

**CITY OF SANTA ROSA
GENERAL SERVICES AGREEMENT
WITH NEW IMAGE LANDSCAPE COMPANY
AGREEMENT NUMBER F001673**

This "Agreement" is made as of this ____ day of _____, 2018, by and between the City of Santa Rosa, a municipal corporation ("City"), and New Image Landscape Company, a California Corporation ("Contractor").

RECITALS

A. City desires to enter into a two-year term Agreement with 3 one-year renewal options for the contractor to provide landscape maintenance services to various citywide properties maintained by the Water Department.

B. City desires to retain a qualified contractor to conduct the services described above in accordance with the terms of this Agreement.

C. Contractor represents to City that it is fully qualified to conduct the services described above.

D. The parties have negotiated upon the terms pursuant to which Contractor will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Contractor agree as follows:

1. SCOPE OF SERVICES

Contractor shall provide to City the services described in Exhibit A ("Scope of Services"). Contractor shall provide these services at the time, place, and in the manner specified in Exhibit A. In providing these services, the use of non-organic pesticides is prohibited, including a prohibition on any products containing glyphosates. Exhibit A is attached hereto solely for the purpose of defining the manner and scope of services to be provided by Contractor and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. The parties agree that any term contained in Exhibit A that adds to, varies or conflicts with the terms of this Agreement is null and void.

2. TIME FOR PERFORMANCE

The services described herein shall be provided as needed for a two-year term. Contractor shall devote such time and effort to the performance of services as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement, to the

extent that party's performance is prevented or delayed by any cause, present or future, that is beyond the reasonable control of that party.

3. STANDARD OF PERFORMANCE

Contractor shall perform all services required under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's occupation in California. All products and services of whatsoever nature that Contractor provides to City pursuant to this Agreement shall conform to the standards of quality normally observed by persons currently practicing in Contractor's occupation, and shall be provided in accordance with any schedule of performance specified in Exhibit A. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, at any time during the term of this Agreement, desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

4. COMPENSATION

The total of all fees paid to Contractor for the satisfactory performance and completion of services set forth in Exhibit A shall not exceed the total sum not to exceed \$700,000.00. The Chief Financial Officer is authorized to pay all proper claims from Charge Number 130101-2321.

5. BILLABLE RATES, PAYMENTS TO CONTRACTOR

a. Billable Rates. Contractor shall be paid for the performance of services, as set forth in Exhibit A.

b. Payments. Payments will be delayed where Contractor fails to provide the information required under subsection c.1 below or fails to comply with the insurance requirements in Attachment One to this Agreement. In no event shall the City be obligated to pay late fees or interest, whether or not such requirements are contained in Contractor's invoice.

c. Invoices. Payment will be made on a calendar-month basis in arrears. Invoices shall be submitted to the person and address specified in the Agreement, bid, or purchase order. In the event this Agreement becomes effective or terminates during the course of a month, the amount paid to the Contractor for the partial month shall be determined by prorating the amount on the basis of the number of calendar days involved. Processing of payment will be delayed for Contractor's failure to include reference to Agreement (including number) on the invoice and for failure to maintain current insurance information with the City in accordance with insurance requirements hereunder. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in the Contractor's invoice. Invoices for services provided in June or for any services not previously invoiced shall be submitted within 10 working days after June 30 to facilitate City fiscal year end closing. Failure to comply with this invoice submission requirement may delay payment.

In connection with any cash discount specified in the bid response, if applicable, or

Contractor's Proposal, time will be computed from the date correct invoices are received by the person and address specified in the Agreement, bid, or purchase order. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check. All invoices shall contain the following information:

1. Contractor name and remittance address
2. Date of invoice issuance
3. Amount of invoice
4. City purchase order or Agreement number
5. Identification of Agreement or purchase order line item(s) (if multiple lines) and description of services provided
6. Date of completion of services
7. Detail of costs, including labor, materials, tax, etc.

d. Business Taxes. Contractor shall pay to the City when due all business taxes payable by Contractor under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Contractor.

6. TERM, SUSPENSION, TERMINATION

a. The term of this Agreement shall be for two years, commencing on the date it is made above. City and Contractor may, upon mutual written agreement of both parties, extend this Agreement for up to three (3) additional one-year terms.

b. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving a written notice of suspension to Contractor. If City gives such notice of suspension, Contractor shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Contractor. If City gives such notice of termination, Contractor shall immediately cease rendering services pursuant to this Agreement. If City terminates this Agreement, City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination. In this regard, Contractor shall furnish to City such information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. City shall not in any manner be liable for lost profits that might have been made by Contractor had the Agreement not been terminated or had Contractor completed the services required by this Agreement.

