



PUBLIC WORKS DEPARTMENT

**REQUEST FOR PROPOSALS
PWD – 26.301**

MISCELLANEOUS LANDSCAPE SERVICES:

- **Street Medians Landscape Maintenance**
 - **Fire Stations 1, 2, 3, 4 & 5**
 - **Park and Ride**
 - **Transportation Corridor**
- **Maintenance of Main Street**

**Proposal Due Date:
Wednesday, August 19, 2026
By 11 a.m.**

**City Clerk's Office
123 Main Street
Pleasanton, CA 94566**

pleasantoncityclerk@cityofpleasantonca.gov

**PROPOSALS MAY BE DISQUALIFIED IF PACKAGE DOES NOT INCLUDE ALL REQUESTED
DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT**

APPROVED

A handwritten signature in black ink, appearing to read "Michael Stella".

Michael Stella, P.E./QSD
City Engineer / Assistant Director of Public Works

NOTICE TO BIDDERS

I. INTRODUCTION

The City of Pleasanton is seeking Requests for Proposals (RFP) for miscellaneous landscape maintenance services at various street medians, rights-of-way, and facility locations throughout the city. Services may also include additional work, which will be billed as “additional services” at the direction of the Parks Division Manager or their designee (all references hereafter to the Parks Division Manager shall include their designee). The City intends to enter into a three-year contract, with the option to extend for up to two additional one-year terms, for a potential term of not more than five years. The selected contractor will provide the following services:

1. Street Medians and right-of-way landscape maintenance
2. Landscape maintenance at Fire Stations #1, #2, #3, #4 & #5
3. Park and Ride maintenance
4. Transportation Corridor maintenance
5. Maintenance of Main Street (Planter Bowls, Trash Lids, Landscape, Blowing of Sidewalks and Gutters)
6. Supervision and Management
7. Monthly Work Schedule Submittals

This RFP has been posted on the City’s website and at the following locations:

<https://www.cityofpleasantonca.gov/business/bids/>

<https://www.bidnetdirect.com/california/cityofpleasantonca>

It shall be the Contractor's responsibility to check the City’s website to obtain any addenda that may be issued by City Staff. If an addendum is added, it must be submitted with the Bid Response Package, with a signature acknowledging any changes. Failure to do so will be deemed a non-responsive bid submittal.

It is the responsibility of each prospective bidder to download and print all bid documents, including any addenda, and to verify the completeness of their printed bid documents before submitting a bid. The City does not warrant, represent, or guarantee the accuracy or completeness of any bid documents and/or information retrieved from other sources. The City is not responsible for any loss or damage, including, but not limited to, time, money, or goodwill arising from errors, inaccuracies, or omissions in any bid documents and/or information obtained from other sources. It is each prospective bidder’s responsibility to check these sites through to the close of bids for any applicable addenda or updates.

II. SUBMITTAL PROCESS

Bid submittals will be received by the City of Pleasanton City Clerk’s office:

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566

- By Express Courier only, send to City Clerk's Office, at 123 Main Street, Pleasanton, CA 94566
- Preferred by email to: pleasantoncityclerk@cityofpleasantonca.gov
 - ❖ Special Notes: If sending electronically:
Include a cc: tbaragan@cityofpleasantonca.gov
Do not provide links or a zip file; it should be a PDF attachment(s) only
Recommend having an email delivery receipt set up to verify proof of submittal

Deadline: Wednesday, August 19, 2026, by 11 a.m.

Please reference the Title, Project Number, and ***Contractor Name*** for all Submittals

MISCELLANEOUS LANDSCAPE SERVICES
RFP No. PWD 26.301
Contractor Name

Qualifications and proposals shall include a completed Response Package with the following: Contractor Information, Implementation Plan, Work Experience, Scope of Services/Work with Bid Form/Rate Sheet, Vehicle/Equipment, Personnel and any Supplemental Information deemed relevant by the Contractor.

The bidder is responsible for ensuring that the City Clerk's office receives the complete bid package by the deadline and time. All bid packages received after the deadline will be returned to the bidder, and the bid will not be considered.

III. PROCUREMENT SCHEDULE

EVENT	DATE / LOCATION	
RFP Advertised	July 31, 2026	
Mandatory Pre-Bid Conference	August 10, 2026, at 9 a.m.	Operations Services Center Parks Building 3333 Busch Road, Pleasanton, CA 94566
Written Questions Due	August 12, 2026, by 5 p.m.	
Addendum Issued	<i>As Needed</i>	
Proposal Submittal Due Date	Wednesday, August 19, 2026 at 11 a.m.	Pleasanton City Clerk: PO Box 520 123 Main Street Pleasanton, CA 94566 pleasantoncityclerk@cityofpleasantonca.gov with a copy to tbaragan@cityofpleasantonca.gov
Selection Committee Review Period	Week of August 24, 2026	
Council Consent Date	September 15, 2026, or October 6, 2026	

Contract Start Date	October 1, 2026, or October 7, 2026
----------------------------	-------------------------------------

Note: Council consent and start dates are approximate.

IV. SCOPE OF SERVICES/WORK (see Exhibit A for further details)

The Scope of Work will consist of the following services. Please refer to Attachment III, Attachment IV, Attachment V, Attachment VI, and Attachment VII for Maintenance Schedules, Map Books, and additional site-specific information.

1. **Maintenance of Street Medians and Right-of-way Areas.** Perform shrub and ground cover trimming in accordance with City requirements in the specified areas. Provide continuous weed control and remove leaf litter and trash as needed.
2. **Landscape Maintenance Services at Fire Stations #1, #2, #3, #4, and #5.** Includes monthly weed control and hardscape clean-up, and quarterly shrub and ground cover trimming work.
3. **Park and Ride.** Perform shrub and ground cover trimming in accordance with City requirements in the specified areas. Provide continuous weed control; remove leaf litter as needed; inspect and remove litter three times per week.
4. **Transportation Corridor.** Once weekly, blowing off the Transportation Corridor pathways, curb, and gutters. Additional blowing to be performed as needed for special Main Street events. Perform shrub and ground cover trimming in accordance with City requirements. Provide continuous weed control and remove leaf litter as needed and trash on a weekly basis.
5. **Maintenance of Main Street Planter Bowls and Cleaning of Trash Receptacle Lids.** Twice-weekly maintenance of downtown color bowls and weekly cleaning of trash receptacle lids. Includes twice annual replacement of plants and/or infill planting (billed as “additional services”), monthly fertilization, weekly trash removal, and irrigation system programming and maintenance.
6. **Blowing of Main Street Sidewalks, Curbs, and Gutters.** Twice weekly, blowing off Main Street sidewalks, curbs, and gutters in areas specified in Attachment V. Additional blowing to be performed on as needed for special Main Street events.
7. **Supervision and Management.** Provide daily on-site supervision of the crew and site management. Respond to daily service requests and questions. If necessary, respond to emergency service requests after normal business hours for property or life-safety purposes.
8. **Monthly Work Schedule Submittals.** Weekly, or on a schedule to be determined by the Parks Division Manager, provide updates on all current and future activities to the Parks

Division Manager. On a monthly basis, submit a summary of pesticide use to the Parks Division Manager.

V. MANDATORY PRE-BID CONFERENCE

A Mandatory pre-bid meeting will be held at **9 a.m. on Monday, August 10, 2026**, at Parks Building location 3333 Busch Road, Pleasanton. This will provide an opportunity for potential contractors to ask specific questions about the services and request clarification on any concerns.

Special Note: Prime bidders who fail to attend the pre-bid meeting are disqualified from submitting a proposal.

VI. AGREEMENT TERMS

The term of this agreement (**ATTACHMENT II**) commences upon City Council approval, and expires three years from that date. The parties may extend this Agreement, by Amendment, for an additional two (2) one-year terms, not to exceed five years for the total Agreement. The rates shall remain firm during the initial term of the Agreement, based on the Bid Form/Rate Sheet. For the fourth or subsequent years of the Agreement, the cost of each one-year term will increase only by the change in the consumer price index for the San Francisco-Oakland-San Jose Metropolitan Area (all items index; all urban consumers) for the twelve-month period ending in August each year as published by the Bureau of Labor Statistics, U.S. Department of Labor. It is the sole responsibility of the Contractor to provide the City with their new calculated rate sheet(s).

