Arctostaphylos hookeri* 1-2' high, spreading to 12' wide by rooting

Monterey Carpet Manzanita branches. White to pink flowers.

*Ceanothus griseus horizontalis* Less than 2 1/2' tall, low & creeping.

Camel Creeper Clusters of small blue flowers.

*Heuchera* spp. 2-4' mound. Flowers on an upright stem 2-3"

Coral Bells high and spotted with red or pink.

*Mahonia aquifolium compacta* 2-4' high, spreading by underground roots.

Oregon Grape Bright yellow flower clusters.

*Ribes viburnifolium* 2-3' high, spreading to 12' wide. Flowers

Evergreen or Catalina Currant pink to red in small clusters.

### **NOTES:**

Before deciding on plants, check a source such as the Sunset Western Garden Book to determine which plants will grow in your area. When choosing shade tolerant plants, consider that the ground under the south side of the tree will get more sunlight while the northern side will tend to remain more deeply shaded.

## **ENVIRONMENTAL REVIEW:**

## **HOW TO SELECT AN OTP APPLICATION**

### **AN OAK TREE PERMIT IS REQUIRED FOR:**

- A. For any activity that may result in an impact to the oak resource. Impacts include cutting, destroying, removing, relocating, inflicting damage or encroaching into the protected zone of any tree of the oak genus that is 25 inches or more in circumference or eight (8") inches in diameter as measured four and one-half feet above mean natural grade, or in the case of multi trunks whose combined circumference of any two trunks is at least 12" in diameter.
- B. For any activity that may impact any oak tree, regardless of size, which was provided as a replacement tree pursuant to the Los Angeles County Oak Tree Ordinance.

There are a few exemptions to the Oak Tree Permit process. Routine maintenance and pruning of an oak tree required to protect life and property while maintaining tree health is allowed and an Emergency Oak Tree Permit may be issued under certain situations. Live limbs up to 2" in diameter may be pruned and dead limbs removed. Removal of limbs within 10 feet of a chimney is allowed to maintain fire clearances. An Emergency Oak Tree Permit may be issued upon inspection and approval of a county forester when a tree poses an immediate threat to life or property. Proper filing procedures will be discussed during your appointment with the county zoning and permit counselor.

### **APPLICATION PROCEDURE**

Your first step is to contact the Department of Regional Planning's Land Development Coordinating Center to obtain the form for an oak tree permit. Their phone number is (213) 974-6411. A zoning and permit counselor is available between the hours of 7:30 a.m. and 6:00 p.m. Monday-Thursday in Room 1360 in the Hall of Records, 320 West Temple Street, Los Angeles, CA 90012. There, you can discuss your plans and obtain pertinent facts about land use, zoning, and permits, that may affect your property and oak resource. You also may call the Environmental Review Unit of the County of Los Angeles Fire Department's Forestry Division, for an assessment of your projects potential impact to the oak resource or emergency request. Their phone number is (818) 890-5719, Mon.-Fri., 7:30 am to 5:00 pm.

### **APPLICATION PROCESSING**

When you have completed the application forms and assembled all of the required materials including an oak tree report prepared by an approved expert, you should call for an appointment to file your application. A planner will review the materials to insure that all necessary items are submitted and the necessary fees paid. When the filing has been deemed complete, you may be set for public hearing before a Hearing Officer or the Regional Planning Commission depending on the circumstances of your case. A combined hearing will be held by the Regional Planning Commission or Hearing Officer for an Oak Tree Permit filed concurrently with other types of applications on the same property.

Before the public hearing, your Oak Tree Permit Application and Oak Tree Report, if required by the Director, will be reviewed by foresters of the County of Los Angeles Fire Department. They shall review the report for accuracy and make physical inspections of the project site. Such inspections shall determine the health of all oak trees and other factors as may be needed to complete their review. A copy of the forester's comments on the report will be submitted in writing to the Director or Commission within 15 days of receipt of the application from the Director. The foresters may at their option suggest mitigating conditions for use by the Hearing Officer, Director, or Commission. There are additional fees for the review, field inspection, and field monitoring for use of the permit. The fees are paid directly to the County of Los Angeles Fire Department and are based on the number of oaks involved and complexity of the project.

Notices of public hearing are sent to the applicant and surrounding property owners advising them of your application and the time and place of the public hearing. A legal advertisement is also placed in a local newspaper. A staff report is prepared containing an analysis of the impact and preliminary recommendations. This report is available for public review the day of the public hearing. Either a Hearing Officer or on more complex / controversial cases the Regional Planning Commission, will hear the Oak Tree Permit request.

