



City of Carson
Purchasing Division
701 E. Carson Street
Carson, CA 90745

INVITATION FOR BIDS (IFB) NO. 24-03

Notice is hereby given that the Purchasing Manager of the City of Carson will accept bids for:

MOWING AND LANDSCAPE MAINTENANCE SERVICES

ISSUE DATE:	02/01/24
QUESTIONS DEADLINE:	02/08/24 02:00 PM
BID DEADLINE:	02/15/24 11:00 AM

BIDS MUST BE SUBMITTED ELECTRONICALLY

REGISTER AS A VENDOR AND SUBMIT ELECTRONIC BIDS AT:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

No late bids will be accepted. Bids received after the deadline established will not be considered. Bidders are strongly encouraged to carefully read the entire IFB and are solely responsible for the timely submittal of complete bids. The City reserves the sole right to evaluate the bids submitted, waive any irregularity therein, approve sub-consultants (if applicable), and select or reject bids, should such action be deemed in the best interests of the City.

All questions or requests for interpretation regarding this solicitation must be submitted online through PlanetBids by the date and time specified. Any City response for this solicitation not submitted through PlanetBids is unauthorized and will be considered invalid. Any attempt to lobby members of the Carson City Council, or City of Carson staff during the release of the solicitation and the announcement of the award determination, may result in disqualification from the selection process. Please note submissions are not confidential and are subject to release in response to a public records request opening of bids.

Please note, in the event of a conflict between any details included in this IFB and any details in PlanetBids, this IFB 24-03 shall control and govern.

To view other bidding opportunities from the City of Carons, please visit:

<https://ci.carson.ca.su/Finance/Bidding.aspx>

**IFB No. 24-03
MOWING AND LANDSCAPE MAINTENANCE SERVICES**

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A. SUMMARY

The City of Carson reserves the right to make changes in this IFB as it may deem appropriate. Any and all changes in the IFB will be made by written addenda which will be issued via PlanetBids. No oral changes will be permitted. Addenda issued during the bid process shall become a part of the original bid. All bids must be submitted by the date and time established for the opening of bids. Bids submitted after such required date and time will be returned unopened to the sender. The City of Carson reserves the right to take any action considered to be in the best interest of the City of Carson.

No bid may be withdrawn for a period of 90 days once bids have been opened by the Purchasing Manager or assigned designee.

No contract exists on the part of the City until the City Council has made the award and a contract has been fully executed. The award, if made, will take place approximately 90 days after the scheduled bid opening date.

The City reserves the right to reject any and all bids received or any parts therein, and to be the sole judge of the merits of each bid received.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the bidder's responsibility to ensure its bid documents are properly and timely uploaded onto the City's online bid management system. Bids that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the bidder's sole responsibility to contact the City's online bid management provider (PlanetBids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this IFB solicitation must be submitted online through PlanetBids within the date and time specified. Bidders are not to contact City personnel or Elected Officials with any questions or clarifications concerning this IFB other than through PlanetBids, as only the Purchasing Manager may be contacted. Any City response for this IFB that is not posted through PlanetBids is unauthorized and will be considered invalid. Bidders are solely responsible for "on time" submission of their electronic bids. The Bid Management System will not accept late bids and no exceptions shall be made. Bidders will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting "withdraw."

B. SPECIFIC BID REQUIREMENTS

All bids in response to this IFB must be submitted electronically on PlanetBids no later than the due date and time established. Please allow sufficient time to prepare, scan and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of bid after the designated deadline. Any technical questions regarding use of PlanetBids must be directed to PlanetBids. Faxed, emailed, or delivered bids will

not be accepted.

Bidders will be required to complete “item” fields in PlanetBids that include description, quantity, and price. In addition to completing all required fields in PlanetBids, bidders will be required to upload the following supplemental documents. Each supplemental document must be numbered in accordance with the following table.