The only items that shall be subject to negotiation are the following:

- Add and subtract locations/services as requested by Parks Division Manager.

Within ten days of being notified by the City, the Contractor shall submit to the City:

- A signed copy of the City's standard Maintenance and Trade Services Agreement
- Certificate of Insurance, with an Endorsement letter naming the City as an additional insured
- Evidence of a current business license to conduct business in the City of Pleasanton; if the contractor does not have a business license, visit our website <https://www.cityofpleasantonca.gov/our-government/finance-department/business-license/>
- Completed W-9 Form for all new contractors

Insurance

Contractor and subcontractors must provide and maintain in full force for the duration of the Agreement General Liability and Bodily Injury Insurance, Automobile Insurance, Worker's Compensation Insurance, and Certificates of Insurance with a supporting endorsement letter according to the Agreement (**ATTACHMENT II**).

VII. SPECIAL PROVISIONS & INFORMATION

Location of Proposals

This RFP has been posted on the City's website and at the following locations:

<https://www.cityofpleasantonca.gov/business/bids/>

<https://www.bidnetdirect.com/california/cityofpleasantonca>

It shall be the Contractor's responsibility to check the City's website to obtain any addenda that may be issued by City Staff. If an addendum is added, it must be submitted with the Bid Response Package, with a signature acknowledging any changes. Failure to do so will be deemed a non-responsive bid submittal.

It is the responsibility of each prospective bidder to download and print all bid documents, including any addenda, and to verify the completeness of their printed bid documents before submitting a bid. The City does not warrant, represent, or guarantee the accuracy or completeness of any bid documents and/or information retrieved from other sources. The City is not responsible for any loss or damage, including, but not limited to, time, money, or goodwill arising from errors, inaccuracies, or omissions in any bid documents and/or information obtained from other sources. It is each prospective bidder's responsibility to check these sites through to the close of bids for any applicable addenda or updates

Rejection of Proposal

The City reserves the right to reject any or all bids and to determine which bid is, in the City's judgment, the lowest responsive and responsible bid of a Bidder or group of Bidders. The City also reserves the right to waive any inconsequential omissions or discrepancies in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the Bidder and claims for reimbursement will not be accepted by the City.

Bid Withdrawal

Certain mistakes permit bidders to withdraw their bids without forfeiting their bid bonds. Bidders claiming mistakes must specify in written detail how the errors occurred and must file their written statement with the Office of the City Clerk within five (5) working days of the bid opening. For bids opened at 11:00 a.m. on Wednesdays, the deadline is 11:00 a.m. the following Wednesday. Failure to meet the deadline may result in an otherwise valid claim for relief due to a mistake being denied. (ref. Public Contract Code §5100-5110). A bidder that has withdrawn its bid for a mistake is potentially prohibited from participating in further bidding on the project, including re-bids or a substantially similar project.

Bid Protest

Any bidder or other interested party desiring to protest any bid must file a written bid protest with the Office of the City Clerk within five (5) working days of the bid opening. For bids opened at 11 a.m. on Wednesdays, the Bid Protest Deadline is 11 a.m. the following Wednesday.

The written bid protest must comply with the following requirements:

1. Only a bidder who has actually submitted a bid for the subject project is eligible to submit a protest against another bidder. Subcontractors are not eligible to submit protests. A bidder may not rely on the protest submitted by another bidder but must timely pursue its own protest.
2. The protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion(s) of the Contract Documents upon which the protest is based. The protest must contain the project number and project name. The protest must contain the name, address, and telephone number of the person representing the protesting bidder.
3. A copy of the protest and all supporting documents must also be transmitted by fax or email, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
4. The protested bidder(s) may submit a written response to the protest, provided the response is received by the City before 5:00 p.m. within two (2) working days after the Bid Protest Deadline or after receipt of the bid protest, whichever is sooner ("Response Deadline"). The response must include all supporting documentation and the name, address and telephone number of the person representing the protested bidder. Material submitted after the Response Deadline will not be considered.
5. A copy of the protest response and all supporting documents must also be transmitted by fax or email, by or before the Response Deadline, to the protesting bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
6. The procedures and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.
7. In all cases, the first level of review of any protest shall be conducted by a PWD Management Analyst, who shall, within 48 hours of receiving a protest from the City Clerk's office, acknowledge receipt of the protest in writing to the protesting bidder. As appropriate, the City Clerk, the Project Manager, the Management Analyst, and/or the City Attorney will be consulted to resolve the protest.
8. The City shall make its best effort to resolve the protest within twenty-five (25) working days after the protest is filed. A written determination of the protest will be issued to the protesting bidder by the PWD Management Analyst on behalf of the City.

The City may not award the contract pending the City's determination of the protest unless the contract award is justified for urgent and compelling reasons or is determined to be in the best interest of the City. Such justification or determination shall be approved by the Director of the Public Works Department or their designee.

VIII. SELECTION PROCESS

It is the City's intention to select the most qualified contractor in terms of relevant work experience, the implementation plan and project approach, as well as offering the most competitive project cost. All proposals will be evaluated by the City Selection Committee (CSC). The CSC will be composed of City and Public Works staff and other parties that may have subject matter expertise or experience in landscape maintenance services.

Any additional information deemed necessary by your company to assist the City in the selection process, including any special provisions or specifications that the contractor brings to the bid process and actual services, may be submitted.

Evaluation Criteria

1. All contact during the evaluation phase shall be through the Public Works Department's Management Analyst. Companies and persons making proposals shall neither contact nor lobby evaluators during the evaluation process. Attempts to contact and/or influence members of the CSC may result in disqualification.
2. The CSC will select a short-list of contractors qualified for this scope of work to participate in an oral interview, if needed and at the discretion of the City. The interviews, at the discretion of the City, will be either via a video conferencing service or in person.
3. Based on provided information and review of proposals, the committee will rank the proposals. The top-ranked proposal will be selected.
4. The basic information that each section should contain is specified below; these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.
5. Each of the Evaluation Criteria below will be used in determining the quality of proposals. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a score for each proposal. A proposal with a high total will be deemed of higher quality than a proposal with a lesser-weighted total.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	Completeness of Response: Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria, and will receive no further consideration.	Pass/Fail
B.	Cost based on Bid Form/Rate Sheet Submitted	30 Points

C.	Implementation Plan and Schedule: The Plan will be evaluated against the proposer’s understanding of the project’s scope of work. The Contractor is to provide a detailed plan specific to how they will handle the identified scope of services. The plan will include, but not be limited to, communication, key personnel (subcontractors included if applicable), and any other pertinent information deemed necessary by the Contractor to fulfill the Scope of Work. The plan should include how the city will be divided into defined sections or districts for systematic landscape maintenance. Include crew size, vehicles, and equipment proposed for meeting the identified scope of services.	40 Points
D.	Relevant Experience/References/Personnel: Proposals will be evaluated against the RFP specifications and the questions below: 1. Does the contractor have experience with recent similar contracts for landscape maintenance services? 2. Does the contractor have experience with managing a similar amount of landscape acreage, including street medians, parkways, and facility landscapes? 3. How extensive is the applicable experience of the personnel designated to work on the identified scope of services?	20 Points
F.	Oral Presentation and Interview (if deemed necessary): The oral presentation by each qualified bidder shall not exceed sixty (60) minutes in length. The oral interview will consist of standard questions asked of each bidder and specific questions regarding the proposal. Bidders will also be expected to elaborate and explain the Implementation Plan, Schedule, and Relevant Experience. The proposals may then be re-evaluated and re-scored based on the oral presentation and interview.	10 Points

IX. SPECIFIC REQUIREMENTS

D.I.R.

Contractors will be subject to registration and annual renewal fee to the Department of Industrial Relations (DIR) per Senate Bill 854. The mandate applies to all contractors and subcontractors who intend to bid or perform work on public works projects (as defined in the Labor Code).

Registration of Contractors with the Department of Industrial Relations

For bids submitted, the bidder and its subcontractors must be registered and qualified to perform public work pursuant to section 1725.5 of the Labor Code, subject to limited legal exceptions under Labor Code section 1771.1.(a). A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5. A bid will not be accepted, nor will any contract entered into without proof that the bidder and its

subcontractors are registered with the California Department of Industrial Relations to perform public work pursuant to Labor Code Section 1725.5, subject to limited legal exceptions.

