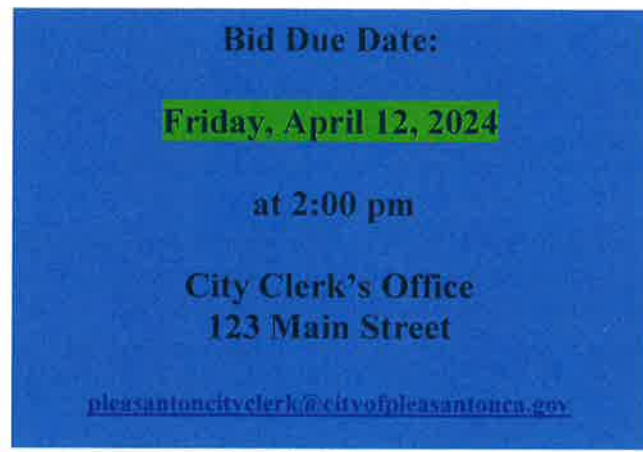


PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS (RFP) #PWD-24-301

**“AS NEEDED SERVICES FOR
PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION”**



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

APPROVED

A handwritten signature in blue ink that reads "Adam Nelkie".

Adam Nelkie
Acting Director of Public Works

I. INTRODUCTION

The City is seeking qualifications from experienced licensed contractors to perform routine, and potential emergency “As-Needed Services” related to park, trail, and median maintenance/repairs and renovations of the City’s infrastructure. Emergency response is work needed to be performed in a timely manner for public safety concerns, due to a traffic accident, a weather event and/or when an urgent request or an emergency is declared by City staff, local or state officials. We encourage your company to submit a proposal(s) based on the categories outlined below. You are invited to bid on any of the services, separated by categories, which your company is qualified to perform. The City will be awarding several contracts in each category to effectively maintain community infrastructure for three (3) years beginning July 1, 2024. By mutual agreement both parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement.

The Public Works Department, Parks Division, has 31 full-time employees and six temporary employees that maintain over 385 developed acres of parkland at 46 sites, city facility landscape maintenance, and 1,016 acres of open space which includes 23 miles of trails. In addition, staff maintain trails, sports fields, tennis courts, picnic and play areas, and City facilities. The division is also responsible for the management of the City’s urban forest, weed abatement, street median maintenance and irrigation, renovation and repair projects and contract management.

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION

The City is looking for support in the following categories:

- LANDSCAPE MAINTENANCE – shrub pruning, mulch application, herbicide application, mowing and edging
- LANDSCAPE SERVICES/RENOVATION – irrigation repairs, planting and hardscaping
- WEED ABATEMENT – flail mowing and discing for open spaces
- TRAIL MAINTENANCE SERVICES – natural trail surfaces
- TREE WORK SERVICES – tree pruning, tree removals, & stump grinding
- FENCE INSTALLATION AND REPAIRS – for variety of types of fences/walls

II. SUBMITTAL PROCESS

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

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By mail to City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk’s Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov

Deadline: Friday, April 12 2024

Please reference the Title and Project Number for all Submittals

**“As Needed Services for Park, Trail and Median Maintenance/Renovations”
Project No. PWD 24-301**

Qualifications and Bid proposals shall include completed Bid Response Package with the following: Contractor Information, Work Experience, Scope of Services with Rate Sheet, and any Additional Information deemed relevant by the Contractor.

III. PROCURMENT SCHEDULE

Invitation for Bids:	March 18, 2024
Bids Due:	April 12, 2024
Bid review Period:	April 15 – April 19, 2024
Presented to City Council	May 21, 2024
Begin Services:	July 1, 2024

IV. SELECTION PROCESS

It is the City’s intention to qualify multiple contractors in each category to perform potential as-needed services and emergency services. Selection shall be based on the most qualified contractors in terms of work experience, list of references, as well as offering the most competitive rates.

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.

Bids received after the time established for receiving bids will not be considered.

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.

For questions, please contact Daniel Villasenor, Management Analyst, Public Works Department at dvillasenor@cityofpleasantonca.gov

V. AGREEMENT TERMS

The term of this agreement commences on July 1, 2024 and expires three years from that date. The parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement. The rates shall remain firm during the first year of the Agreement. For the

second or subsequent years of the Agreement, the cost of each one-year term may 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 May 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).