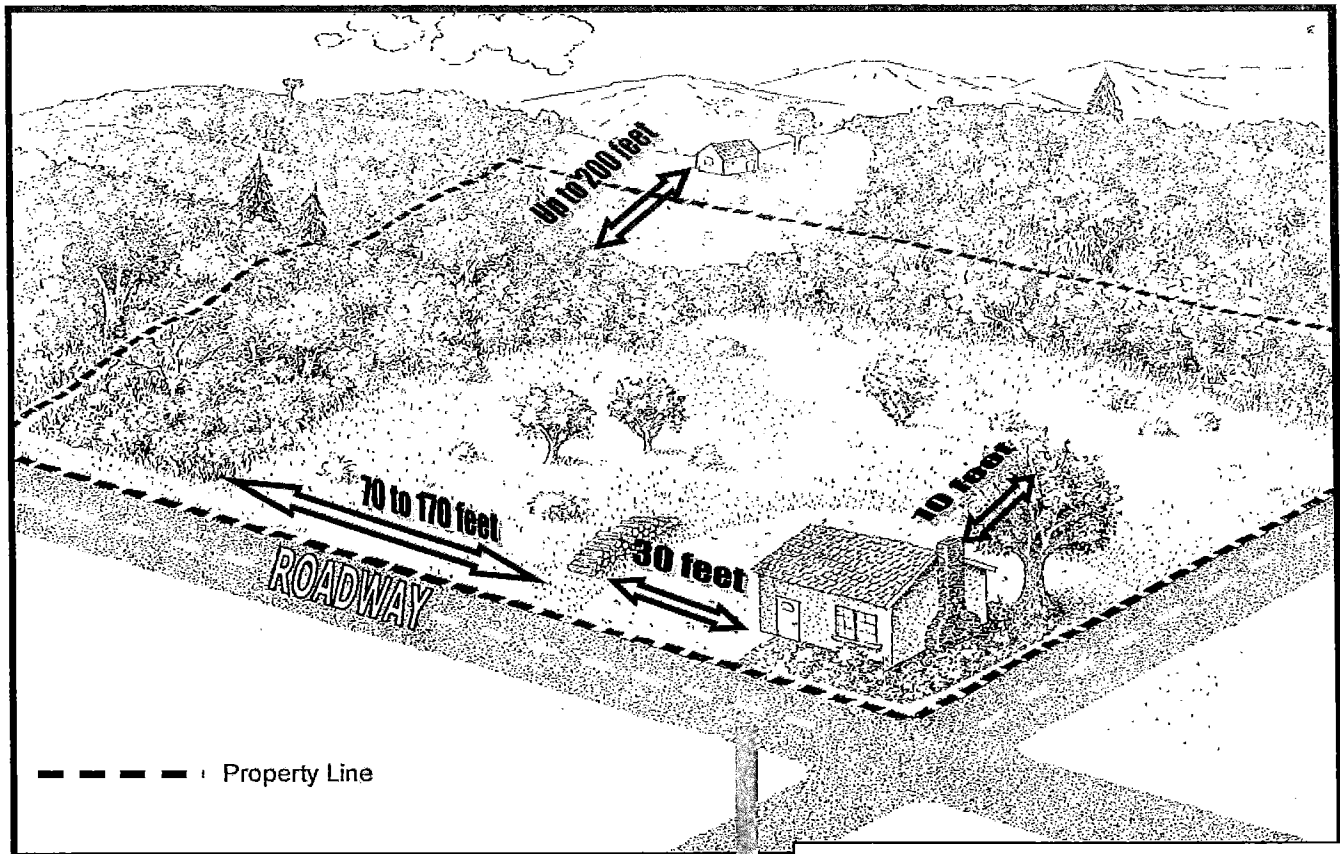
## **PUBLIC HEARING**


When concurrent consideration for other required permits (i.e. zone changes, land divisions, variances) requiring a public notice and a public hearing exists, the Oak Tree Permit shall be considered in the same public notice and public hearing. When no concurrent consideration is noted by the Hearing Officer, the Director shall conduct a public hearing subject to the public notice of an Oak Tree Permit filing. The public hearing will be within 30 to 45 days of the public notice. The public notice of an Oak Tree Permit filing shall be published once in a newspaper of general circulation within the County of Los Angeles and available in the community in which the Oak Tree Permit is proposed.

The applicant or his representative should attend the public hearing and be available to present and explain the request. You may bring all materials and other people you feel are necessary to assist you in presenting your request. Owners of adjacent property and other interested persons will also be allowed to testify. However, neither a public notice nor public hearing, is required when removal or relocation of only one tree is proposed in conjunction with a single-family residence listed as a permitted use in the zone.

**EXHIBIT B-11**

**Weed and Brush  
Clearance Requirements**



  
**County of Los Angeles  
 Department of Agricultural  
 Commissioner/Weights  
 and Measures**

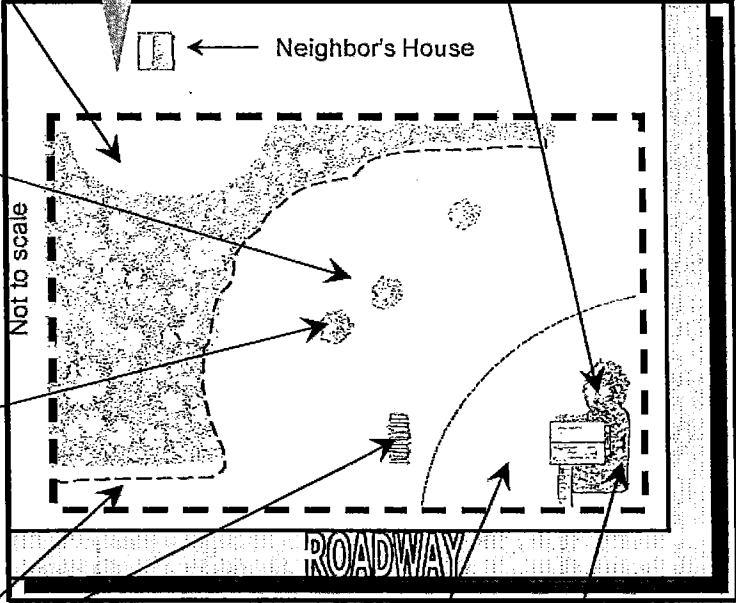
**Weed and Brush  
 CLEARANCE REQUIREMENTS**

**IMPORTANT!** Clearance requirements apply to your property even if the structure being protected is not on your property!