7. TERMINATION OF AGREEMENT FOR DEFAULT

If at any time 1) Contractor fails to conform to the requirements of this Agreement; 2) Contractor seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt; 3) any legal proceeding is commenced against Contractor which may interfere with the performance of this Agreement; or 4) Contractor has failed to supply an adequate working force, or materials of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of this Agreement, which default is not fully corrected or remedied to the reasonable satisfaction of City within ten (10) days following the date a written

notice thereof by City, then City shall have the right and power, at its option and without prejudice to any other rights or remedies it may have, to immediately terminate this Agreement. Any cost or expense incurred by City arising out of Contractor's breach or default hereunder, and for City's enforcement of these rights, shall be the obligation of Contractor and may, at City's discretion, be deducted from any amounts that may then be owing to Contractor under this Agreement, without any release or waiver of any other rights or remedies in law or equity to which City may be entitled.

8. INDEMNIFY AND HOLD HARMLESS AGREEMENT

Contractor shall indemnify, defend and hold harmless City and its employees, officials, and agents, from and against any liability, (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, interest, defense costs, and expert witness fees), where the same results from or arises out of the performance of this Agreement by Contractor, its officers, employees, agents, or sub-contractors, excepting only that resulting from the sole, active negligence or intentional misconduct of City, its employees, officials, or agents. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employees' benefits acts. The provisions of this Section 8 shall survive any expiration or termination of this Agreement.

9. INSURANCE REQUIREMENTS

Contractor shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements", which is attached hereto and hereby incorporated herein by this reference. Maintenance of the insurance coverages as set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Contractor in exchange for the City's agreement to make the payments prescribed hereunder. Failure by Contractor to (i) maintain or renew coverage, (ii) provide the City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by the City as a material breach of this Agreement by Contractor, whereupon the City shall be entitled to all rights and remedies at law and in equity, including but not limited to the immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Contractor to maintain required insurance coverage shall not excuse or alleviate Contractor from any of its other duties or obligations under this Agreement. In the event Contractor, with approval of the City pursuant to Section 11 below, retains or utilizes any subcontractors in the provision of any services to City under this Agreement, Contractor shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverage requirements set forth in Attachment One.

10. LEGAL REQUIREMENTS AND PERMITS; NONDISCRIMINATION

a. Legal Requirements and Permits. Contractor represents and warrants that Contractor has all licenses, permits, City Business Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its occupation and provide services under this Agreement. Contractor shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited

to, (i) the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101, et seq.), and any regulations and guidelines issued pursuant to the ADA, which prohibits discrimination against individuals with disabilities and may require reasonable accommodations; (ii) and Labor Code Sections 1700-1775, which require prevailing wages (in accordance with DIR schedule at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code Section 1720 et seq.; (iii) OSHA; and (iv) the Immigration Reform and Control Act of 1986. Contractor shall, if requested by City, provide certification and evidence of such compliance. If Contractor is an out-of-state corporation, Contractor warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.

b. Non-Discrimination. With respect to the provision of goods or services under this Agreement, Contractor agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

11. ASSIGNMENT AND SUBCONTRACTING

Contractor shall not subcontract or assign any right or obligation under this Agreement without the written consent of the City. Any attempted or purported subcontract or assignment without City's written consent shall be void and of no effect. No right under this Agreement, or claim for money due or to become due hereunder, shall be asserted against the City, or persons acting for the City, by reason of any so-called assignment of this Agreement or any part thereof and Contractor hereby agrees to indemnify and hold City harmless against any and all such claims. In the event Contractor obtains the prior written consent of City to assign monies due or to become due under this Agreement, Contractor shall provide City a copy of the instrument of assignment duly executed by Contractor, which shall contain a clause subordinating the claim of the assignee to all prior liens for services rendered or materials supplied for the performance of work. Upon notice and request by the City, Contractor shall promptly remedy, to include termination of any subcontract as appropriate and necessary, any default or failure to perform in a satisfactory manner the work undertaken by any subcontractor. Contractor shall be fully responsible and accountable to the City for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by them, to the same extent that Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City.

12. BINDING EFFECT

This Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties, subject to the provisions of Section 11, above.