Certified Payroll Records

Contractor shall furnish the records specified in California Labor Code section 1776, including but not limited to the certified payrolls, directly to the Labor Commissioner. The Contractor shall furnish the records specified in California Labor Code section 1776 to the Labor Commissioner for all projects, whether new or ongoing. Copies of those certified payroll records shall also be submitted electronically to the City upon request.

Prevailing Wage

In accordance with California Labor Code Section 1170 et seq., the Contractor shall pay general prevailing rate of per diem wages to all workers employed under this contract.

Job Site Postings by Contractor

Contractors are required to post all job site notices prescribed by law or regulation. See 8 Calif. Code Reg. section 16451(d).

Self-Performance by Contractor

Any Contractor being awarded this contract must have Self-Performance at a 30% minimum of the total scope of services, excluding Specialty Items if any per the Bid Schedule.

Labor Nondiscrimination

The awarded Contractor shall comply with the requirements of the State of California's Standard Specification Code Section 7-1.01A(4) "Labor Nondiscrimination" under this contract.

Contract Evaluation and Assessment

During the initial sixty (60) day period of any contract which may be awarded to Contractor, the Parks Division Manager will meet with the Contractor to evaluate the system and services performance and to identify any issues or potential problems.

The City reserves the right to determine, at its sole discretion, whether:

Contractor has complied with all terms of the identified Scope of Services; and
Any problems or potential problems with the proposed system and services were evidenced, which makes it unlikely (even with possible modifications) that such system and services have met the City requirements.

If, as a result of such determination, the City concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor will be notified of contract termination effective thirty (30) days following notice. The City will have the right to invite the next highest ranked bidder to enter into a contract. The City also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

Contractor's License Classification

As identified by the California Business and Professions Code Section 7028.15, the City has determined that at the time of bid, the Contractor shall possess a valid C-27 Landscaping Contractor license. The Contractor's failure to possess the specified license shall render the bid non-responsive and shall act to bar the award of the contract to any Bidder not possessing said license at the time of bid unless exempted by federal or state law.

Traffic Control

When working in street locations and transporting equipment on public streets, Contractor shall comply with the California State Vehicle Code. Contractors are required to provide all safety cones, sign boards, arrow boards, and other appropriate measures and equipment as prescribed by the California Manual on Uniform Traffic Control Devices (CA-MUTCD) for traffic control. Contractor should conduct its operations to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. For work requiring traffic control, the Contractor must submit a traffic control plan to the City of Pleasanton Public Works Department for approval 72 hours prior to the scheduled work.

Identification

Contractor's employee(s) shall be identified at all times either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed.

Travel Time

The City will ***NOT*** pay for travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Season

Contractor shall perform services on the days of Monday through Friday during normal working hours, 8 a.m. to 5 p.m. Work will be performed on a regular basis for approximately 52 weeks annually. Should there be any decrease in the amount of work, the Contractor shall check in with the City on a weekly basis and be available within 48 hours for regular work. City does not guarantee any quantity of work and retains the right to use other contractors for services.

Reserved Rights

City retains the right to award a job to another contractor, to use City forces, or not to do the job at all. No work shall be performed without being approved by the City's Parks Division Manager. There is no maximum nor minimum amount guaranteed for each individual Agreement.

Payments

Invoices submitted to the City for payment must include description of work performed, location of work performed, number of personnel used, time spent by personnel, type of equipment used, time equipment used, and materials furnished. Back-up materials (invoices, receipts) must be furnished, and markup must be provided on invoices. Rates included on the invoice must

match the Bid Form/Rate Sheet on file with this Agreement. If a receipt is not available, then Contractor will need to provide a similar quoted price from the third-party vendor or supplier.

City of Pleasanton's Standard Specifications and Details (July 2024)

To the extent applicable, all projects shall adhere to the latest City of Pleasanton Standard Specifications and Details dated July 2024, which can be accessed online (see link below). The purpose of these Specifications is to provide minimum standards for materials used in the construction of the City's public infrastructure.

<https://www.cityofpleasantonca.gov/our-government/public-works/engineering/>

Permits

Contractor will be responsible for obtaining all permits required for all necessary work (encroachment permit, etc.), if necessary. All stump grinding and tree planting locations shall be surveyed for underground utilities (USA North 811) before work begins. Any identified utility conflicts will be discussed with the Parks Division Manager before proceeding with any ground disturbance work.

Pricing

Prices quoted shall be firm for the first 36 months of any contract that may be awarded pursuant to this RFP.

Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and City only after completion of the initial term.

Price quotes shall include all payment incentives available to the City.

Account Manager/Support Staff

Contractor shall provide a dedicated competent account manager who shall be responsible for the City account/contract. The account manager shall receive all orders from the City and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.

Contractor shall also provide adequate, competent support staff that shall be able to service the City during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered, City requirements and standards and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.

X. SPECIAL PROVISIONS & ADDITIONAL INFORMATION

Notice of Recommendation to Award

At the conclusion of the RFP response evaluation process ("Evaluation Process"), all bidders will be notified in writing by e-mail of the contract award recommendation, if any, by the City. The document providing this notification is the Notice of Recommendation to Award.

The Notice of Recommendation to Award will provide the following information:

The name of the bidder being recommended for contract award; and the names of all other parties that submitted proposals.

Conflict of Interest

The City has established a policy concerning potential conflict of interest in maintenance services, program management, design and construction. This policy applies to all proposers and their proposed contractors/consultants/subconsultants. See Standard Professional Services Contract for additional information.

Clarification Questions

Questions should be directed only to the Junior Accountant, Tatiana Baragan by email at tbaragan@cityofpleasantonca.gov. If interpretation or change is deemed necessary to the original document, then the question(s) shall be addressed in writing, and an Addendum shall be posted to the City's website. To allow time for the issuance of addenda, questions shall only be accepted prior to seven (7) calendar days before the bid opening date.

ATTACHMENTS/EXHIBITS:

ATTACHMENT I – BID RESPONSE PACKAGE

EXHIBIT A – SCOPE OF WORK

ATTACHMENT II – MAINTENANCE & TRADE SERVICES AGREEMENT

ATTACHMENT III – MAINTENANCE SCHEDULES

ATTACHMENT IV – MAP BOOK (All Locations Excluding Main Street)

ATTACHMENT V – MAIN STREET BLOWING MAP

ATTACHMENT VI – INTEGRATED PEST MANAGEMENT (IPM) POLICY

**ATTACHMENT VII – MAIN STREET COLOR BOWL IRRIGATION
CONTROLLER INFORMATION**

ATTACHMENT I BID RESPONSE PACKAGE

Required Documentation and Submittals

All of the specific documentation listed below is **required** to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation in the order listed below and clearly label each section with the appropriate title.

Submitted bid MUST contain the following or may be subjected to disqualification:

- ☐ 1. **CONTRACTOR INFORMATION:** Name, address, year established, principals of company, and professional status as applicable.
- ☐ 2. **IMPLEMENTATION PLAN:** Is a comprehensive plan that will be implemented by the Contractor to perform and accomplish all tasks within the Scope of Work/Services. In addition, the plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the final system and services. Also, provide a list of proposed equipment to accomplish the actual service work requested in this RFP. Please note that only battery-powered blowers can be used in the City. Gas-powered blowers are banned and cannot be used.
- ☐ 3. **WORK EXPERIENCE:** Three (3) references for work or services that have been completed by your company in the last three years within the Greater Bay Area or San Joaquin Valley.
- ☐ 4. **BID FORM/RATE SHEET:** Complete the tables with the dollar amount for each of the three (3) years of service as they pertain to Map Book Work Areas and Maintenance Schedules as identified in Attachment III, Attachment IV, and Attachment V.
- ☐ 5. **VEHICLE/EQUIPMENT:** The bid response shall include a list of the equipment and trucks intended to be utilized on the project.
- ☐ 6. **PERSONNEL:** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services to City staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:
 - a. The person's relationship with Bidder, including job title and years of employment with Bidder.
 - b. The role that the person will play in connection with the RFP.
 - c. Office Phone, Mobile phone, and e-mail address.
 - d. Person's relevant experience, certifications, and/or merits.
- ☐ 7. **SUPPLEMENTAL INFORMATION:** Any additional information deemed necessary by your company to assist the City in the selection process including any special project provisions or specifications that the contractor brings to the bid process and actual service

work. This would include a letter disclosing any potential conflict of interest your company has in providing the services outlined in this RFP. The letter needs to include any personal relationship with any Pleasanton employee or official that will preclude you from performing or bidding on the service to the City.