Required Bid Sections and Documents		
1	Company Certification and Personnel Verification Certification, on company letterhead that the person submitting the bid is authorized to contract on behalf of the prospective vendor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If bidder is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State.	Required
2	Client Reference List Governmental entities preferred. Include client contact information and a brief description of the product provided to each client. Minimum of three (3) references. (download from PlanetBids)	Required
3	Subcontractor List (if applicable) Include the subcontractor’s qualifications and the nature and extent of work to be performed by each subcontractor	Required if Applicable
4	Modification, Changes or Exceptions to the City’s Contract Services Agreement Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing	Required if Applicable
5	Cost Include all relative pricing information	Required
6	Affidavit of Non-Collusion and Non-Discrimination (download from PlanetBids)	Required
7	Affidavit of Non-Federal Lobbyist Requirements (download from PlanetBids)	Required
8	Debarment and Suspension Certificate (download from PlanetBids)	Required
	Acknowledgement of Insurance Endorsement (download from PlanetBids)	Required
9	Contract Services Agreement (for reference only download from PlanetBids)	Required upon contract Award

Every document uploaded to PlanetBids must include bidder name and **IFB No. 24-03**.

c. QUESTIONS AND ADDENDA

All project scope questions must be posted to PlanetBids by the date and time established.

The City will coordinate responses and post them to PlanetBids five (5) days prior to the bid deadline for all interested bidders to review.

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addenda, which will be posted to PlanetBids no later than five (5) days prior to the bid deadline. The City reserves the right to extend the bid deadline.

Type of Question	Contact	Contact Info
Those related to the Project	PlanetBids	Post directly to PlanetBids
Use of PlanetBids	PlanetBids	(818) 992-1771
City’s Purchasing Process	Josilla Togiola Purchasing Manager	jtogiola@carsonca.gov (310) 830-7600 ext. 1237

D. BIDDER QUALIFICATIONS

Bidders must meet the following minimum qualifications outlined below. Bidders who do not meet the minimum qualifications will be disqualified.

1. Contractor and any subcontractors must possess valid California Contractor licenses for the work required by this job, at minimum, contractor and any subcontractors must possess a current C-27 landscaping contractor license; and have qualified personnel who have prerequisite knowledge and experience to perform the required work, and are legally able to do so.

2. Contractor and any subcontractors must have workers compensation insurance.

3. Contractor and any subcontractors must be registered with the California Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5. Contractors and any subcontractors are responsible for maintaining active registration with the DIR for the duration of the contract. Pursuant to Labor Code Section 1773, this work is subject to prevailing wages as established by the DIR for the locality in which the public work is to be performed for each craft, classification or type of worker needed to perform the contract. Refer to the California DIR’s website, <http://www.dir.ca.gov/dlsr> for such prevailing wages and additional information. Certified payrolls must be submitted to the DIR online portal.

Awarded contractor and subcontractors (if applicable) must pay the City’s business license tax and submit required insurance documents prior to execution of the contract

E. PROJECT LOCATION & SCHEDULE

Job location: Citywide – As outlined in Scope of Work

Job Work Schedule: As outlined in Scope of Work

Anticipated Project Schedule (*subject to change*):

Issue IFB	January 2024
Bid Due Date	February 2024
Award of Contract	February 2024

Contract Execution & Notice to Proceed	March 2024
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F. INSURANCE REQUIREMENTS

The selected bidder must comply with the insurance requirements detailed in the Contract Services Agreement and below. The Acknowledgement of Insurance Endorsements must also be signed and submitted as part of the bid. Failure to submit may result in City rejecting the bid as being materially non-responsive to this IFB.

If a bidder believes any of City's proposed insurance is not appropriate for any reason and/or the requirements warrant an adjustment, City invites submission of a written request with explanation of the same to be submitted prior to 10 days before the bid deadline. City will review the request and if appropriate, will issue an amendment to the insurance requirements as a written addendum.

Certificate of Insurance:

Shows GL, Auto, Work Comp and Professional Liability coverages with valid effective dates

General Liability: Add'l Insured and Waiver of Subrogation must be checked.

Auto Liability: Add'l Insured and Waiver of Subrogation must be checked.

Workers Compensation: Waiver of Subrogation must be checked. * - if applicable

Description of Operations:

1. City of Carson, its elected and appointed officers, employees, volunteers and agents are additional insured on GL and Auto policies.
2. GL is Primary and Non-Contributory.
3. Waiver of Subrogation endorsement in favor of City of Carson OR in favor of additional insured.