13. RETENTION OF RECORDS

Contractor shall be required to retain any records necessary to document the charges for the services to be performed under this Agreement and make such records available to the City for inspection at the City's request for a period of not less than four (4) years.

14. ENTIRE AGREEMENT

This document, including all Exhibits and Attachment One, contains the entire agreement between the parties and supersedes whatever oral or written understanding the parties may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by Contractor, and by City, in accordance with applicable provisions of the Santa Rosa City Code.

15. SEVERABILITY

If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

16. WAIVER

Neither City acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

17. ENFORCEMENT OF AGREEMENT

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court located in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

18. CONTRACTOR NOT AGENT

Except as City may specify in writing, Contractor and Contractor's personnel shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor and Contractor's personnel shall have no authority, express or implied, to bind City to any obligations whatsoever.

19. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this Agreement, and Contractor shall be issued a Form 1099 for its services hereunder. As an independent contractor, Contractor hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Contractor's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Contractor, in the performance of Contractor's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Contractor for accomplishing such results. To the extent that Contractor obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Contractor's sole discretion based on the Contractor's determination that such use will promote Contractor's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Contractor use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision, and control of Contractor. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor. It is further understood and agreed that Contractor shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Contractor's assigned personnel and subcontractors.

d. The provisions of this Section 19 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Contractor. Contractor may represent, perform services for, or be employed by such additional persons or companies as Contractor sees fit.

20. NOTICES

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party hereto, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below, and depositing said envelope in the United States mail to:

<u>City</u>	<u>Contractor</u>
Brandalyn Tramel	Russel Takehara
Purchasing Agent	Vice President / General Manager
631 First Street, 2 nd Floor	3250 Darby Common
Santa Rosa, California 95404	Freemont, CA 94539
Phone: (707) 543-3706	510-226-9191 - Office
Fax: (707) 543-3723	209-226-1298 - Fax

21. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Contractor hereby represents and warrants to the City that it is (a) a duly organized and validly existing Limited Liability Corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Contractor hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Contractor in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

Executed as of the day and year first above stated.

CONTRACTOR:

Name of Firm: New Image Landscape
Company. _____

TYPE OF BUSINESS ENTITY (check one):

____ Individual/Sole Proprietor
 ____ Partnership
☒ Corporation
 ____ Limited Liability Company
 ____ Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: RUSSELL F. ALFARAT

Title: VP/GENERAL MANAGER

By: _____

Print Name: Irene Briggs

Title: Treasurer

CITY OF SANTA ROSA
a Municipal Corporation

By: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:

Office of the City Attorney

City of Santa Rosa Business Tax Cert. No.

Attachments:

Exhibit A - Scope of Services
 Exhibit B - Compensation Schedule
 Attachment One - Insurance Requirements

EXHIBIT A

SCOPE OF SERVICES

The following scope of services are provided to allow prospective bidders the opportunity to submit their bids for services which meet or exceeds the City's minimum requirements.

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GENERAL AND MINIMUM SPECIFICATION

The Contractor shall furnish all labor, material, equipment and other services necessary for the complete maintenance of all the landscaped areas at all of the Santa Rosa Water Facilities.

Landscape areas are defined as all lawn areas, trees, shrubs, header boards, concrete sidewalks, retaining walls, mowing strips, mulched areas, ground cover, flower beds, and paved areas as presently exist. Water Department Facilities landscape area will also include any curb, driveways, gutters, and sidewalks adjacent to landscaped areas. Installation of new landscaping in areas not currently meeting the above definition will be negotiated as separate items and as such are not included in this agreement. Any deviation from the written specifications shown in the Request for Proposals shall be noted, in the Exceptions Section of the proposal (See Required Data Section).

In order to receive full consideration, bids must at a minimum follow these specifications and Request for Proposal general conditions. Additional requirements are found under Individual Site Specifications.