Okay to have ornamental plants and trees if individually planted, spaced and maintained so they do not form a means of transmitting fire from native growth to the structure. No portion of a tree may extend within 10 feet of the outlet of a chimney and it must be free of dead wood. (County Code sec. 325.2.1 EXCEPTIONS (1))

**IMPORTANT!** Thinning or removal of vegetation an additional 70 to 130 feet (100 to 200 feet total) from structures may be required! Please contact your Zone Inspector! (626) 575-5484 <http://acwm.lacounty.gov> Grass and other vegetation located more than 30 feet from structures and less than 18 inches in height may be maintained where necessary to stabilize soil and prevent erosion. (County Code sec. 325.2.1 EXCEPTIONS (3))

Space trees and shrubs a minimum of 15 feet or three times their diameter from other shrubs. Trees should be spaced to allow a minimum of 30 feet between canopies at maturity. For trees taller than 18 feet, prune lower branches within 6 feet of the ground. For trees and shrubs less than 18 feet, prune lower branches to 1/3 of their height. Choose landscaping plants that are fire resistant and maintain all plants regularly removing dead branches, leaves, etc. (Go to <http://fire.lacounty.gov/FromChief.asp> and scroll down the page and click on the link on the left entitled "Ready! Set! Go! Wildfire Action Plan".)



Roadway clearance, minimum of 10 feet clearance for all flammable vegetation or other combustible growth. (County Code sec. 325.10)

Firewood, manure, compost or other combustible materials must be placed or stored a minimum of 30 feet from any building or structure. (County Code sec. 325.2.1 (1))

Remove/clear away all flammable vegetation or combustible growth for a distance of not less than 30 feet from any structure. This includes ornamental plants known to be flammable. (County Code sec. 325.2.1 (2)) **NATIVE PLANTS CAN BE FLAMMABLE EVEN IF GREEN!**

Okay to have cultivated ground cover provided they are maintained in a condition that does not form a means of transmitting fire from native growth to the structure. (County Code sec. 325.2.1 EXCEPTIONS (2))

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**

(APPLIES ONLY TO ROUTINE LANDSCAPE MAINTENANCE WORK NOT NEW LANDSCAPE CONSTRUCTION)<sup>1</sup>

**DETERMINATION:** SC-LML-2013-1

**ISSUE DATE:** August 22, 2013

**EXPIRATION DATE OF DETERMINATION:** September 30, 2013\* Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Office of the Director – Research Unit at (415) 703-4774 for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

LOCALITY:	Employer Payments						Straight-Time		Overtime
	Basic Hourly Rate	Health and Welfare	Pension	Vacation	Holiday	Training	Hours	Total Hourly Rate	1 1/2X
Imperial	\$8.00	-	-	<sup>a</sup> 0.115	0.17	-	8	<sup>b</sup> 8.285	<sup>b</sup> 12.285
Inyo, Mono and San Bernardino	8.00	-	-	0.30	0.17	-	8	8.47	12.47
Kern	8.00	-	-	<sup>c</sup> 0.16	0.17	-	8	<sup>b</sup> 8.33	<sup>b</sup> 12.33
	10.00	-	-	<sup>d</sup> 0.27	0.46	-	8	<sup>b</sup> 10.73	<sup>b</sup> 15.73
Los Angeles	8.00	0.89	-	<sup>e</sup> 0.115	0.14	-	8	<sup>b</sup> 9.145	<sup>b</sup> 13.145
Orange	8.00	-	-	<sup>f</sup> 0.11	0.11	-	8	<sup>b</sup> 8.22	<sup>b</sup> 12.22
Riverside	8.00	-	-	<sup>g</sup> 0.20	0.16	-	8	<sup>b</sup> 8.36	<sup>b</sup> 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	-	-	<sup>k</sup> 0.15	0.15	-	8	8.30	12.30
	8.00	-	-	<sup>l</sup> 0.16	0.16	-	8	8.32	12.32
Santa Barbara	8.00	-	-	<sup>h</sup> 0.12	0.12	-	8	<sup>b</sup> 8.24	<sup>b</sup> 12.24
	8.00	-	-	<sup>i</sup> 0.13	0.13	-	8	<sup>b</sup> 8.26	<sup>b</sup> 12.26
Ventura	8.00	-	-	0.115	0.16	-	8	8.275	12.275
	8.00	2.97	-	<sup>j</sup> 0.19	0.26	-	8	<sup>b</sup> 11.42	<sup>b</sup> 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:

<sup>a</sup> \$0.22 after 3 years of service.

<sup>f</sup> \$0.22 after 4 years of service.

<sup>b</sup> Computation is based on the first years of employment. This rate should be increased by any applicable vacation increase as stated in other footnotes.

<sup>g</sup> \$0.40 after 3 years of service.

<sup>h</sup> \$0.23 after 2 years of service.

<sup>i</sup> \$0.27 after 2 years of service.

<sup>c</sup> \$0.31 after 2 years of service.

<sup>j</sup> \$0.38 after 3 years of service.

<sup>d</sup> \$0.54 after 2 years of service; \$0.81 after 3 years of service.

<sup>k</sup> \$0.29 after 2 years of service.

<sup>e</sup> \$0.24 after 3 years of service; \$0.37 after 7 years of service.

<sup>l</sup> \$0.31 after 2 years of service.

<sup>1</sup> This determination does not apply to work of a landscape laborer employed on landscape construction (work incidental to construction or post-construction maintenance during the plant installation and establishment period). The following is a description of the landscape work cover under this determination:

*ROUTINE* – mowing, watering, pruning, trimming, weeding, spraying, occasional planting and replacement of plants and janitorial work incidental to such landscape maintenance.

*COMPLEX* – servicing of irrigation and sprinkler systems, repairing of equipment use in such landscape maintenance.