IMPORTANT NOTICE: If Bidder or other interested person is a corporation, provide legal name of corporation, state where incorporated, and names of the president and secretary thereof; if a partnership, give name of the company, also names of individuals co-partners composing company; if contractor or other interested person is an individual, give first and last names in full.

CONTRACTOR INFORMATION

(Required)

CONTRACTOR: (Firm Name)	
BUSINESS ADDRESS:	
MAILING ADDRESS:	
DIR REGISTRATION NUMBER:	
SUBMITTED BY: (Name & Title)	
TELEPHONE:	
EMAIL:	
LICENSE CLASSIFICATION C27#:	

Questionnaire (please circle):

1. Has the contractor license been suspended in the past? (If yes, please explain) Yes
No If, Yes _____
2. Do you have any contracts terminated by Owner in the past? (If yes, please explain) Yes
No If, Yes _____
3. Has the company been debarred or suspended by Owner in the past? (If yes, please explain) Yes
No If, Yes _____

SIGNATURE: _____ DATE: _____

TITLE: _____

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.

WORK EXPERIENCE/REFERENCES

(Required)

Years the Company has been in the Trade _____

Provide locations and contact information regarding three (3) projects or services that have been completed by your company in the last three (3) years within the Bay Area, Contra Costa, or San Joaquin Valley. Examples are to be of a similar type as type work you are bidding on and with a public agency.

PROJECT I

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT II

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT III

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

BID FORM/RATE SHEET *(Required)*

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the City will pay for the term of any contract that is a result of this bid.

The listed prices below include the composite amount per contract specifications for management and supervision, work schedule submittals, labor, and equipment, including all incidental power tools, hand tools, and vehicles, as well as all overhead costs.

Staff Position	Street Medians	Fire Stations	Park & Ride	Transportation Corridor	Color Bowls and Trash Lids	Main Street Sidewalks, Curb, Gutters
Site Supervisor (required) (total hours per year)						
Foreperson/Lead worker (required) (total hours per year)						
Irrigation Technician (required) (total hours per year)	XXXXXX	XXXXXX	XXXXXX	XXXXXX		XXXXXX
Pest Control Technician (total hours per year)						XXXXXX
Gardener/Laborer (total hours per year)						
Other: (total hours per year)						
Total Employee Hours per Year	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
*Year 1 (will be prorated)	\$	\$	\$	\$	\$	\$
SUBTOTAL Year 1 (sum all locations)				\$		
Year 2	\$	\$	\$	\$	\$	\$
SUBTOTAL Year 2 (sum all locations)				\$		
Year 3	\$	\$	\$	\$	\$	\$
SUBTOTAL Year 3 (sum all locations)				\$		
Total	\$	\$	\$	\$	\$	\$
GRAND TOTAL YEARS 1-3 (sum all locations)				\$		

Fill in the areas below to provide a cost structure in case the City decides to add additional services to this Agreement. Hourly rates to include truck and tools.

Position Description with Service	Hourly	Overtime	Emergency Call Out
Site Supervisor			
Foreperson/Lead Worker			
Irrigation Technician			
Pest Control Technician			
Gardener/Laborer			
Other Apprentice/Journey			

Contractor Name: _____ SIGNATURE _____

UNIT PRICE WORK

The listed prices include the composite price for labor and equipment, including all incidental power tools, hand tools, and vehicles, as well as all overhead costs for the three (3) year contract period. These unit prices shall be used for extra work at the direction of the City Parks Division Manager under normal conditions. Hourly rates are to be for on-site productive time only. **This unit price will also be used for the repair of acts of vandalism where the material costs exceed \$200.**

Item No.	Unit of Measure	Item of Description	Unit Cost
1.	EA	Supply, plant & stake one 15-gallon tree	
2.	EA	Supply, plant & stake one 24 inch box tree	
3.	EA	Supply and plant one 4 inch pot plant	
4.	EA	Supply and plant one flat of ground cover	
5.	EA	Supply and plant one 1-gallon plant	
6.	EA	Supply and plant one 2- gallon plant	
7.	EA	Supply and plant one 5-gallon plant	
8.	EA	Supply and install one Rainbird multi-outlet emitter	
9.	EA	Supply and install one flood bubbler (pop-up)	
10.	EA	Supply and install one turf rotor (Hunter I25)	
11.	EA	Supply and install one 6 inch pop-up (Toro 570 or Hunter Institutional Spray)	
12.	EA	Supply and install one 1 inch remote control valve (Griswold 2000)	
13.	EA	Supply and install one 2 inch remote control valve (Griswold 2000)	
14.	YD	Supply and place one yard of wood chip mulch	
15.	HR	Hourly rate for one operator and spray rig, including material cost and markup	

16.	HR	Hourly rate for one driver, one applicator, and truck-mounted spray rig, including material cost and markup	
17.	Planter Bowl EA	Removal and replacement of all soil and amendments in one Main Street planter bowl.	
18.	% Mark Up	Percentage markup for materials as a percentage of the actual invoice. Example: Material \$1,000 + 10% (\$100) = \$1,100	

EQUIPMENT

(Required)

List of company-owned vehicles and equipment that are available for use on the proposed work as required. (Use extra sheets as necessary)

Quantity	Name/Type/Model/Year	Condition	Location

EXHIBIT A SCOPE OF WORK

Street Medians, Fire Stations, Park and Ride Lot, and Transportation Corridor

(These Special Provisions are to be used in conjunction with
the City Standard Specifications and Standard Details)

SECTION 1. GENERAL CONDITIONS

1-01 General

The Contractor shall not be held responsible for plant losses due to maladies beyond the Contractor's control; this includes, but is not limited to, disease or insect attack for which there is no legal recommended control, acts of large-scale vandalism (over \$200 in materials), earthquakes, fires, unusual storms, and related events. Report all such conditions to the City in writing and submit a proposal for the repair work. Obtain the City's approval prior to proceeding with the work. All acts of vandalism exceeding \$200 require a Public Safety report, and a copy of this report must be provided to the City along with the repair estimate.

1-02 Replacement of Plants

The Contractor shall remove dead and irreparably damaged lawn, groundcover, trees, shrubs, or other plant material when such death or damage is through normal attrition or due to vandalism not exceeding \$200. The City may request that the contractor replace plants under "additional services" as approved by the City.

The Contractor shall remove dead damaged lawn, groundcover, trees, shrubs, or other plant material and replace it at their own expense when such death or damage is due to Contractor's failure to provide maintenance in accordance with the provisions herein, incorrect pesticide application/spray drift, or due to insect or disease infestations that could/should have been controlled by the Contractor in the sole opinion of the City. Contractor shall remove and replace such plant material within two weeks of notification by the City. Plants shall be replaced with material of equivalent size and variety to the material being removed unless other material is approved by the City. All replacement material shall be approved by the City before installation by the Contractor.

1-03 Work Not Included

- A. Repairs or replacement of losses and damages not covered by the contract, except as noted.
- B. New planting and other special services, except with the City's request or approval in writing and agreement to pay.
- C. Maintenance of irrigation systems.
- D. Major vandalism with material costs of over \$200 or damage caused by natural disasters.

SECTION 2. SPECIAL CONSIDERATIONS

2-01 Special Considerations

A. Management Goals

On a scale of 1 to 5, maintain all landscape areas at a 4.0 to 5.0 (excellent to outstanding).

B. Site Inspections

Regular site visits by the Parks Division Manager and the Contractor's Representative will be held monthly to ensure that the rating of 4.0 to 5.0 is maintained, to consider changes to the maintenance practices, and to direct special operations.

C. Schedules

An updated schedule for pesticide and pre-emergent applications shall be provided at the beginning of the contract period, October 1st, each year.

Each week, a schedule shall be provided that recaps the previous week's work and provides for the next two week's scheduled work. Schedules are to include map book pages and crew locations by day.

Alameda County Fair – In the street median areas surrounding the Alameda County Fair Grounds, care shall be taken during the summer Fair from approximately mid-June to mid-July. It is advisable to complete any median maintenance work before or after this time. Trash removal requirements during this time in these median areas can be heavier.

D. Areas

The cost to maintain all landscaped areas described by the specifications must be based on conditions as they exist at the time of the bid.