Certificate Holder: City of Carson, 701 E Carson Street, Carson, CA 90745

Insurance Carriers: AM Best rating A- VII or Better

General Liability Provisions:

Coverage form ISO CGL CG 00 01. Minimum limits \$1MM per occurrence/\$2MM aggregate

GL Endorsements:

1. City of Carson, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Primary and Non-contributory endorsement.
3. Waiver of Subrogation endorsement in favor of City of Carson.

Automobile Liability Provisions:

Coverage form ISO CGL CG 00 01. Minimum limits \$1MM per occurrence/\$2MM aggregate

Auto Insurance Endorsements:

1. City of Carson, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Waiver of Subrogation endorsement in favor of City of Carson.

Worker's Compensation Provisions:

Coverage for statutory limits for workers compensation. Minimum limit of \$1MM for Employer Liability.

WC Endorsements:

Waiver of Subrogation endorsement in favor of City of Carson

G. PRICING

Bidders shall provide everything necessary, at their own expense including, but not limited to, labor, prep work, materials, supplies, parts, tools, and equipment required to provide the required products and to dispose of materials.

The lump sum bid price must include all necessary materials and fees to provide the required vehicles. Permits, licenses and fees must be obtained at the awarded Bidder's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total bid price.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

H. BID OPENING, DOCUMENT REVIEW AND AWARD OF CONTRACT

All bids will be opened publicly by the Office of the City Clerk, via PlanetBids, on the date and time established. Bid results will not be given out via telephone, or facsimile. Bid documents must be submitted on time and meet the minimum requirements outlined in the Specifications/Cost Sheet.

Once award is determined, a Notice of Intent to Award will be issued via email to all participants of this IFB.

Bid protest procedures may be obtained from Purchasing. Protests must be submitted within five (5) business days following the electronic notification of intent to award.

No contract exists until the City Council has made the award, and the Contract Services Agreement has been fully executed.

I. SPECIFIC EVALUATION CRITERIA FOR AWARD OF CONTRACT

Award to Lowest Responsive and Responsible Bidder. Unless all bids are rejected as provided in the City's purchasing ordinance, the contract shall be awarded to the lowest responsible and responsive bidder. "Lowest responsible and responsive bidder" means the bidder who submits the lowest monetary bid that responds to the terms upon which bids were requested, and who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. CMC §2610(i).

Equal Bids. If prices quoted or received in two (2) or more sealed bids are equally the lowest bidder, including application of the local preference pursuant to CMC [§2611.1](#), then a bidder may be chosen that is deemed to serve the best interest of the City pursuant to CMC

§2610(j).

The City will use the following criteria to evaluate bids:

Evaluation Criteria

A. Demonstrated Understanding of Work Requested and Ability to Provide Requested Services (the Scope of Services)	20
B. Quality of Firm and Professional Staff, Technical Skill, Experience, Performance and Approach	20
C. Demonstrated Familiarity with City, County, and State procedures	20
D. Proposer and Professional Staff References, Satisfaction of Clients	20
E. Completeness and Quality of Bid	20
TOTAL:	100 poss.

A minimum score of 70 points will be needed for a bidder to be deemed responsible. From among all such bidders, City will select the lowest responsive bid for award of the contract.

The City may request a qualification interview with the highest ranked bidders(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This IFB does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the IFB. All responses to this IFB become the property of the City.

PROJECT SCOPE OF WORK

Mowing and Landscape Maintenance Services

1. GENERAL

The Work to be done under this Contract shall include furnishing all labor, materials, fuel, and equipment necessary for the provision of the turf and park maintenance services as set forth in the contract, including the attachments hereto, for various City parks, facilities, City Hall and the Community Center.

1.1 Contractor shall have the duty to mow and edge all turf areas located at City parks and facilities listed in Exhibit A and blow and or sweep any visible grass clippings on sidewalks and hardscape as part of normal maintenance as specified in the contract. Maintenance frequencies shall be those specified in this contract. A general table of the minimum maintenance frequencies is shown in Exhibit B.