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

- A signed copy of the City's standard Maintenance and Trade Services Agreement
- Certificates of Insurance, with Endorsement letter naming the City as additional insurer
- Evidence of a current business license to conduct business in the City of Pleasanton
- Completed W-9 Form for all new contractors

VI. SPECIAL PROVISIONS & REQUIREMENTS

Insurance: Contractor and Sub-contractors 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 Agreement (**Attachment II**).

Rate Sheet (Exhibit A): Each agreement will have a specified not to exceed amount on an annual basis. Rate Compensation for services rendered will be on a time and material basis or a designated measure based upon each contractor's provided rate schedule, which shall include regular time, overtime, and emergency call outs. No work shall be performed unless approved by the City's designated project manager. Rate sheets must be updated at the beginning of each fiscal year with the Management Analyst.

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 sub-contractors 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 sub-contractors 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 contractor or sub-contractor 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 any contract entered into without proof that the bidder and its sub-contractors 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).

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 designated Project 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 invoice. Rates included on the invoice must match the 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.

Task Authorization: When services are estimated to be over \$60,000, Contractor will submit a written estimate detailing the cost to perform the requested work or services, the City will then issue a Task Authorization letter as a guide for reimbursement once the scheduled work is completed and to the satisfaction of the City. If authorized work exceeds the initial estimate or City requests additional services, Contractor is to notify the City of the additional cost and the City will provide an amended Task Authorization. No work shall be performed unless approved by the City's designated project manager.

Project Manager: Designated City representative or Project Manager will determine satisfactory work performance. Contractors will clean facilities, stations, roadways, and any other areas littered or soiled by their maintenance/repair operations and/or equipment.

City of Pleasanton's Standard Specifications and Details (November 2016): To the extent applicable, all projects shall adhere to the City of Pleasanton's [Standard Specifications and Details](https://www.cityofpleasantonca.gov/our-government/public-works/engineering/) (November 2016) which can be accessed (see link below). The purpose of these Specifications is to provide minimum standards for materials used of construction for the City's public infrastructure. <https://www.cityofpleasantonca.gov/our-government/public-works/engineering/>

Permits: Contractor will be responsible to obtain all necessary permits to perform work (encroachment, building, etc.), if necessary, and a scheduled of inspection, Underground Service Alerts, and a current Cal-OSHA excavation permit (the City of Pleasanton will notify USA for emergency work only).

Identification: Contractor’s crews 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 travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Traffic Control: Contractor shall conduct its operations as 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. Contractor shall furnish, erect, and maintain enough warning and directional signs, safety cones, sign boards, barricades and lights, and furnish sufficient flaggers to give adequate warning to the public at all times that the road or street is under construction, as prescribed by the Department of Transportation.

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.

EXHIBITS/ATTACHMENTS:

ATTACHMENT I – BID RESPONSE PACKAGE

EXHIBIT A – SCOPE OF SERVICES/RATE SHEETS

ATTACHMENT II – SAMPLE OF AGREEMENT

ATTACHMENT I – BID RESPONSE PACKAGE

BID SUBMITTALS

Contractors must complete each Scope of Services/Rate Sheet form in its entirety to be considered for each type of work you are bidding on. With multiple services being offered and the City will be accepting multiple Contractors for each specific service, a Contractor may submit as many rate sheets as they are qualified and interested in performing for the City.

Submitted bid shall contain the following:

- CONTRACTOR INFORMATION**: name, address, year established, former names (if applicable), applicable licenses, contacts and signatures of principals of company.
- WORK EXPERIENCE/REFERENCES**: 3 references for work or services that have been completed by your company in the last three years within the Bay Area or San Joaquin Valley. Work experience shall be submitted for each category, if submitting multiple rate sheets.
- SCOPE OF SERVICES/RATE SHEET (EXHIBIT A)**: a completed section for each of the scope of services for which the contractor is bidding including name, signature, and billable items within the rate sheet. Note: This invitation attempts to use proper trade names for each service. Bidding contractors are required to add, delete or correct in “**Labor**” and “**Equipment**” category tables. If applicable Contractor may supply their own customized rate sheet, which will be attached to existing scope of services.
- ADDITIONAL INFO**: Any additional information deemed necessary or relevant 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.