**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/OPRL/PWD>. Holiday provisions for current or superseded determinations may be obtained by contacting the Office of the Director – Research 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/or subsistence provisions for the current determinations on the Internet at <http://www.dir.ca.gov/OPRL/PWD>. Travel and/or subsistence requirements for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

**EXHIBIT 8****PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

Rich Meier's Landscaping, Inc.  
 Proposer's Name \_\_\_\_\_  
 652 West Avenue L14 Lancaster, CA 93534  
 Business Address \_\_\_\_\_  
 95-4787803  
 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**

- |  | <u>Check One</u> |
|--|------------------|
| 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) Richard Allen Meier

Title of Signer (please print or type) President

Signature  Date July 12, 2014



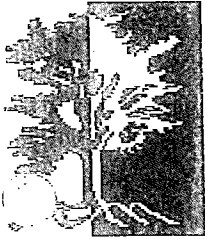
# PUBLIC WORKS PAYROLL REPORTING FORM



Page \_\_\_\_\_ of \_\_\_\_\_

NAME OF CONTRACTOR: OR SUBCONTRACTOR: PAYROLL NO.:		CONTRACTOR'S LICENSE NO.: SPECIALTY LICENSE NO.: SELF-INSURED CERTIFICATE NO.: WORKERS COMPENSATION POLICY NO.:		ADDRESS: PROJECT OR CONTRACT NO.: PROJECT AND LOCATION:		CHECK NO.											
(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITH-HELD HOLDING EXEMPTIONS	FOR WEEK ENDING:				(6) HOURLY RATE OF PAY	(5) TOTAL HOURS	DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS								NET WGS PAID FOR WEEK	
		DAY DATE						DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS									
		HOURS WORKED EACH DAY															
		M	T	W	TH	F	S										
		DATE															
		(3) WORK CLASSIFICATION		(7) GROSS AMOUNT EARNED													
		S			FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION							
		O			TRAINING	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS							
		S			FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION							
		O			TRAINING	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS							
		S			FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION							
		O			TRAINING	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS							
		S			FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION							
		O			TRAINING	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS							

CERTIFICATION MUST be completed (See reverse side)  
 \*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.  
 S - STRAIGHT TIME  
 O - OVERTIME  
 SDI - STATE DISABILITY INSURANCE



CSLB C-27 / 775631

EXHIBIT F

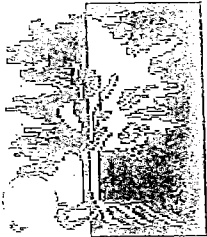
# ***RICH MEIER'S LANDSCAPING, INC.***

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652 WEST AVENUE L 14 LANCASTER CA 93534  
PHONE: (661) 723-2220 \* FAX: (661) 723-2229

## **SECTION D**

### **PROPOSER'S QUALITY CONTROL PLAN**



CSLB C-27 / 775631

# ***RICH MEIER'S LANDSCAPING, INC.***

652 WEST AVENUE L 14 LANCASTER CA 93534  
PHONE: (661) 723-2220 \* FAX: (661) 723-2229

## **Monitoring Personnel**

**Maintenance Supervisor:** Richard Cambaliza has 22 years experience in all of Landscape Maintenance with many of those years dealing with the public agencies such as Los Angeles County Parks & recreation, City of Palmdale and the City of Lancaster.

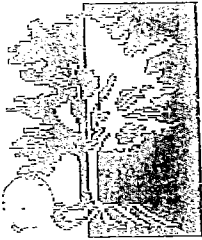
**Foreman:** Leo Mireles has over 25 years experience in Landscape Maintenance and mowing including parks such as Castaic Lake and other large park facilities. He is currently the foreman for the Special Districts zones that we currently maintain for the County – Zones 19,37,38,40,55,56, 64 & 70.

**Agricultural Pest Control Advisor/Applicator:** Dave Burwell has 40 years experience in all aspects of Agricultural Pest Control and Application

## **Quality Work Control Plan**

### **Daily/Weekly/Monthly Supervision:**

1. A Supervisor will inspect the worksite and report to the Department of Parks and Recreation S.D. on a daily and/or weekly basis.
2. A Supervisor will oversee and regulate based on the landscape maintenance contract.
3. A Supervisor will oversee any irrigation inspection, repair, and maintenance.
4. A Supervisor will report any injuries within one hour of occurrence to the President.
5. RML Inc will respond immediately to any public complaints regarding any maintenance issue upon notification or as directed by a county representative.
6. Final inspection of work by assigned on-site supervisors to ensure after each workday for the assurance of proper clean up on daily basis.
7. If any hazardous material is taken notice, RML Inc will report it to the Department of Parks and Recreation S.D. field supervisor immediately.
8. RML Inc will maintain daily records of hours worked by each employee in addition to daily records of work completed.
9. An RML Inc authorized representative will meet with the Department of Parks and Recreation S.D. representative to review each week's work. This will also serve as an opportunity to receive special instructions and to discuss any problems encountered on the job. In addition the RML Inc representative will inform the Department of Parks and Recreation S.D. representative of any changes to the following week's schedule.
10. RML Inc will notify the Department of Parks and Recreation S.D. if there are any changes in the start date of each location at least 24 hours in advance. If RML Inc discontinues work for any reason; the Department of Parks and Recreation S.D. will be



CSLB C-27 / 775631

# *RICH MEIER'S LANDSCAPING, INC.*

652 WEST AVENUE L 14 LANCASTER CA 93534  
PHONE: (661) 723-2220 \* FAX: (661) 723-2229

notified immediately of the reason for the shut down. Examples would be weather conditions.

11. RML INC. has safety meeting once a month on various topics from handling machinery to heat tolerance. Our first priority is safety for all.