1.2 Contractor shall not work or perform any operation, particularly during periods of inclement weather, which may destroy or damage vegetation, ground cover, or turf areas. The Community Services Director, or designees, shall have the authority to suspend the work, wholly or in part, for such period as he/she may deem necessary, due to unsuitable weather or other conditions considered unfavorable for the suitable prosecution of the work.

1.3 Contractor shall be required to assign a designated English-speaking foreman as Project Manager. This individual will be the contact person for this project and must be available to respond to inquiries, walkthroughs, and inspections of the service contract as required. The project Manager shall be on site for a minimum of fifteen (15) hours per week. At least one member of any maintenance crew at each maintenance area shall be able to read and speak English fluently. All Contractor's personnel shall wear and maintain presentable uniforms complete with a nametag.

1.4 The designated foreman shall perform a maintenance inspection weekly of all areas within the maintenance areas.

1.7 Contractor shall schedule his operations so as not to interfere with the public's use of the maintenance areas. The contractor shall conduct its operations to provide the maximum safety for the public and to offer the least possible obstruction and inconvenience to the public, or disruption to the peace and quiet of the area around which the services are performed.

2. AREA TO BE MAINTAINED

2.1 Contractor shall maintain turf and landscape areas in Exhibit A and incorporated herein by this reference.

2.2 Contractor hereby acknowledges that before submitting his bid for this Contract, Contractor has visited all existing areas to be maintained, verified the approximate size of the turf areas, noted for each location the proposed work, and informed themselves fully as to all conditions that might affect the work specified. The contractor shall not be relieved of liability under this Agreement, nor the City be held liable,

for any loss sustained by the Contractor, as a result of any variance between conditions as referred to in these Specifications and the actual conditions revealed during the examination of the locations of the proposed work.

3. TURF CARE

The Contractor shall perform the following services:

(a) Mowing – Turf to be mowed with an adequately sharpened power mower to ensure a smooth surface appearance without scalping. All turf grasses are to be cut so that no more than one-third of the height of the grass blade is removed during any one mowing operation. Recycling mowers may only be used upon approval of the Community Services Director, or designees. The mowing heights will be adjusted according to the needs of the City or during periods of renovation. A mowing schedule will be established and maintained. This schedule will provide that all areas will be mowed once a week. Compensation for all mowing missed and not completed within three (3) working days shall be deducted from the monthly billing statement. Costs will be calculated at a rate of 25% of the total monthly maintenance costs as listed in the Proposal Schedule for subject turf areas. Clippings are to be removed concurrently with each mowing either by blowing or sweeping.

(b) Parks:

Common Areas: Contractor shall have a dedicated rotary mulching mower to mow the common areas. All parks will be mulch mowed, but Contractor may be required to bag mow when leaf debris or excess grass clippings is deemed excessive by the City Representative.

Sports Fields: Contractor shall have a dedicated reel mower to mow a minimum of 1 ½". No pick-up of clippings is required but Contractor may be required to bag mow when leaf debris or excess grass clippings is deemed excessive by the City Representative

(c) Edging – The edge of the grass along sidewalks, curbs, shrubs, flowerbeds, and walls shall be trimmed to a neat and uniform line. Turf edges are to be maintained to prevent grass invasion into adjacent shrub, flower, sidewalks, and ground cover bed areas. After mowing and edging is completed, all adjacent walkways are to be cleaned.

(d) Trimming – Trimming next to retaining walls, valve, boxes, around boulders, meter boxes and fences shall be done using a power string type trimmer and shall be completed in such a manner to avoid excessive string contact to the exterior surface of retaining walls, fences and all areas trimmed with a sting type trimmer. After string trimming is complete, the areas shall be cleared of any debris by blowing or sweeping. Trees growing in turf areas shall have tree wells not to exceed 36" in diameter (or at the discretion of City representative) from the main stem or trunk of the tree. Tree wells shall be trimmed concurrently with each mowing and shall be performed by mechanical methods only. Great care shall be taken to avoid damage to tree bark tissue and roots. Tree damage resulting from Contractor's trimming practices shall be replaced by Contactor

with a replacement tree at Contractor's expense. Tree replacement size and replacement species shall be determined by the City Representative. After tree wells are trimmed, they shall be cleared of any debris by blowing or sweeping.