IMPORTANT NOTICE: If contractor or other interested person is a corporation, give 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: (Company Name)		Year Est.:
BUSINESS ADDRESS:		
WEBSITE:		
DIR REGISTRATION NUMBER:	*DIR # must match the Company Named mentioned above	
APPLICABLE LICENSE(S) #:		
SUBMITTED BY:	Name: Title:	
TELEPHONE:	Office: Cell:	
EMAIL:	Email: Email:	

SIGNATURE: _____ DATE: _____

TITLE: _____

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)

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 or San Joaquin Valley. Examples are to be of a similar type as the type of work you are bidding on and with a public agency. Please provide a list of references of (3) on a separate sheet of paper if different than the ones listed below.

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:	

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION “LANDSCAPE MAINTENANCE”

SCOPE OF SERVICES

The City is requesting an experienced contractor to perform routine landscape maintenance work in City parks and street median areas on an as-needed basis. There are three (3) areas for contractors to bid on within this section:

1. Contractors will supply trade names and hourly rates associated with the tasks of general landscape maintenance including: general leaf and debris clean-up, general shrub pruning and trimming, mulch application, and infill planting.
2. Contractors will supply hourly rates associated with the tasks of Applying Herbicides. Applications are to be performed by personnel having a valid Qualified Applicator License (QAL) or under the supervision of an individual having a valid QAL.
3. Contractors can provide a unit cost for Mowing and Edging Services they will provide.
4. Contractors will need a C-27 license for this Scope of Services.

RATE SHEET

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. For items below, assume all vehicles, tools, equipment, supervision, and overhead necessary, unless noted. Rates are to be on-site productive time only and are to include any clean-up and disposal costs due to work.

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.

Contractor's Labor Rates (Hourly) for General leaf and debris clean-up, Shrub pruning and trimming, Mulch application, and Planting

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Operator	\$	\$	\$
Apprentice/Laborer	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$

"LANDSCAPE MAINTENANCE (Continued)"

Contractor's Labor Rates (Hourly) for Herbicide application, backpack application and tank and hose/boom application.

Position Description	Regular Time	Overtime
Backpack Application	\$	\$
Tank Mix and Hose/Boom Application	\$	\$
Other:	\$	\$

Contractor's Rate for Mowing and Edging Services

Equipment	Unit of Measure (UOM)	Rate
21-inch Walk-Behind	Square Foot	\$
3-foot Wide Mower	Square Foot	\$
3-8 feet Wide Mower	Square Foot	\$
12 feet Wide or Greater Mower	Acre	\$
Turf Edging	Linear Foot	\$

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%
*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%

***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.
Mark Ups will remain the same for the term of the Agreement.
Rentals of Equipment must be pre-approved by City Project Manager.**

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION “LANDSCAPE SERVICES/RENOVATION (IRRIGATION, PLANTING AND HARDSCAPE)”

SCOPE OF SERVICES

The City is requesting an experienced and licensed, (C-27 required) contractor to perform routine landscape services with work to possibly include; playground apparatus installation, irrigation repairs and planting and hardscaping renovation work in City parks and street median areas on an as-needed basis. All work is to be performed to current [City Standards and Specifications](#) dated November 2016. Rates are to be on-site productive time only and are to include any clean-up. Disposal costs due to work can be submitted for reimbursement with disposal site receipt included with invoice. There is no mark-up for disposal costs.

RATE SHEET

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.

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.

Contractor's Labor Rates (Hourly)

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Operator	\$	\$	\$
Apprentice/Laborer/Pipe Layer	\$	\$	\$
Truck Driver	\$	\$	\$
Construction Laborer	\$	\$	\$
Light Carpentry	\$	\$	\$
Concrete Finisher	\$	\$	\$
Other:	\$	\$	\$

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Skid Steer Loader		\$
Excavator - Mini		\$
Excavator		\$

**"LANDSCAPE SERVICES (IRRIGATION, PLANTING AND HARDSCAPE)"
(Continued)**

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Backhoe Loader		\$
Truck & Hand Tools		\$
Compressor w/Tools		\$
Wacker		\$
Portable Water Tank		\$
Arrow Board		\$
Traffic Cones		\$
Barricades		\$
Dump Truck		\$
Concrete/Asphalt Saw		\$
Other:		\$
Other:		\$
Other:		\$

Attached additional equipment rate sheets if needed.