## Mowing and Edging

1. Mowing and edging will be performance per the county's task frequency
2. All RML Inc employees are fully trained as to the use and safety of all equipment used for maintenance.
3. RML Inc will inspect the site prior to mowing to ensure that excessively wet turf not to be driven on and any litter will be picked up prior to mowing.
4. RML Inc will clean up all turf edges (not limited to : edges next to sidewalks, drives, curbs, shrub beds, flower beds, ground cover beds, around the bases, and along lakes and streams) neatly trimmed to for a uniform line in a well-defined V-shape edge that extends in to the soil.
5. RML Inc will clean up the walkways immediately (debris/clippings from mowing and edging).

## Weed Removal and Control

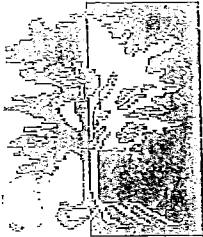
1. RML Inc will remove and/or control all types of weeds and grass from beds, planters, walkways, drainage areas, expansion joints in all hard surface areas, pavements, driveways, roadways, slopes, hillsides, bare areas, mulching areas, and undeveloped areas that is outlined in the RFP.
2. Weeds will be removed by hand, cultivation, mulching or chemical eradication where necessary.

## Litter Control

1. RML Inc will remove all types of trash and other undesirable materials and debris that are within the landscaping area.
2. Litter control will be performed weekly as early in the day as possible.
3. RML Inc will clear all debris, and litter from all the premises stated in the contract.
4. All litter will be removed and disposed at the RML Inc headquarters.
5. A Supervisor will inspect the grounds for any additional litter after the completion of litter removal by the foreman.

## Raking and Sweeping Operations

1. RML Inc will remove leaves from all landscaped areas on the premises as stated in the contract.
2. RML Inc will sweep at the end of the day with the use of: Power backpack blowers, Brooms, and Push power Blowers.



CSLB C-27 / 775631

# ***RICH MEIER'S LANDSCAPING, INC.***

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652 WEST AVENUE L 14 LANCASTER CA 93534  
PHONE: (661) 723-2220 \* FAX: (661) 723-2229

## **Shrubbery**

1. RML Inc will remove all dead, weak, diseased, insect-infested, damaged shrubs and limbs from shrubs upon approval.
2. All ground cover will be pruned to maintain a neat edge along all planter box walls.
3. RML Inc will prevent the encroachment of shrubbery and ground cover along curbs, roadways and sidewalks. RML Inc will maintain the roadway and sidewalks and routinely remove weeds and debris.
4. All cuts on shrubberies will be made sufficiently close and flush if possible to the parent stem so that healing can start. No stubs will be permitted.
5. RML Inc trim shrubbery onto adjacent roads, driveways and walkways to maintain safe vehicular and pedestrian visibility at street crossings, all shrubbery, bushes, and hedges shall be kept trimmed to a maximum height of four feet or as directed by Department of Parks and Recreation S.D.
6. RML Inc will dispose of all debris at RML Inc headquarters.

## **Arborist Work**

1. RML Inc will perform all of tree trimming per contract.
2. RML Inc will perform half of the tree trimming annually.
3. RML Inc will provide a certified arborist if requested by the county.

## **Groundcover Operations**

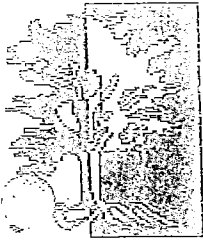
1. RML Inc will remove dead or diseases runners as they develop in the ground cover areas of the project.
2. RML Inc will keep ground away from paved surfaces, valve boxes and street curbs.
3. Groundcover will be trimmed to look natural and not sheared off.
4. Groundcover maintenance will be done on a routine basis and be kept in high standard.

## **Aerification Operations**

1. RML Inc will aerate all turf areas through the use of an aerator.
2. The aerator will remove ½ inch cores that are 2 inches deep but not more than 6 inches of spacing.
3. RML Inc will rake and remove all of the aerator cores to dispose of at the RML Inc headquarters.

## **Pest Control**

1. Fumitoxin will be used for the control of rodents.



CSLB C-27 / 775631

# ***RICH MEIER'S LANDSCAPING, INC.***

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PHONE: (661) 723-2220 \* FAX: (661) 723-2229

## **Chemical Edging Detailing Operations**

1. Prior to application a knowledgeable RML Inc employee will determine the practicality of the operation.
2. Material safety Data sheets (MSDS) for each chemical shall be kept on site.
3. All chemicals used by RML Inc will be in accordance with the RFP specs.
4. RML Inc employees will use all precautionary measures when using chemicals in public access areas.

## **Watering and Irrigation Systems Management**

1. RML Inc is responsible for the inspecting and reporting to the Department of Parks and Recreation S.D. field supervisor regarding any malfunction of but not limited to: controller, control valve, quick coupler, and any irrigation main line and lateral line damages.
2. RML Inc will manage of the irrigation system to control the amount of water given to different plants.
3. If any filters are found to be worn out during the inspection, then RML Inc will report these findings to a Department Parks and Recreation S.D. representative.
4. Any missing valve box covers will be reported to a Department of Parks and Recreation S.D. representative by the end of each workday.
5. RML Inc will repair, clean, and/or replace damaged bubbler heads.
6. RML Inc will clean or replace clogged or damaged drip line emitters. In addition, broken drip lines will be repaired or replaced immediately.
7. The irrigation system will be under the supervision and management of RML Inc.
8. RML Inc will respond to requests from Department of Parks and Recreation S.D. pertaining to waterline breaks and other related emergencies that require the shut off of water or the irrigation system within 2 hours.
9. Irrigation system maintenance testing and repair will be according to the Scope of Work in the RFP.