Prevailing Wage is required for but not limited to Landscape laborer and Tree Maintenance (laborer)

MINIMUM QUALIFICATIONS:

A. Contractor Qualifications and Work Requirements

All services rendered shall be provided in accordance with all ordinances, resolutions, statutes, rules, laws and regulations of the City of Santa Rosa, and any Federal, State, or local governmental agency having jurisdiction in effect at the time service is provided. The Contractor shall have the following qualifications:

1. **License.** Contractor must have a valid California C-27 Contractor's license authorized by the State of California and registered with the California Department of Industrial Relations.
2. **Chemical Application.** Contractor must have assigned to the project at least one employee possessing a California State Qualified Applicator's License (QAL) through the California Department of Pesticide Regulation, and be registered with the Sonoma County Agricultural Commissioner. All pest control work shall be directed by personnel in possession of a QAL.
3. All employees must have experience and training in Integrated Pest Management (IPM) techniques. Once the contract has been awarded and before Contractor begins work, all employees who will be working on this contract must attend the City's one-day IPM Implementation Training. If there is substantial turnover in employees during the contract period, the Contractor will inform SRW and (an) additional training session(s) may be held. Personnel must be able to identify common weeds, native, and landscaping plants common at these facilities.
4. **Russian-River Friendly Landscaping.** It is required that the Contractor have assigned to the project at least one employee or subcontractor who is a qualified Bay-Friendly Qualified Landscaping Professional, to oversee work practices (<http://rescapeca.org>). The contractor must have the certification prior to award.

5. **Water Efficiency.** Contractor must have assigned to the project at least one employee who is a California Landscape Contractor's Association (CLCA) Certified Water Manager. Additional experience preferred includes: certification as an Irrigation Association Landscape Irrigation Auditor or Qualified Water Efficient Landscaper. Contractor shall have familiarity with Santa Rosa Model Water Efficient Landscape Ordinance (MWEL) requirements. Submit documentation with project bid.

<https://srcity.org/2428/Landscape-Standards>

6. **Recycled Water.** Contractor shall provide evidence that personnel have completed a Site Supervisor Training course provided by the City of Santa Rosa and are trained to use Santa Rosa's recycled water, have the authority to carry out the rules, regulations and requirements for recycled water use as outline in by the Santa Rosa City Code Chapter 14-25, the California Code of Regulations Title 22 and 17, the Division of Drinking Water regulations, Health and Safety Code, and the City of Santa Rosa's Regional Water Quality Control Board Permit, before bid submittal.
7. **Hydropoint.** The Utilities Field Operation facility uses the Hydropoint 2-way smart technology/flow sensing system. Contractor experience with Hydropoint Controllers is preferred. If contractor is unable to demonstrate staff experience using Hydropoint Controllers they must have at least one employee meet with a Hydropoint representative onsite at the Utilities Field Operation Facility to be trained on how to program the controller within one month of starting date of the contract. The Contractor is responsible for any costs associated with this training.
8. **Pruning.** All tree pruning shall be completed under the direction of a Certified Arborist or Certified Tree Worker (International Society of Arboriculture). This will be validated by providing a list of staff and their pruning credentials for all tree pruning work.
9. **Subcontracting.** A portion of the work covered by these specifications may be subcontracted with prior approval of the City. Contractor shall supervise subcontractor and guarantee work quality. Subcontractors and their qualifications must be submitted to the City thirty (30) days before working at the site. All subcontractors must possess the qualifications listed herein. Contractors subcontract must be listed in bid response.

B. Personnel

1. Contractor shall provide a list including all Contractor's and subcontractors' employees assigned to any work site and include work schedule and assignment. Contractor must update list within 5 business days of any change.
2. Contractor shall assign a qualified and appropriately trained supervisor to oversee work performed at the work site(s) and to act as the Contractor's liaison with the City representative. This supervisor must inspect the sites and provide direction to the Contractor's workers and/or subcontractors. This supervisor shall speak, write, read and understand English and be capable of writing schedules, monthly reports noting any deficiency that needs correcting and summarizing major activities to be performed in the coming month. This supervisor shall have at least three (3) years of landscape maintenance supervision experience.
3. All Contractor's personnel shall adhere to Landscape Contractor industry standards for working attire including shoes, safety glasses, vests and other equipment required by State Safety Regulations, and uniform shirts with Contractor's name or logo clearly visible at all times when working at all locations. All Contractor vehicles are to have a readable sign with Contractor's name or logo and telephone number. Trucks are to be kept in a clean and presentable condition.

4. The City of Santa Rosa may require dismissal, from work on this contract, of those employees whom the City deems incompetent, careless or otherwise objectionable to the public interest. Typical reasons for employees being dismissed are unsafe driving habits, proof of theft or other illegal behavior, or if work habits result in continued complaints from the public.
5. The City maintains the right to require staff go through background security checks conducted by the Santa Rosa Police Department. Based on these background checks, if the opinion of the City is that this employee is a security risk the City may dismiss contractor staff from working on this contract. The City will pay the cost of all required background test.