4. TRASH AND LITTER CONTROL

4.1 Contractor shall patrol all Parks daily, seven (7) days per week, removing but not limited to all litter, debris, paper, rocks, glass, animal feces and any undesirable materials from the site. Contractor shall replace bag liners in trash receptacles and maintain picnic areas clean. Contractor shall patrol all parking lots and pedestrian ways at least once daily to maintain the area free of trash and undesirable materials.

4.2 Contractor shall provide plastic bag liners for all trashcans in the parks and facilities. Bag liners shall be changed daily or on an as needed basis. The City provides these trashcans. The Contractor may use City dumpsters located at the facility.

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

4.4 City shall supply trash receptacles to replace damaged trash receptacles. Contractor shall transport them from the City yard and place them per the direction of the City Representative.

4.5 Contractor shall patrol the park as frequently as necessary to maintain clean facilities during holidays, and on high-use days. Holidays that traditionally require at least two (2) daily patrols are: Easter week, Memorial Day, Independence Day, Labor Day and Christmas week. Peak weekends requiring two (2) patrols daily shall be all weekends during the months of July through October. The second patrol for holidays or peak weekends shall be no earlier than 1:00 p.m. and be scheduled per direction of the City Representative.

5. PESTICIDE

5.1 Pesticides shall be approved by the City Representative prior to use. A written recommendation of proposed pesticides, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed California Pest Control Advisor and site specific schedule submitted a minimum of fourteen (14) days prior to intended use. No work shall begin until written approval of use is obtained and a notice of intent has been filed with the Los Angeles County Agricultural Commissioner's office, as required. Copies of Material Safety Data Sheets and specimen labels shall be given the City prior to pesticide use on City property.

5.2 Chemicals shall only be applied by those persons possessing a valid California Qualified Applicator license/certificate. Application shall be in strict accordance with all governing regulations. Records of all operations shall be kept per California Department of Pesticide Regulations.

5.3 Records of all pesticides used by the Contractor on City property will be submitted by the fifth working day of the month to the City's Representative. The contractor is responsible to maintain site and date specific records of all pesticide and fertilizer application. The records shall be retained in accordance with Department of Pesticide Regulations.

5.4 Pesticides shall be applied in a manner to avoid contamination of non-target areas. Precautionary

measures shall be employed to keep the public from entering the spray zone until the chemical has either dried or dust settled. The contractor's spraying staff will remain on site until the area is safe for the public to enter.

Posting of signs shall be required at all park facilities when any application of pesticides is performed. Specific requirements for posting are but not limited to:

1. Post signs at all park entrances at least forty-eight (48) hours prior to spraying applications. The vendor's contact information (i.e., phone number, address, email address) must be included on all posted signs.
2. Place spray notices inside plastic page protectors. Attach them to a four-foot (4') high wooden stake. Signs must be readable twenty-five feet (25') away from posted area.
3. Leave the same signs up for seventy-two (72) hours after the spraying applications are completed, then remove promptly.

5.5 A temporary mesh fence such as orange plastic construction fencing shall be erected on the perimeter of any area that is to be treated with a broadcast type application machine such as a boom spray rig. The intent is to keep people and pets off the treated area for a period of twenty-four (24) hours. Copies of current P.C.A., P.C.O., Q.A.L./C. and Los Angeles County P.C.A. registration shall be required annually in January.

5.6 Pesticide applications in parks adjacent to school sites shall strictly comply with State of California Department of Pesticide Regulations, Los Angeles County Agricultural Commissioner's Office rules and regulations, and or the regulations of other applicable governing bodies. This includes providing notifications to the LAUSD and obtaining prior approval of the City Representative.

6. SHRUB, GROUND COVER and PLANT CARE

6.1 The Contractor shall hand prune to maintain a healthy and natural appearance in the landscape except where formal hedges or ground covers exist. All plant material shall be maintained as needed to remove all spent flowers and dead foliage.