2-02 Natural or Open Space

Natural or rough areas shall be maintained in a neat appearance suitable to the intent of the area. Areas with large mature trees shall be kept free of dead wood on the grounds. Wild grasses shall be cut at least semi-annually or additionally as directed by the City. Large broadleaf weeds shall be controlled either chemically or by manual removal.

2-03 Debris Control

A. All clippings, trimmings, cuttings, trash, and rubbish associated with landscape maintenance shall be promptly removed from the site.

B. The property shall be toured each week to pick up and dispose of debris such as bottles, papers, cartons, and similar items to keep the grounds neat in appearance.

- C. Large items of debris, such as large appliances or couches, abandoned on the properties by others shall be removed to a suitable dump site by the City or by the Contractor as “additional services” if approved by the City. Notify the City immediately when such dumping occurs.

2-04 Hardscape

- A. Street median hardscape areas shall be maintained in a neat, clean appearance. Areas are to be kept weed-free. Excess dirt build-up is to be removed at least semi-annually.
- B. Park and Ride Lot hardscape areas are to be policed on Monday, Wednesday, and Friday to remove litter and trash so that they are maintained in a neat, clean condition. Areas are to be kept weed-free.
- C. Fire Station hardscape areas are to be policed monthly to remove litter and trash, keeping the areas neat and clean. Areas are to be kept weed-free.
- D. Silt resulting from erosion and other landscape debris shall be removed from sidewalks, gutters, and driveways.

2-05 Drainage Systems Maintenance

- A. All drainage systems on the properties for purposes of rainwater or irrigation water collection, whether surface swales, French drains, catch basins, dry wells, creeks, or streams, shall be maintained in a clean condition free of debris, erosion waste, weeds, or any blockage. Natural creeks and streams are not included.
- B. When a drainage system is blocked by debris from off the site or by erosion waste from off-site major storm damage, correction will be made by the City after prompt notification by the Contractor or considered “additional services” as approved by the City.

2-06 Erosion Control

The Contractor shall not be responsible for structural maintenance, repair, or replacement of the following: parking areas, driveways, streets, or sidewalks, except for such structural maintenance, repair, or replacement resulting from damage caused by the Contractor or their agents.

- A. Erosion resulting from failure to maintain properly rooted plant material on slopes shall be the responsibility of the Contractor to correct and accomplish necessary cleanups.
- B. Erosion resulting from major storm damage that requires major slope reconstruction and/or installation of additional drainage facilities shall be the City’s responsibility.

2-07 Pest and Disease Control

The Contractor shall provide all required pest and disease controls, including rodent control. The Contractor must file a yearly schedule with the City for anticipated pest control work. This shall include herbicides, fungicides, plant growth regulators, insecticides, as well as fertilization schedules.

Contractor shall apply the principles of the City of Pleasanton's Integrated Pest Management Policy (IPM Policy) (Attachment VI) as part of a broader integrated pest management strategy that gives an emphasis to cultural practices as a means to pest and disease control. Prior to any chemical application by Contractor, the Contractor must submit to the City a completed form detailing the chemicals to be used, the means of application (high-pressure spray rig, backpack sprayer, etc.), quantities, area to be treated, and desired time of application. The City will respond to this submittal, if approved, with instructions as to the timing and precautions for the requested application. The contractor must provide Safety Data Sheets (SDS) for all chemicals proposed for use and obtain approval prior to their use. SDS sheets are to be updated annually. When using any chemical, special care must be exercised in the vicinity of homes, near standing water, and in windy conditions, etc. In some cases, it may be necessary to apply chemicals during off-hours or weekends. Particular care should be exercised to avoid applications at times or under conditions that would annoy or alarm homeowners. Pest control recommendation(s) must be available on-site during the application of pesticides.

The Contractor is responsible for identifying all plant problems, selecting the treatment method, and applying control measures. Consult agricultural extension agents, testing laboratories, and other authorities as necessary for the identification of problems and the determination of appropriate measures to be taken.

All products used must have a current pesticide recommendation by a licensed Pest Control Advisor (PCA). The company must have a staff member with a current Qualified Applicators License (QAL) to make or have supervision authority over the applicator. Effective January 1, 2025, neonicotinoid pesticide products used for non-agricultural uses on outdoor trees, turf, or ornamental plants can only be sold by licensed dealers and used by certified applicators. Apply all methods of pest and disease control in accordance with all governing regulations and with the requirements specified on the product label.

The Contractor shall use the pesticide that has the least residual impact, which is effective for controlling a particular problem. Routine "preventive" use of pesticides is discouraged, as it destroys natural predator-prey relationships that are beneficial to the balance of the landscape ecosystem.

Inform the City at least two working days in advance of the Contractor's applying chemicals. Inspection of the application of the chemicals may be required by the City.

Obtain a written permit from County for all such measures registered as RESTRICTED. Submit all information required to obtain permits; annual permits for regular use of control measures may be obtained as allowed by the County. Submit a Notice of Intent to the County at least 24 hours prior to the proposed time of application of all RESTRICTED materials.

At the end of each month, submit a record of all control measures used to both the City and the County. This includes biological and chemical control measures; only pure fertilizers that contain no pesticides or other non-fertilizer chemicals are exempt from this requirement. Consult a representative for the County Department of Agriculture for more information. Use standard County forms for this submittal. The report must designate the chemical used, date, location, and rate for the City of Pleasanton contract sites.

The Contractor must file with the City their plan for the disposal of hazardous materials, pesticides, etc., and for handling a chemical spill. Comply with County requirements regarding disposal of fertilizers, pesticides, and growth regulators.

2-08 Graffiti

Graffiti shall be removed from the site within 24 hours of notification by the City. The areas requiring graffiti removal include irrigation controller enclosures, valve boxes, benches, and any other surfaces in the maintenance areas. The cost of graffiti removal shall be included in the cost of the maintenance.

2-09 Weed Abatement

Quarterly or as directed by the Parks Division Manager, Contractor shall mow, string trim, or otherwise abate the potential fire hazard of weeds growing in the open space areas. The abatement shall consist of a cleared swath 30 feet in width from paved surfaces and/or fence lines. Contractor shall rake and remove the resulting debris and legally dispose of it off-site when directed to do so.

SECTION 3. TURF

3-01 General

The Contractor shall maintain all turf areas on the site(s) in a healthy, thriving condition by performing the following operations and other work incidental thereto:

3-02 Mowing

Upright grasses shall be mowed to a uniform height of 3 inches. Mower blades shall be kept sharp so as not to damage the turf. Cut all large turf areas using a rotary riding mower. For those areas with slopes 3 to 1 or steeper, use specialty mowers specifically designed for steep slope areas. Push mowers shall only be used in those areas where a ride mower cannot be used.

3-03 Edging

Turf shall be edged along borders, walls, curbs, fences, paths, rocks, etc., for neat appearance where needed. Clippings shall be removed from planting beds and walks.

Edges shall be trimmed monthly. Clippings shall be vacuumed or blown off walks back into turf areas. Clippings shall not be blown into the streets or gutter nor allowed to collect in drainage ways. Contractor shall be responsible for any damage caused by their edging operations.

Nylon line or other whip-type edger shall not be used to edge turf areas or within two feet of any trees or shrubs. The Contractor is responsible for any damage caused by this equipment.

Turf will be trimmed or removed around sprinkler heads to allow proper functioning of the sprinkler.

3-04 Fertilizing

Turf areas shall be fertilized in agreement with the specific needs of the grass variety involved to maintain a healthy and vigorous condition. Specially formulated, complete fertilizers with trace elements shall be applied as per the schedule. A slow-release nitrogen fertilizer shall be used during warm months. The exact formula shall be as approved by the Parks Division Manager. Credit for fertilizer application will only be given when the Contractor notifies the City.

3-05 Weed Control

Tall fescue, fine turf, and mow-free turf areas shall be carefully spot-treated with selective herbicides to control broadleaf weeds and weed grasses as weather and turf conditions dictate. In areas where crabgrass, bermudagrass, or other weed grasses have infested the lawn or mow-free turf, pre-emergent or selective herbicides shall be applied for control.