FACILITY \_\_\_\_\_

**SUPERVISOR SITE INSPECTION CHECK LIST**

DATE \_\_\_\_\_

<b>ITEM REPORT</b>	<b>NEEDS REPAIR</b>	<b>NEEDS CLEANING</b>	<b>COMMENTS/LOCATION OF PROBLEM</b>
<b>IRRIGATION</b>			
<b>BURN GRASS</b>			
<b>VALVE/LID BOX</b>			
<b>WATERING</b>			
<b>EDGING</b>			
<b>GRAFFITI</b>			
<b>PICNIC TABLES</b>			

**NOTES:**



FACILITY \_\_\_\_\_

**SUPERVISOR SITE INSPECTION CHECK LIST**

DATE \_\_\_\_\_

ITEM REPORT	NEEDS REPAIR	NEEDS CLEANING	COMMENTS/LOCATION OF PROBLEM
IRRIGATION			
BURN GRASS			
VALVE/LID BOX			
WATERING			
EDGING			
GRAFFITI			
PICNIC TABLES			

**NOTES:**

# Employee Safety Meeting Attendance

*Employees must be given safety training on the performance of their duties.*

Date & Time: \_\_\_\_\_

Conducted By (Name & Title): \_\_\_\_\_

Subject Discussed: \_\_\_\_\_

Signatures of Employees

_____	_____	_____
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Approved By (Manager) \_\_\_\_\_ Date \_\_\_\_\_

*Make meetings brief, 15 to 20 minutes. Cover only one specific subject. Use an object to focus the attention of the employees. Involve them in the talk.*



Department of the Treasury  
Internal Revenue Service

## Notice 1015

(Rev. December 2013)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

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#### 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 2013 are less than \$51,567 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, 2014.

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](http://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 2013 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 2013 and owes no tax but is eligible for a credit of \$800, he or she must file a 2013 tax return to get the \$800 refund.

**County of Los Angeles**  
**Contractor Employee Jury Service Program**

**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

**Title 2 Administration**  
**Chapter 2.203 Contractor Employee Jury Service**

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)



**Title 2 Administration**  
**Chapter 2.203 Contractor Employee Jury Service**

**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)

**Safely Surrender Baby Law**

# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered  
to staff at any hospital or fire station in Los Angeles County*

**No shame. No blame. No names.**

**In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723**

[www.babysafela.org](http://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) old, the parent or other person may bring the baby to a hospital or fire station to be examined and pronounced healthy and full-term. The parent or other person may be present with the baby, but the baby must be placed in the hospital or fire station without the parent or other person's physical presence.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## 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?

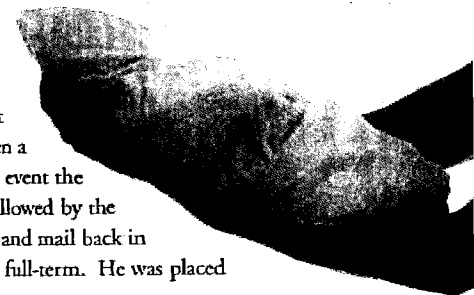
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

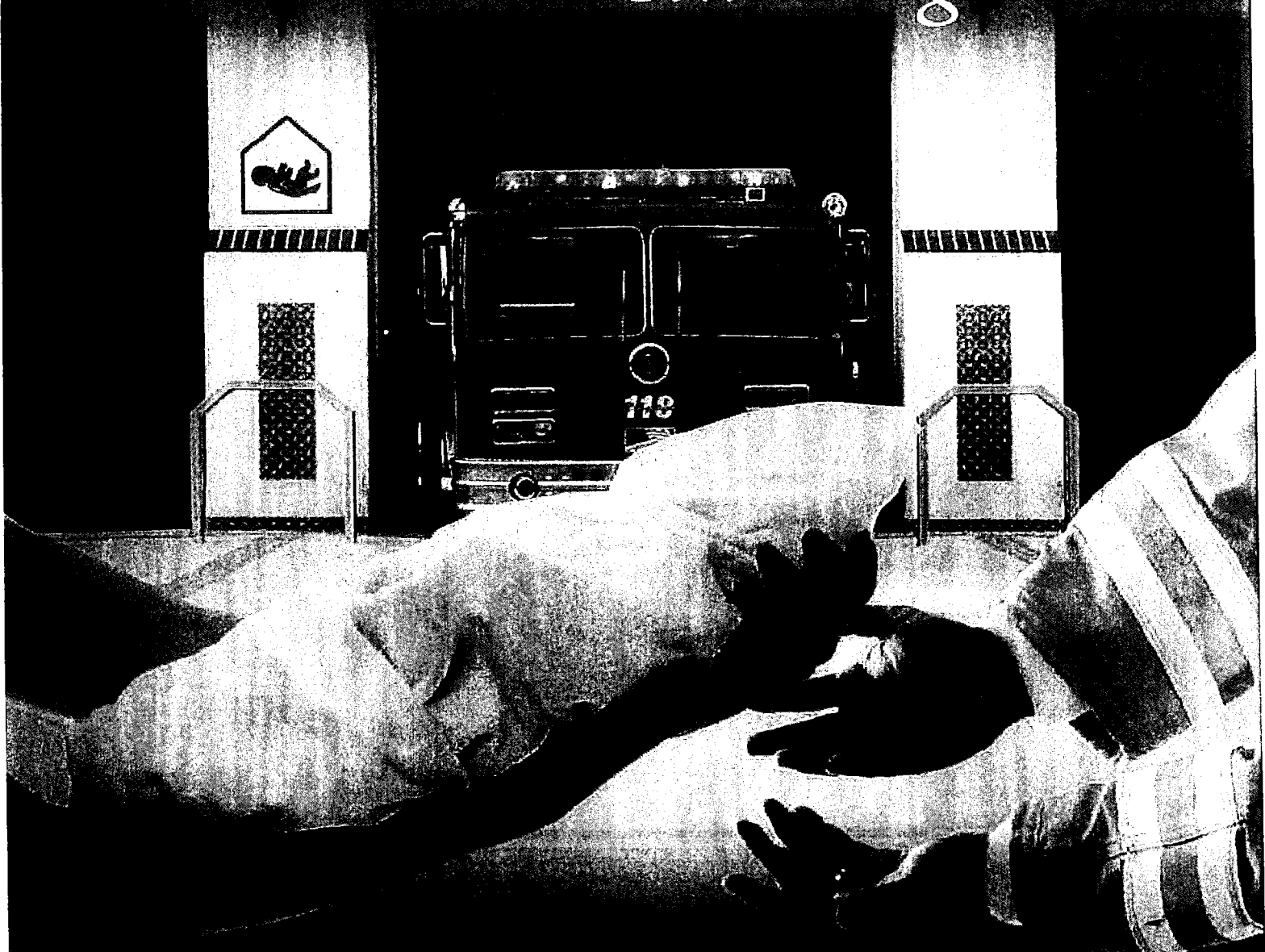
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their 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](http://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 a cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, no haya sufrido el nacimiento en un hospital, y no se haya intentado su rescate, puede ser entregado a cualquier persona que desee.