6.2 Ground covers shall be maintained at ten (10) inches in consistent height throughout the landscape.

6.3 Contractor shall keep all planters, shrubs and ground cover areas free of visible weeds at all times. Contractor shall provide a minimum of two (2) personnel at all times to accomplish this task that are not part of any other crew.

6.4 All ornamental grasses shall be cut down to six (6) inches annually starting the last week in February and completed by the end of April or on an as needed basis. Additionally, minor cutting/facing of ornamental grasses shall be performed to prevent ornamental grasses from growing over and onto hardscape areas as needed or at the direction of the City Representative. All debris shall be removed from this operation.

6.5 Groundcover plantings shall be thinned and pruned for vigorous growth and overall appearance of the site. The spaces between plants shall be regularly cultivated.

6.6 Contractor shall maintain mulch at a depth of two (2) inches in all areas. Use of any mulch product shall be dependent upon submission of a sample for approval by the City Representative. The supplier must be able to demonstrate the suitability of the product for use in public rights-of-way by certifying that the material does not contain sewage sludge, animal wastes or heavy metal contaminants, in writing. The Contractor is responsible for all mulch for this contract which includes labor for application.

6.7 Where ground cover grows under trees, the Contractor shall use a combination of techniques (raking and blowing) to remove the foliage from the ground cover.

6.8 Groundcover and plants shall not be allowed to encroach into lawns, shrub beds, street curb, or other areas deemed as undesirable by City representative.

6.9 Contractor shall be responsible at its cost for the replacement of plant material, with the same size and species due contractor's use of improper maintenance techniques. Replacement shall be pre-approved by City representative.

7. DISPOSAL

7.1 Contractor shall dispose of all trash and debris. Contractor shall dispose of landscape debris according to state, county or governing body law. Contractor shall pay all disposal fees and submit a copy of receipt as part of the landscape monthly reports. At no time is the Contractor permitted to use City dumpsters.

8. GENERAL CONDITIONS

8.1 Contractor's Liability – All damages that, in the City's opinion, are due to the Contractor's operation, shall be repaired at the Contractor's expense and be completed in accordance with the following maintenance practices:

(a) Trees – Minor damage such as bark lost from the impact of mowing equipment or string trimmer shall be remedied by an arborist. If damage results in the loss of a tree, the damaged tree shall be removed and replaced according to the specific instructions of the City.

8.2 Contractor is required to maintain an office and provide telephone services so that all calls from the City have no toll charge. If a telephone answering service is utilized, the answering service shall be capable of contacting the Contractor by radio or pager.

8.3 Safety – The contractor agrees to perform all work outlined in these specifications in such a manner as to meet all accepted standards for safe practices during maintenance operations and to safely maintain and operate all equipment, machines, and materials consequential or related to the work; and is solely responsible for complying at all times with all local, County, State, Federal, or other legal requirements, so as to protect all persons, including Contractor's employees, agents of the City, vendors, members of the public and others from foreseeable injury to themselves or damage to their property. The contractor shall inspect all hazards and potential hazards in Maintained Areas and keep a log indicating the date inspected and action taken.

8.4 It shall be the Contractor's responsibility to inspect and identify any practices and conditions that render any portion of the Maintained Areas unsafe. The City shall be notified immediately of any unsafe condition that requires major correction. The contractor shall notify the City of Carson of minor corrections including, but not limited to, filling holes in turf areas, replacing valve box covers, and repairing irrigation systems so as to protect members of the public or others from injury. The contractor shall cooperate fully with City in the investigation of any accidental injury or death occurring in any of the Maintained Areas, including a complete written report thereof to the City within five (5) days of the injury or death.

8.5 Hours and Days of Maintenance Service – Hours of maintenance services shall be between 7:00 a.m. and 3:00 p.m. on those days maintenance is to be provided pursuant to the work schedule approved in advance by the City.

8.6 Maintenance Schedules – Within ten (10) days after the effective date of the Contract, the Contractor will be required to submit a work schedule to the City for approval. When actual performance differs substantially from previously scheduled work, the Contractor shall submit for approval, revised schedules within five (5) working days.