3-06 Insect, Disease, and Pest Control

Turf areas shall be inspected throughout the year to ensure against disease and insect infestation. If an infestation occurs, an appropriate fungicide or insecticide shall be applied by a licensed operator in agreement with State and local regulations and as weather and environmental conditions permit. Moles, ground squirrels, and gophers in turf areas shall be controlled by utilizing the appropriate kill traps. Traps shall be monitored daily once deployed. If poison baits are used for the control of moles, ground squirrels, and gophers, such baits shall be placed so as not to create a hazard to persons or pets. All poison baits that will be placed will require authorization by the City.

3-07 Debris Control

The property shall be reviewed weekly to ensure that debris such as bottles, papers, cartons, and similar items are disposed of to keep the grounds neat in appearance.

3-08 Aerification

Aerification of turf to improve water penetration as needed, but no less than twice yearly (March and September).

SECTION 4. ORNAMENTAL PLANT MATERIAL AND GROUND COVER

4-01 General

The Contractor shall maintain all ground cover, including hard fescue areas, on the site(s) covered by this agreement in a healthy, thriving condition by performing the following operations and other work incidental thereto:

4-02 Weed Control

Eliminate weeds, including undesirable grasses such as tall fescue, nut grass, rye, bermudagrass, etc., preferably with pre-emergent herbicides, but also with selective systemic herbicides. Hoe weeds as little as possible since this may result in plant damage. Hand-pull weeds that are not effectively controlled by chemical herbicides.

- A. All planting beds and graveled areas shall be kept weed free.
- B. All debris resulting from weeding operations shall be removed from the project area on the same day that the weeding operation occurs.
- C. Should the Contractor desire to use a chemical weed control program, they shall develop said program and submit it in writing as part of this bid. The City shall be notified at least seven (7) days before each use. Credit for herbicide application (pre- and post-emergent) will only be given when Contractor notifies the City prior to said application.
- D. All tree wells are to be kept weed and grass free for an area extending out a minimum of 2.5 feet from the trunk of the tree in any direction. (See also Sections 5 and 6 under Shrub and Tree Care.)

4-03 Ground Cover Areas

All ornamental plant material and ground covers shall be judiciously pruned maintaining the natural structure of the plant. All vegetation shall be maintained six inches away from structures and clear of all walkways. Perform edging so that groundcover “feathers back” from border of groundcover area, forming a natural appearance; do not shear or create vertical edges.

Ground covers shall be kept a minimum of 12 inches from the bases of shrubs and trees.

4-04 Vines

Vines growing on walls in street median areas shall be kept at all times at least 2 feet (24 inches) below the top of any wall on which they are climbing.

Vines shall not be allowed to grow on the walls at Fire Station locations. Vines shall not be allowed to grow on fire hydrants, street signs, light poles, backflow prevention devices, etc.

4-05 Dead Plant Material

If large sections of plant material are damaged or destroyed due to vandalism where material replacement costs exceed \$200, such replacement material will be provided or paid for by the City but shall be installed by the Contractor under “additional services”. Documentation such as photos, a cost estimate, and a Public Safety report for vandalism shall be provided to the City for such plant material. Receipts for all plant material provided by the Contractor shall be given to the City.

4-06 Insect, Disease, and Pest Control

All ornamental plant material will be inspected throughout the year to ensure against disease and insect infestation. If an infestation occurs, appropriate plant protection shall be taken. Should a pesticide be required, it shall be applied by a licensed pesticide applicator in accordance with state and local regulations and as weather and environmental conditions permit. Any pruning necessary to remove infested or infected material is included in this contract at no additional cost.

- A. The Contractor shall have a Qualified Applicator License (QAL) as required by law.
- B. The spray materials shall meet all Federal, State, and local requirements.
- C. The Contractor shall use an insecticide spray that prevents or controls insect infestations.
- D. Application of insect and disease control materials shall be within the time best suited, according to the manufacturer’s specifications and application rates, for the eradication of the insects and diseases.
- E. Any new or existing plants or soil that are damaged by either the lack of a needed application or the over-application of controlled materials shall be replaced by the Contractor at their expense.
- F. Snails and slugs shall be controlled using an approved bait as prescribed by a qualified Pest Control Advisor.
- G. Moles, ground squirrels, and gophers shall be controlled by utilizing the appropriate kill traps. Traps shall be monitored daily once deployed. If poison baits are used for the control of moles, ground squirrels, and gophers, such baits shall be placed so as not to create a hazard to persons or pets. All poison baits that will be placed will require authorization by the City.

4-07 Fertilization

Ground cover and ornamental plants shall be fertilized in agreement with the attached frequency schedule. The exact fertilizer formula shall be approved by the Parks Division Manager. Specially formulated, complete fertilizers with trace elements shall be applied. Credit for fertilizer applications will only be given when the Contractor notifies the City.

SECTION 5. SHRUB CARE

5-01 General

Maintain shrubs in a healthy, thriving condition by performing all necessary operations.

5-02 Shrub Pruning and Trimming

Shrubs shall not be clipped into balled or boxed forms unless such is required by the design. All pruning cuts shall be made to lateral branches or buds, or flush with the trunk. “Stubbing” will not be permitted. All shrubs shall be pruned so as not to become rangy or top-heavy. Maximum shrub height should not exceed 6 feet.

Shrubs shall be pruned in order to provide the following vehicle sight distance clearances in all directions at intersections:

Posted Speed Limit	Vehicle Sight Distance
25 mph	150 ft
30 mph	200 ft
35 mph	250 ft
40 mph	300 ft
45 mph	375 ft

5-03 Staking

Remove stakes as soon as they are no longer needed. Stakes and ties shall be inspected at least twice per year to prevent girdling of trunks or branches and rubbing that causes bark wounds and cambium damage. Contractor shall train shrubs off stakes and adjust stakes and ties as necessary.

5-04 Weed Control

Keep basins and areas between plants free of weeds and turf. Avoid frequent soil cultivation that destroys shallow roots.

5-05 Insect, Disease, and Control

All shrubs will be inspected throughout the year to ensure against disease and insect infestation. If an infestation occurs, appropriate plant protection shall be taken. Should a pesticide be required, it shall be applied by a licensed pesticide applicator in accordance with state and local regulations and as weather and environmental conditions permit. Any pruning necessary to remove infested or infected material is included in this contract at no additional cost.

5-06 Fertilization

Once, late in spring, fertilize recently established plants with a slow release complete fertilizer. Avoid applying fertilizer to the root ball and base of main stem; rather, spread evenly under the drip line. Application rates will vary by plant size, follow label rates.

SECTION 6. TREE CARE

6-01 General

Contract work covers 8-foot ground clearance pruning and sucker control only for trees that are located adjacent to or near sidewalk areas.

6-02 Pruning

Trees shall be pruned in conformance with ISA guidelines. All pruning shall be performed by qualified professional personnel using recognized and approved methods and techniques. Excessive pruning or stubbing back will not be permitted. All pruning cuts shall be made flush. They shall be cleanly cut with no tearing of the bark. Any trees that are stubbed back or pruned improperly, such that its shape is distorted, will be replaced by the Contractor with a 24-inch box size tree or larger as required by the Parks Division Manager.

6-03 Staking

All tree staking and removal work is to be performed by the City and is not part of this contract.

SECTION 7. TRAFFIC CONTROL

7-01 General

When working in street locations and transporting equipment on public streets, Contractor shall comply with the California State Vehicle Code. Contractors are required to provide all safety cones, sign boards, arrow boards, and other appropriate measures and equipment as prescribed by the California Manual on Uniform Traffic Control Devices (CA-MUTCD) for traffic control. Contractor should conduct its operations to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. For work requiring traffic control, the Contractor must submit a traffic control plan to the City of Pleasanton Public Works Department for approval 72 hours prior to the scheduled work.

The Parks Division Manager shall review the Contractor's traffic control throughout the duration of this maintenance contract. If, in the opinion of the Parks Division Manager, the traffic control is inadequate, the Parks Division Manager shall direct the Contractor to stop all maintenance work and correct the traffic control problem. If the problem cannot be corrected with on-site materials, all work shall stop, and the existing equipment shall be removed until the traffic control can be properly placed.