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%
*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%

***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.
Mark Ups will remain the same for the term of the Agreement.
Rentals of Equipment must be pre-approved by City Project Manager.**

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION “WEED ABATEMENT”

SCOPE OF SERVICES

The City is requesting an experienced contractor to perform routine weed abatement work including flail mowing, discing, herbicide spraying, general vegetation trimming handwork (along fence lines and ditches for example), and drill seeding in designated open space areas.

Contractors will supply hourly rates associated with the tasks of Applying Herbicides. Applications are to be performed by personnel having a valid Qualified Applicator License (QAL) or under the supervision of an individual having a valid QAL.

RATE SHEET

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.

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.

Contractor's Labor Rates (Hourly) for vegetation trimming handwork

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Laborer	\$	\$	\$
Other:	\$	\$	\$

Contractor's Labor Rates (Hourly) for Herbicide application, tank and hose/boom application.

	Regular Time	Overtime
Tank Mix and Hose/Boom Application	\$	\$
Other:	\$	\$

Contractor's Equipment Rates (per acre)

Scope of Work	Size and Model of Tractor	Rate per Acre
Tractor Discing		\$
Tractor Mowing/Flail Mowing		\$
Tractor Grading (+ or – 2-inches)		\$

"WEED ABATEMENT" (Continued)

Contractor's Equipment Rates (per acre)

Seed Bed Preparation, not including seed	N/A	\$
Seeding Drill-In, not including seed	N/A	\$
Seeding Broadcast, not including seed	N/A	\$
Other:		\$
Other:		\$
Other:		\$

Attached additional equipment rate sheets if needed.

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%
*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%

***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.
Mark Ups will remain the same for the term of the Agreement.
Rentals of Equipment must be pre-approved by City Project Manager.**

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION “TRAIL MAINTENANCE SERVICES”

SCOPE OF SERVICES

The City is requesting an experienced and licensed contractor to perform natural surface trail maintenance and repair services on an as-needed basis. Contractor shall be experienced in constructing both trails and trail design elements to the specifications and details from the U. S. Forest Service's "National Trails Drawings and specifications (EM-7720-103) Sept. 1996" available at

https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5360055.pdf

RATE SHEET

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.

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.

Contractor's Labor Rates (Hourly)

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Operator	\$	\$	\$
Truck Driver	\$	\$	\$
Apprentice/Laborer	\$	\$	\$
Other:	\$	\$	\$

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Skid Steer Loader		\$
Excavator - Mini		\$
Excavator		\$
Backhoe Loader		\$
Truck & Tools		\$
Compressor w/Tools		\$
Wacker		\$
Portable Water Tank		\$
Arrow Board		\$

"TRAIL MAINTENANCE SERVICES (Continued)"

Contractor's Equipment

Traffic Cones		\$
Barricades		\$
Dump Truck		\$
Concrete/Asphalt Saw		\$
Misc. Tools		\$
Other:		\$
Other:		\$
Other:		\$

Attached additional equipment rate sheet(s) if needed.

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%
*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%

***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.
Mark Ups will remain the same for the term of the Agreement.
Rentals of Equipment must be pre-approved by City Project Manager.**

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION "TREE WORK SERVICES"

SCOPE OF SERVICES

The City is requesting an experienced and licensed tree contractor to perform tree pruning, tree removals, stump grinding and emergency tree work.

The Contractor shall furnish all personnel, supplies, and materials needed for the completion of the assigned project. Contractor is responsible for supplying all necessary equipment and tools to perform the assigned work, whether owned or rented from a third party. Contractor will be responsible for removing and disposing of any tree debris waste (rounds, logs, unchipped brush). Wood chips generated by approved tree work can be dumped at the Operations Service Center (OSC) at no charge.

Contractor's crews should be identified either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed.