*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 Angeles. 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 brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes 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 Angeles 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?

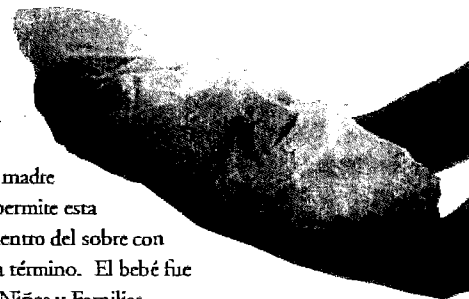
Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿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 brazaletes 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 periodo 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.



**Living Wage Ordinance**

**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**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.

(Ord. 2007-0011 § 1, 2007; Ord. 99-0048 § 1 (part), 1999.)

**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 executive 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.

(Ord. 2007-0011 § 2, 2007; Ord. 99-0048 § 1 (part), 1999.)



**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**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. <sup>(19)</sup> It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

**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.

(Ord. 2007-0011 § 3, 2007; Ord. 99-0048 § 1 (part), 1999.)

**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 Executive Officer and the internal services department shall be responsible for the administration of this chapter. The Chief Executive Officer and the internal services department may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the internal services department 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.
- 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

**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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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 Executive Officer in conjunction with the internal services department. The internal services department in conjunction with the Chief Executive 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. 2011-0066 § 3, 2011: 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 executive 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.)

**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**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 executive 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.

(Ord. 2007-0011 § 4, 2007; Ord. 99-0048 § 1 (part), 1999.)

**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.)

**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**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.)

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**FOOTNOTE(S):**

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--- (16) ---

Editor's note— Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999. [\(Back\)](#)



**COUNTY OF LOS ANGELES  
LIVING WAGE ORDINANCE**

Exhibit K

**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 this form before submitting.

**MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS**

(1) Name: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		Address: (Street, City, State, Zip)		(5) For Month Ending: _____ / _____ / _____									
(2) Payroll No.: _____		(4) From payroll period: _____ / _____ / _____ to payroll period: _____ / _____ / _____		(8) Contract Name & Number: _____									
(6) Department Name: _____		(7) Contract Service Description: _____				(10) Contractor Health Plan ID Number(s): _____							
(9) Contractor Health Plan Name(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) Employee 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							
Total (This Page)													
Grand Total (All Pages)													
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 Authorized Name: _____													
Date: _____ / _____ / _____ Title: _____													
Telephone Number (include area code) _____ Page: _____ of _____													

EXHIBIT K

COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM

EXHIBIT L

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 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 indirectly, 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:  Date:
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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 CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.



# COUNTY OF LOS ANGELES NOTICE TO EMPLOYEES

EXHIBIT M

## 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.

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### 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 listed below:

1. 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 toward health benefits for you and your dependents, **OR**
2. You must be paid not less than the living wage rate of \$11.84 per hour:
  - a. 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.
  - b. 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 Internal Services Department 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.

**If you believe your rights have been violated, you should immediately contact the following:**

Public Works – Minerva Gonzalez / Leticia Valenzuela  
County Department Administering this Contract

(626) 458-4083 / (626) 458-4060  
County Department Phone Number

**OR**

Internal Services Department  
Countywide Contract Compliance Section  
Living Wage Hotline  
(888) 550-WAGE OR (888) 550-9243



# CONDADO DE LOS ANGELES

EXHIBIT M

## 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.

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### 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:

1. 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 para usted y sus dependientes, **0**
2. Se le debe pagar no menos del salario digno de \$11.84 por hora:
  - a. Se le debe pagar un salario digno de \$11.84 por hora si su empleador no provee beneficios médicos, o si su empleador paga menos de \$2.20 por hora por sus beneficios médicos.
  - b. El salario digno de \$11.84 por hora incluye los \$2.20 por hora que le permite a usted adquirir beneficios médicos 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 despidan por denunciar infracciones con la Ordenanza de Salario Digno. Todo acto de represalia se puede reportar al Internal Services Department 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 reúne los requisitos para calificar. Para recibir el formulario, comuníquese con su empleador o al IRS al número gratuito (800) 829-3676.