8.7 Contractor's Staff – The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. At no time will the Contractor allow its crew to be diminished in size or labor hours to not effectively complete the assigned maintenance tasks. A qualified, English-speaking foreman in the employ of the Contractor shall supervise all of the Contractor's maintenance personnel. At least one (1) member of each crew working at each site shall be fluent in English.

8.8 If any person employed by the Contractor shall fail or refuse to carry out the directions of the City's the Community Services Director, or designees, or is in the opinion of the Community Services Director, or designees, incompetent, intemperate, or disorderly; or uses threatening or abusive language to any person on the work site; or is otherwise unsatisfactory, he shall be discharged from the project immediately, and shall not again be employed on the work except with the written consent of the Community Services Director, or designees. The contractor shall transfer or discharge any such person within a reasonable time following notice thereof from the Community Services Director, or designees, and such person shall not be employed at any other area maintained by the Contractor for the City except with the written consent of the Community Services Director, or designees.

8.9 Contractor shall require employees to wear appropriate clothing while working in the City. This shall include proper work shoes and other clothing and gear required by Federal and/or State Safety Regulations.

8.10 Contractor shall display a sign indicating Contractor's name and license number on both sides of all maintenance vehicles, upon City approval.

8.11 Storage Facilities – City shall not provide any storage facilities for the Contractor.

9. REPLACEMENT OF PLANT MATERIAL

9.1 The contractor shall notify the City representative within four (4) days of the loss of plant material due to any cause.

9.2 The contractor shall supply all labor and materials to replace any tree, shrub, turf, or groundcover damaged or lost through the contractor's faulty maintenance or negligence.

9.3 The size and species of replacement plant material shall be determined by the City representative.

9.4 Where there is a difference in value between the tree lost and the replacement tree and where the value of the lost tree is higher, the difference will be deducted from the contract payment. The value will be determined using the latest I.S.A. guidelines.

9.5 Any plant damaged or lost through theft, vehicular damage, act of God, or other mysterious sources not the responsibility of the contractor, shall be replaced by the City.

10. TRAFFIC CONTROL SETUP

10.1 The purpose of traffic control devices, as well as principles for their use, is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways & sidewalks.

10.2 Traffic control devices or their supports shall not bear any advertising message or any other message that is not related to traffic control.

10.3 The contractor shall follow California Manual on Uniform Traffic Control Devices (CA-MUTCD) 2014 or latest Edition in order to perform required maintenance. Contractor shall ensure all Temporary Traffic Control (TTC) devices follow CA-MUTCD 2014 or latest edition.

10.4 The contractor shall follow all City of Carson Municipal Code ordinances and regulations regarding traffic control measures, such as: proper use of traffic cones, lane closures, modified lane closures, directional signage, directional signals, and speed control limits.

11. ADDITIONAL NOTES

1. For City Hall and the Community Center, all newly landscaped areas as identified by City Representatives, will be maintained by completing the maintenance items listed below according to a schedule deemed reasonably necessary by the contractor. Shrub, groundcover control
2. Mulching
3. Pesticide applications for weed control
4. Blowing
5. Trash, litter and debris pick up
6. Plant material replacement

For City parks and facilities, contractor will conduct maintenance services by completing the maintenance items listed below. The frequency of mowing, edging, and blowing will be in accordance with Exhibit B.

However, City reserves the option of requiring additional mowing, string trimming (weed whacking) and edging services, as well as trash and litter and services for pesticide applications for weed control, on an on call basis. For example, there may be a special event that may necessitate these additional services above and beyond what’s specifically required.

1. Mowing
2. String Trimming (weed whacking)
3. Edging
4. Trash and Litter
5. Pesticide applications for weed control

CONTRACT TERM

The term of the contract will be for two (2) years with two (2) one-year option renewals upon mutual written agreement of the parties. The cost of services shall remain firm for the term of agreement and any renewal periods.