Pruning

Contractor will make arboriculturally appropriate pruning cuts. Pruning shall adhere to the following accepted practices:

- All pruning shall be performed by in accordance with International Society of Arboriculture pruning guidelines and shall comply with the guidelines established by the International Society of Arboriculture, Best Management Practices, Tree Pruning, current edition.
- Pruning tools used in making pruning cuts shall be sharp.
- A pruning cut that removes a branch at its point of origin shall be made close to the trunk or parent limb, without cutting into the branch bark ridge or collar or leaving a stub.
- A pruning cut that reduces the length of a branch or parent stem should bisect the angle between its branch bark ridge and an imaginary line perpendicular to the branch or stem.
- The final cut shall result in a flat surface with adjacent bark firmly attached.
- When removing a dead branch, the final cut shall be made just outside the collar of living tissue.
- Tree branches shall be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property.
- Branches too large to support with one hand shall be pre-cut to avoid splitting the wood or tearing the bark (three-cut method). Where necessary, ropes or other equipment shall be used to lower large branches or portions of branches to the ground.
- A final cut that removes a branch with a narrow angle of attachment should be made from the outside of the branch to prevent damage to the parent limb.
- Severed limbs shall be removed from the crown upon completion of the pruning, at times when the tree would be left unattended, or at the end of the workday.

Tree Removals

Trees shall be removed in a safe and controlled manner. The Contractor shall carefully consider relevant factors pertaining to the tree and site and shall take appropriate actions to ensure a safe removal operation.

"TREE WORK SERVICES (continued)"

Factors to include may be, but are not limited to, tree decay, tree lean, and wind. This is especially important as space adjacent to homes can be limited.

Supervision and Communication

A supervisor/foreman representing the contractor shall be readily available to meet with the Project Manager or Designee as needed for the purposes of inspecting work, correcting problems and conflicts, and coordinating work schedules.

Damages

All damages to private fencing, homes, backyard items, or ruts left by equipment shall be reported by the Contractor to the City and will be repaired or replaced by the Contractor at no additional cost.

Safety

All OSHA Safety Requirements must be adhered to by the Contractor and/or any subcontractors while on-site.

Contractor's License Classification

As Identified by the Contractors State License Board, the City has determined that at the time of bid, the Contractor shall possess a D-49 Tree Service Contractor license.

RATE SHEET

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.

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.

Contractor's Labor Rates (Hourly). Rate to include an aerial device (bucket truck) up to 55 ft, chip truck or combo unit, and chipper.

Position Description	Regular Time	Overtime	Emergency Callout
Crew Leader/Tree Foreperson	\$	\$	\$
Tree Trimmer/Climber	\$	\$	\$
Groundperson/Laborer	\$	\$	\$
Other:	\$	\$	\$

"TREE WORK SERVICES (continued)"

Specialty Equipment rates (Hourly). Rate to include equipment operator.

Equipment	Regular Time	Overtime	Emergency Callout
Crane: Model/Size _____	\$	\$	\$
Crane: Model/Size _____	\$	\$	\$
Aerial Lift Device (Bucket Truck) > 55 ft.	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$

Attached additional equipment rate sheets if needed.

Stump grinding rate (Hourly). Rate to include equipment and operator.

	Regular Time	Overtime	Emergency Callout
Stump Grinding	\$	\$	\$
Other:	\$	\$	\$

Attached additional equipment rate sheets if needed.

Tree Planting

Size	Unit Price (Each)
15-gallon tree	\$
24-inch box tree	\$
36-inch box tree	\$

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%
*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%

***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.**

Mark Ups will remain the same for the term of the Agreement.

Rentals of Equipment must be pre-approved by City Project Manager.

Contractor Name: _____

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

PARK, TRAIL, AND MEDIAN MAINTENANCE/RENOVATION “FENCE INSTALLATION AND REPAIRS”

SCOPE OF SERVICES

The City is requesting an experienced licensed contractor to perform routine fence installations and repairs “as required” on a scheduled and 24-hour emergency basis including overtime if required. This work could be required on any City owned or operated property, including remote areas such as creeks or canals. All types of fencing could be required including but not limited to precast walls, chain link, wood, wrought iron, vinyl, block, and T post.

RATE SHEET

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.

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.

Contractor's Labor Rates (Hourly)

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Bobcat Operator	\$	\$	\$
Truck Driver	\$	\$	\$
Laborer	\$	\$	\$
Other:	\$	\$	\$

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Truck & Hand Tools		\$
Other:		\$

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%

“FENCE INSTALLATION AND REPAIRS (continued)”

*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%
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***Special Notes: All receipts/invoices/price verification must be provided with these mark ups.
Mark Ups will remain the same for the term of the Agreement.
Rentals of Equipment must be pre-approved by City Project Manager.**

Contractor Name:

Signature: _____