**Si usted cree que sus derechos sobre la Ordenanza de Salario Digno han sido violados, favor de llamar a los siguientes teléfonos de inmediato:**

Public Works – Minerva Gonzalez

(626) 458-4083

Nombre del Departamento del Condado que administra este contrato

Número de teléfono de dicho departamento

**O**

Internal Services Department  
Countywide Contracta Compilanse Sección  
Línea Directa para Quejas sobre el Salario Digno:  
(888) 550-WAGE o (888) 550-9243

Revised: January 2012



**County Default Property Tax  
Reduction Ordinance**

**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.)

**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.)

**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

**Title 2 ADMINISTRATION**  
**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

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 14

COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

CERTIFICATION OF COMPLIANCE

GREEN INITIATIVES

I, Richard Allen Meier, as the President  
Name (please print or type) Title

of Rich Meier's Landscaping, Inc. providing services at  
Name of company

Castaic Area Zones 19, 36, 38, 40, 55, 56, 64, & 70  
County facility (ies)

I, hereby certify that our Company shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Our Company shall purchase, store, and use environmentally and human friendly products that are compatible with products used by the County of Los Angeles.

Signed

July 12, 2014

Dated

**County of Los Angeles**  
**Smoking Ban Ordinance**

**ORDINANCE NO. 2009-0044**

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.

[1704035CSCC]

APPENDIX D: REQUIRED FORMS

**EXHIBIT 26  
REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE  
PROGRAM CONSIDERATION**

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

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

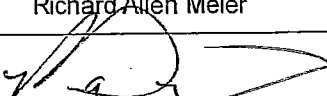
Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to any County solicitation.

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

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

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

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

Name of Firm	Rich Meier's Landscaping, Inc.	County Webven No.
Print Name:	Richard Allen Meier	Title: President
Signature:		Date: July 12, 2014

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**Bid Information**

**Bid Number :** DPR-SD-CAS-JUN14  
**Bid Title :** Landscape and Maintenance Services for the Castaic Area Zones  
**Bid Type :** Service  
**Department :** Parks and Recreation  
**Commodity :** GROUNDS MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC.  
**Open Date :** 6/3/2014  
**Closing Date :** 7/14/2014 12:00 PM  
**Notice of Intent to Award :** [View Detail](#)  
**Bid Amount :** N/A  
**Bid Download :** [Available](#)  
**Bid Description :** The County of Los Angeles, Department of Parks and Recreation has issued a Request For Proposals (RFP) for a landscape maintenance services contract for Landscaping and Lighting Act District 2: Castaic Area Zones 19 (Sagewood Valencia), 36 (Mountain Valley), 38 (Sloan Canyon), 40 (Shadow Lake), 55 (North Bluff), 56 (Valencia Commercial Area Center, Area-Wide), 64 (Double "C" Ranch) & 70 (Lakeview).

Proposer's must meet all mandatory requirements set forth in the RFP document including, but not limited to the Proposer have in his/her possession, at the time of proposal submission: 1) a valid C-27 Landscape Contractor's License; 2) a Los Angeles Agricultural Commission's Registration; 3) an Agricultural Pest Control Business License; 4) a Pest Control Advisor's License, Categories D and E; 5) a Qualified Applicator's License, Category B; 6) a minimum of two (2) years of experience within the last five (5) years in providing landscape maintenance services as described in the Statement of Work; and 7) attend the mandatory proposers conference and mandatory site visits.

The Mandatory Proposers' Conference will be held at Department of Parks and Recreation North Agency located at 31320 N. Castaic Rd, Castaic, California, 91384 on Thursday, June 26, 2014 at 9:00 a.m. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE IS MANDATORY. In addition, mandatory site visits shall take place immediately following the Mandatory Proposers Conference. The Department of Parks and Recreation will reject proposals from those whose attendance at the Mandatory Proposers Conference and site visits cannot be verified through the sign-in sheets. Proposers are strongly encouraged to submit their questions prior to, or at the Mandatory Proposers conference/site-visits. At the conclusion of the Mandatory Proposers Conference and site visits, no further questions will be accepted.

Proposals are due no later than 12:00 p.m. on Monday, July 14, 2014, at 301 North Baldwin Avenue (North Gate) Arcadia, CA 91007. LATE PROPOSALS WILL NOT BE ACCEPTED.

Please visit the County's website to download the Request for Proposals (PDF file) and to register for future contracting opportunities at [http://lacounty.info/doing\\_business/main\\_db.htm](http://lacounty.info/doing_business/main_db.htm).

A person with disability may contact the Contracts, Golf and Special Districts Division at (626) 821-4600 at least three (3) days before the Mandatory Proposers Conference to request alternative formats or other accommodations. The County of Los Angeles, Department of Parks and Recreation will make every effort to accommodate persons with disabilities.

Pursuant to the American with Disabilities Act (ADA), the County of Los Angeles Department of Parks and Recreation has designated an ADA Coordinator to effect compliance with the non-discriminatory provisions of the ADA. Upon three (3) day request/notice, sign language interpretation and related materials in alternative formats (Braille-transcript, large print, audio-record, video captioning, etc.) or any other accommodations are available for County sponsored activities and events.

For more information you may contact the ADA Coordinator's Office at (213) 738-2970, TTY (213) 427-6118, Fax (213) 738-8398.

For further information, please contact Vanessa Paniagua at (626) 821-4653. Para información en español, favor de llamar a (626) 821-4653.

**Amendment Date : 6/23/2014** The Mandatory Proposers' Conference will now be held at:  
 31320 N. Castaic Rd.  
 Castaic, CA 91384

**Download Available** Change of Location PDF 119.88 K [Addendum1CastaicAreaZonesRFP.pdf](#)  
**Contact Name :** Vanessa Paniagua