7-02 Liquidated Damages

The parties acknowledge that the need for adequate traffic control is of paramount safety importance, and that the City must expend staff time and effort to monitor Contractor's traffic control program. If the Contractor is not providing adequate traffic control, City staff must expend additional time and effort to immediately correct the situation. Because of the ongoing nature of this maintenance contract, the parties acknowledge that they

cannot reasonably calculate a sum to reflect the costs to the City when the Contractor does not provide adequate traffic controls. Therefore, the Contractor shall pay to the City, as liquidated damages and not as a penalty, the sum of two hundred dollars (\$200.00) for each instance where the City formally notifies the Contractor in writing that adequate traffic controls are not being provided by the Contractor at any work site.

The levy of liquidated damages is in addition to all other rights and remedies available to City under this contract, and the waiver of the right to levy liquidated damages does not waive City's right to enforce any additional conditions or seek any other remedies.

SECTION 8. CONTRACT ADMINISTRATION

8-01 Monthly Submittals

Contractor shall submit to Parks Division Manager the following items with the monthly invoice: Copy of Alameda County monthly pesticide use report; irrigation schedules for each controller (downtown color bowls); resident contacts or work order status; the previous month's completed work by crew, and a schedule which outlines the next 30 days of work, to include crew locations by day.

8-02 Records

Written records of watering schedules, fertilization, pest control spraying, status of open service requests, crew locations by day, total number of hours worked year-to-date, and other maintenance work shall be maintained by the Contractor. Written records describing all products and materials used during maintenance shall also be maintained by the Contractor. A copy of the record shall be provided to the City on a monthly basis.

8-03 Control, Supervision, and Approval Authority

- A. Unless otherwise provided by specific provisions, Contractor's operations, and activities pursuant to this agreement shall be under the control and supervision of the Parks Division Manager or their authorized representative, and such person shall exercise such control and supervision for and on behalf of the City where so designated in this agreement.
- B. Whenever, under the provisions of this agreement, the Contractor is prohibited from doing something unless the Contractor first obtains the approval or consent of the City, such approval and consent must be obtained from the Parks Division Manager or their authorized representative.
- C. Supervision, Inspection, and Contract Compliance: Contractor must provide for adequate supervision and inspection of all work performed to ensure that each requirement of these specifications is consistently met.

A fully qualified supervisor representing the Contractor shall be readily available to meet with the Parks Division Manager as needed to correct problems and conflicts and to coordinate work schedules.

The progress and standard of quality of work to be accomplished under this contract shall be to the degree acceptable to the Parks Division Manager. In the event that the Parks Division Manager determines that Contractor's work is unsatisfactory, Contractor may be required to perform additional work at no cost to the City.

D. The City will do the following:

- 1) Periodically inspect the work to assist in ensuring the work meets the City's standards.
- 2) Parks Division Manager will be available during regular scheduled hours to discuss and resolve any concerns of the Contractor.

E. General: The Contractor shall furnish supervision of their crew and inspection of landscape conditions daily. The City reserves the right to request the removal of any employee of the Contractor.

F. Supervisor: Landscape Supervisor will have a minimum of five (5) continuous years as supervisor of complete landscape maintenance service and at least two (2) years performing duties of a foreperson.

If the Contractor elects to move or change the site Supervisor, prior approval must be obtained from the Parks Division Manager.

G. Foreperson/Crew Leader: Crew Foreperson shall have two (2) continuous years of on-the-job experience performing pest management and fertilizing, as well as general shrub, tree, and groundcover trimming activities.

If the Contractor elects to move or change the site Crew Leader, prior approval must be obtained by the Parks Division Manager.

H. Irrigation Technician: Irrigation Technician shall have at least one (1) continuous year of on-the-job experience performing sprinkler and valve repairs as well as irrigation controller programming.

I. Pesticide Technician: Pesticide Technician shall possess a current State Qualified Applicator License.

SCOPE OF WORK

Main Street Planter Bowls and Trash Receptacle Lids

(These Special Provisions are to be used in conjunction with the City Standard Specifications and Standard Details)

SECTION 1. DESCRIPTION OF WORK, GENERAL

In general, the work to be performed consists of maintaining healthy, attractive ornamental plantings in sixty-two concrete planter-bowls along Pleasanton's Main Street. The work shall also include the cleaning of thirty-two litter receptacle lids on Main Street.

All plantings shall be inspected and approved by the City Parks Division Manager prior to planting. Planting operations shall conform to the specifications and details contained herein. The Contractor shall bear the risk of damage to the work by the elements or from any other cause, whether arising from the execution or non-execution of the work. The Contractor shall repair all damaged work at the Contractor's expense. If the Contractor fails to remove from the vicinity of the completed work all plant debris, rubbish, unused material, or equipment, belonging to them or used under their direction during maintenance, the same may be removed at the expense of the Contractor, and the Contractor and their sureties shall be liable for the cost of removal.

SECTION 2. MATERIALS

Except as provided in this section, all materials required to complete the work under this contract shall be furnished by the Contractor.

Plants that die or are destroyed as a result of the Contractor's operations or negligence shall be replaced at their expense, within 48 hours.

Replacement soil shall be one part sandy loam (submit sample and analysis from approved testing laboratory), one part builder's sand, and one part nitrogen-stabilized redwood shavings. Add to these six (6) pounds of 0-10-10 slow-release dry fertilizer, 1.5 lbs. Micromax Micronutrients granular, and 10 pounds dolomite or dolomitic limestone per cubic yard of soil mix. Commercially available soil mixes may be submitted to the Parks Division Manager for approval by providing product information and a one-gallon sample.

Replacement plant materials shall be of the same container size and species as the original. The size of the plants must correspond with those normally expected for species and variety of commercially available nursery stock.

All replacement plants shall have a normal habit of growth and shall be healthy, vigorous, and free of insect infestations, plant diseases, sunscalds, abrasions of the bark, or other objectionable disfigurements. Perennial plants shall be sturdy and shall have well-hardened and vigorous root systems that are not root-bound and without signs of root rot.

Replacement parts for the irrigation system, emitters, valves, piping, etc., shall be of the same manufacturer and model as the original existing equipment. Installation or repair of irrigation equipment shall conform to City Standard Details and the original project plans.

Minor irrigation repairs (\$200.00 or less) are the responsibility of the Contractor to repair immediately (within 24 hours) and shall be included in the monthly contract price.

The Parks Division Manager shall be consulted on all questions that may arise as to the quality and acceptability of materials.

SECTION 3. LANDSCAPE MAINTENANCE, GENERAL

The following maintenance specifications were prepared for maintenance personnel who possess a good working knowledge of basic horticultural practices and have hands-on experience with the tools, equipment, and materials required to perform all necessary operations in general landscape/grounds maintenance.

Maintenance personnel should be familiar with the "design intent" of the planter-bowls in order to spend their working time most efficiently.

To this end, it is suggested that the maintenance supervisor meet once monthly at a regularly scheduled meeting with the Parks Division Manager in order to evaluate the maintenance that is being performed and to suggest improvements to influence the ultimate success of the plantings.

SECTION 4. ANNUAL MAINTENANCE

At the Parks Division Manager's discretion, the following work may be performed annually or every two years: replacement of all plant materials, soil, and drip irrigation system renovation:

Planting: Remove and replace plants or root-prune and/or divide perennial plants as necessary to maintain plant vigor and reduce overall plant size to conform with design intent, or, if requested by the Parks Division Manager, one-gallon size perennial plants shall be replaced with new species.

Renovation of irrigation system: Inspect and evaluate all components of the irrigation system from the point where it enters the bowl or pedestal. Replace any worn or damaged parts with new ones. Ensure all leaks, weak joints, and damaged materials are repaired to new condition.

SECTION 5. QUARTERLY MAINTENANCE

Perform the following maintenance items four times yearly:

- A. Fertilization when replanting: Supply the manufacturer's data sheet for all fertilizer and soil amendments to the Parks Division Manager for approval prior to incorporation. The Parks Division Manager may, at their discretion, take and test soil

samples for fertility and other factors and suggest changes to soil chemistry. The contractor, at no additional cost, shall follow these recommendations. Supply Parks Division Manager with materials tags for verification of work.

- B. Annual replacement. Four (4) times each year (exact timing and species/colors to be agreed upon by City and Contractor) replace annual plants in the planter-bowls. The species and color of the annual plants may vary; the Parks Division Manager shall determine the container size and quantity. The plant material will be billed as “additional services” in accordance with the Unit Price Work schedule.