EXHIBIT A – LOCATIONS

Name	Address	Estimated Turf Acres (To be accessed by contractor)	Map Link
Anderson Park	19101 S. Wilmington Ave	4.3	Anderson Park
Calas Park	1000 E. 220th St	6	Calas Park
Carriage Crest Park	23800 S. Figueroa St	3	Carriage Crest Park
Carson Community Center	801 E. Carson St	1	Carson Community Center
Carson Park	21411 Orrick Ave	4	Carson Park
City Hall	701 East Carson St	2	City Hall
Del Amo Park	703 E. Del Amo Blvd	4.5	Del Amo Park
Dolphin Park	21205 Water St	6	Dolphin Park
Dominguez Park	21330 Santa Fe Ave	5.1	Dominguez Park
Foisia Park	23410 Catskill Ave	6	Foisia Park
Friendship Park	21930 Water St	1	Friendship Park
Hemingway Park	700 E. Gardena Blvd	11.9	Hemingway Park

Mills Park	1340 E. Dimondale Dr	3.67	Mills Park
Perry Street Mini Park	215 th Perry St	1	Perry Street Mini Park
Reflections Mini Park	21208 Shearer St	.02	Reflections Mini Park
Stevenson Park	17400 Lysander Dr	9.3	Stevenson Park
Veterans Park	22400 Moneta Ave	7.5	Veterans Park
Walnut Mini Park	440 E. Walnut St	0.2	Walnut Mini Park

EXHIBIT B

MOWING SCHEDULE			
LOCATIONS	Mowing	Edging & String Trimming	Blowing
MONDAY	FREQUENCY		
	Once a week	Once a week	Once a week
City Hall	x	X	X
Community Center	x	X	x
Foisia Park	x	X	x
Veterans Park	x	X	X
Carriage Crest	x	X	X
TUESDAY			
Anderson Park	x	X	X
Mills Park	x	X	X
Calas Park	x	X	x
Dolphin Park	x	X	X
WEDNESDAY			
Dominguez Park	x	X	x
Carson Park	x	x	x
Friendship Park	x	X	x
Perry Street Park	x	X	x
Del Amo Park	x	X	X

THURSDAY			
Hemingway Park	x	X	x
Reflections Mini Park	x	x	x
Stevenson Park	x	X	X
Walnut Park	x	X	X

Exhibit C

Cost Table

No.	Location	Monthly	Annually
1.	City Hall		
2.	Community Center		
3.	Foisia Park		
4.	Veterans Park		
5.	Carriage Crest		
6.	Anderson Park		
7.	Mills Park		
8.	Calas Park		
9.	Dolphin Park		
10.	Dominguez Park		
11.	Friendship Park		
12.	Perry Street Park		
13.	Del Amo Park		
14.	Hemingway Park		
15.	Reflections Mini Park		
16.	Stevenson Park		
17.	Walnut Park		
18.	Carson Park		
	Total cost:		

Exhibit D

Schedule of Work and Pricing

Note to Bidders: The following quantities are an approximation, and it is the responsibility of the BIDDERS to verify the accuracy of the quantities and the inclusion of all work necessary for a complete and fully operational maintenance. Any inaccuracy of the

quantities does not relieve the BIDDER of its responsibility or requirement to complete maintenance of the parks and facilities.

IFB PROPOSAL FORM					
ITEM	ESTIMATED QTY.	UOM	Description	UNIT PRICE	LINE TOTAL
1.	100	Acres	Mowing	\$	\$
2.	10	Acres	String trimming	\$	\$
3.	15	Acres	Edging	\$	\$
4.	20	Acres	Blowing	\$	\$
5.	5	Gallon	Shrub	\$	\$
6.	5	Gallon	Succulents	\$	\$
7.	5	Each	Remove and Replace trash liner	\$	\$
8.	5	Each	Remove and Replace Trash Receptacle	\$	\$
9.	1000	Sq Ft	Mulch / wood chips	\$	\$
9.	50	Hourly	Spray Technician	\$	\$
10.	50	Hourly	Laborer	\$	\$
11.	50	Hourly	Working on Holidays	\$	\$
12.	50	Hourly	Laborer on Weekends	\$	\$
			Subtotal:	\$	\$