SECTION 6. MONTHLY MAINTENANCE

- A. Irrigation: All lateral lines shall be flushed out at least once per month after removing the last multi-outlet emitter or two at each end of the lateral line.
- B. Fertilization: Fertilize plants monthly, or as growth and color dictate, with a water-soluble 15-15-15 fertilizer equal to Jack’s Professional 15-15-15 Geranium. Rate shall be 200 ppm nitrogen.

A slow-release complete fertilizer, such as Apex 14-14-14 GAL-Xe or an approved equal, can be used instead of a soluble liquid fertilizer. Slow-release granular fertilizer shall be applied every three months at the low rate per the product label. The granular fertilizer should be scratched into the soil if possible, and a thorough overhead irrigation shall be made following fertilizer application. Avoid applying fertilizer to the base of main stems; rather, spread evenly under the plants.

SECTION 7. WEEKLY MAINTENANCE

- A. Checking of plant material, including, but not limited to, pruning, thinning, and pinching-back, is to be performed weekly on Mondays and Fridays from April 1 to November 30, and no less than twice monthly from December 1 to March 31. As directed by the Parks Division Manager, the Contractor shall take action to maintain plant size and shape to prevent overcrowding by aggressive species, prevent legginess, and promote or maintain the design concept.
- B. Irrigation: Visual checks of the irrigation system should be made on a weekly basis to ensure its proper operation. Check for any leaks, any loss or damage to equipment, proper operation of all emitters, and proper programming of the irrigation controller. Make any adjustments or repairs as necessary.

Once established, watering schedules should be reviewed and adjusted on a weekly to monthly basis as needed to accommodate variations in rainfall and evapotranspiration (loss of water by evaporation from the soil and through plant leaves). During the summer, plantings should be checked weekly to ensure that optimum soil moisture exists. Hand watering may be required to some planter-bowls in the most exposed (sun, wind) locations and planter-bowls with low water pressure. See Attachment VII for irrigation controller location and notes.

Weed Control, litter removal, spent flowers: Keep planter-bowls weed-free at all times. Litter and spent flowers should be removed no less than weekly from April 1 to November 30, and no less than twice monthly from December 1 to March 31.

Weeds that occur adjacent to the bowls as a result of bowl irrigation shall be controlled by the contractor as part of this contract.

- C. Replacement Plants: Dead plants and those in a state of decline should be replaced immediately (within 48 hours). Replacement plants should be of a size, condition, and variety acceptable to the Parks Division Manager.
- D. Insect & Disease Control: Maintain a reasonable level of control with approved materials. Insecticides and fungicides are to be approved prior to use by the Parks Division Manager.

SECTION 8. IRRIGATION SYSTEM CARE

All irrigation systems shall be checked and adjusted each spring and periodically throughout the growing season. Clean drip system filter screens as needed. Repairs to the irrigation system, including replacement of valves, heads, quick couplers, filters, lines, and risers are included in the Contractor's bid price. All heads and valves flagged for repairs shall be repaired within one watering period or two working days, whichever is shorter. Necessary repairs to clocks, wiring, or system modifications will be brought to the attention of the City for authorization to proceed with repairs or replacement. Cost estimates shall be provided by the Contractor. All repairs to the irrigation system shall be made within one watering period or within two working days from observation of damage. If repairs take longer than that, the contractor is responsible for hand watering the plant material as necessary to keep it in a healthy, unstressed condition.

- A. Any damages to the system caused by Contractor's operations shall be repaired without charge to the City. Repairs shall be made within one watering period or immediately upon discovery. Upon notification from the City of the damage, it shall be repaired within one watering period or within two working days, whichever is shorter. Contractor shall report such damage immediately to the City.
- B. Accidental damage, such as reported cases of vandalism, shall be reported promptly to the City, together with an estimate of costs for repairs. This also applies to changes and additions needed. Faulty electrical controllers shall be reported to the City, and upon approval, repairs shall be made by the Contractor under "additional services". In any case, repairs shall be made within one watering period or within two working days, whichever is shorter.
- C. In early spring (February/March), Contractor shall check all systems for proper operation. Lateral lines shall be flushed out after removing the last sprinkler head or two at each end of the lateral. All heads are to be adjusted as necessary for unimpeded coverage.

- D. Set and program the irrigation controller for seasonal water requirements. Give the City's representative a key to the controller and instructions for turning off the system in an emergency.
- E. The irrigation system shall be adjusted as necessary to prevent overspray onto paved areas and run-off down the gutters. Contractor shall be specifically responsible for identifying areas of inadequate coverage, over-watering, and system malfunctions, and making proper adjustments or repairs. Contractor shall adjust times to provide the necessary water. Multiple repeat cycles shall be utilized as needed to provide the best irrigation efficiency.
- F. Repair and replace as necessary, the irrigation system and all its piping from the backflow prevention device to each of the irrigation heads. It is understood that throughout the life of the project, incidental replacement of irrigation heads and risers, quick couplers, valves, and piping will be necessary due to vandalism, vehicle damage, malfunction, and so on. Repair and/or replacement of all damaged sprinkler heads and riser assemblies, quick couplers, valves, and piping are a part of this contract, at no additional cost to the City. In the cases of major vandalism resulting in damages over \$200.00 in materials, submit an estimate with a copy of the Public Safety report. Provide a receipt for materials as verification for reimbursement.
- G. Maintain in good condition all automatic sprinkler valve boxes and their cover lids. This includes removing any plant growth and excessive dirt or debris from inside the box so that the valve is completely exposed. Standing water in the valve boxes shall not be allowed to remain permanently.
- H. All valves should be kept in such condition that they are able to be manually operated at the box by the air bleed petcock.
- I. The height of all sprinkler control boxes shall be maintained at approximately one-half (1/2) inch above the surface of the surrounding grade.
- J. Repair and replace all quick-coupling valves and lines that are not operating properly.
- K. Repairs to the irrigation controller, wiring, or necessary system modifications shall be the Contractor's responsibility; however, they are considered "additional services". A cost estimate shall be provided to the City and such repairs shall be approved by the City prior to initiation.
- L. Moisture in soil shall be checked with a soil probe to determine moisture requirements for all plant areas.
- M. The costs of parts to replace stolen or vandalized sprinkler heads are considered as a part of this contract unless the cost of the incident exceeds \$200.00 in materials, and such incident has been reported to the City.

SECTION 9. TRASH RECEPTACLE LID CLEANING

Once per week, clean the lids of all the litter receptacles located on Main Street. Cleaning includes a thorough wipe-down of the surface plus removal of material such as gum, food matter, etc., by a process that does not damage the painted surface.

SECTION 10. WORK NOT INCLUDED

- A. Accidental damage, vandalism, or other damage not resulting from Contractor's negligence or operations shall be reported promptly to the City, together with an estimate of costs for repairs. This also applies to changes and additions needed. Faulty irrigation controllers shall be reported to the City, and upon approval, repairs shall be made at the City's expense.
- B. Repairs or replacement of losses and damages beyond Contractor's control, except with City's approval and agreement to purchase.
- C. Annual or bi-annual, at the City's discretion, replacement of all plant materials. Plant materials will be charged at the unit costs set out in the Bid Form/Rate Sheet.

SCOPE OF WORK

Blowing of Main Street Sidewalk, Curbs, and Gutters

(These Special Provisions are to be used in conjunction with the City Standard Specifications and Standard Details)

SECTION 1. DESCRIPTION OF WORK, GENERAL

The work to be performed consists of twice-weekly blowing of Main Street sidewalks, curbs, and gutters in areas specified in Attachment V. Additional blowing to be performed as requested for special Main Street events and will be billed as “additional services”.

SECTION 2. CLEANING STANDARD

The storefront-to-curb is blown out to the street, and the turn pockets are blown out so the street sweeper can collect debris. No debris is to be left on the sidewalk. One worker on each side of the street to perform the task.

SECTION 3. SERVICE TIME

Service is to begin at 157 Main Street and work toward the Pleasanton Hotel. *Blowers must be run at the lowest speed within 100 feet of the Rose Hotel located at 807 Main Street.* Service time will be from 6:00am – 6:45am and will be completed in coordination with the contact street sweeper.

SECTION 4. EQUIPMENT

Battery-powered blowers are to be utilized for this scope of work (and for the entire contract per the City’s gas-powered blower ban). This is to mitigate the noise and impact on the surrounding neighborhoods. Contractor is responsible for charging all batteries off-site at their maintenance facility. Portable generators are not allowed for charging batteries.