C. Workmanship, Quality, and Appearance Level

1. It is the intention of the City to require the highest quality level in landscape maintenance consistent with standard practices. The Contractor is expected to assume responsibility for diligently maintaining the landscaped areas with a minimal amount of oversight and direction by the City's designated representative. The City may randomly inspect sites after maintenance activities to ensure the standards are being met. It is also expected that the Contractor, their supervisors and crew leaders will be proactive in identifying and recommending needed repairs and improvements to existing irrigation systems, drainage and landscaping within the maintained areas, and communicating these recommendations to the City's designated representative. At minimum, the Contractor is expected to maintain a satisfactory appearance of the landscaped areas at all times and is encouraged to improve upon the landscape appearance wherever possible.
2. Unless otherwise provided in the contract requirements and specifications, the Contractor shall furnish all labor, materials and equipment for satisfactory contract performance. When not specifically identified in the specifications, such materials and equipment shall be of suitable type and grade for the purpose. Each item or article shall be subject to inspection and/or test and approved by the City's designated representative when so required. All necessary landscaping equipment needed for the performance of the work of this contract shall be furnished by the Contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the City's designated representative. Equipment deemed by the City's designated representative to be of improper type of design, or inadequate for the purpose intended shall be replaced.
3. The Contractor shall ensure that all work under this agreement is continually supervised by Contractor employed supervisory personnel who are fluent in conversational English language speech and comprehension, who are technically qualified with a minimum of the requirements outlined in Minimum Specifications, Section A (Contractor Qualifications and Work Requirements), and possesses a level of technical and management skills required to implement modern methods and newly developed horticulture procedures.
4. The Contractor shall ensure that fully qualified, experienced, and trained personnel, directly employed by the Contractor, perform all work under this agreement.
5. The Contractor shall be responsible for the skills, methods, appearance, and action of Contractor's employees and for all work done. The Contractor shall instruct all Contractor's employees that they are not required to respond to questions, suggestions, or instruction from City employees other than the City's designated representative(s) for their respective areas of responsibilities. However, a spirit of mutual cooperation is encouraged.
6. The Contractor shall perform the work provided for in this agreement under the direction of the City's designated representative(s). City's designated representative(s) may make inspections at any time and may request that the Contractor perform additional work or services to bring Contractor's performance up to the level required by this

agreement. The Contractor shall cooperate with any representative designated by City to enable said representative to determine the Contractor's conformity with the provisions of this agreement and the adequacy of the work being performed

7. The Contractor shall replace in kind and at Contractor's own expense, any lawn, ground cover, trees, shrubs, or irrigation system components requiring replacement through normal attrition, infestation, or negligence resulting from Contractor failing to provide maintenance in accordance with the provisions of this agreement. The City must approve all substitutions. These requirements are not to be construed as requiring the Contractor to replace improvements due to conditions beyond the Contractor's control, but it is to be considered strictly as a normal maintenance condition compatible with accepted practice.
8. Contractor must at all times exercise necessary precautions to provide for the protection of the public, employees, and the environment.
9. Maintenance services conducted in the roadway must be performed in a safe manner. Any maintenance activity that necessitates lane closure activities must comply with Federal Highway Manual on Uniform Traffic Control Devices (MUTCD) <http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/supplement.htm>], applicable governmental agencies and follow notification requirements of the Police and Fire Departments.

D. Work Schedule

1. Contractor is to provide the City with a monthly work schedule describing the work to be performed at each site, hours by job classification and tasks to be completed. This schedule shall be submitted to the City's designated representative no later than the 15th day of the prior month.

Contractor shall conduct all operations during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday, except for the Geysers Pump Stations and Compost Facility, which must be completed during the hours between 7:00 a.m. and 3:00 p.m., Monday through Friday, unless otherwise approved by the City. Contractor may not work on any Federal, State, or local holidays.

2. Any non-emergency work that may be deemed hazardous or disruptive (i.e., chemical spraying, tree pruning, etc.) shall be scheduled at least two (2) weeks in advance with the City's representative.
3. Contractor shall obtain written approval from City's representative prior to commencing emergency work.
4. Authorization is required for irrigation system repairs. Repairs shall be completed in a timely manner upon obtaining written approval from City's representative.
5. City reserves the right to change schedules for special events, conflicts with adjacent property owners/tenants within five (5) working days advance notice to Contractor.

E. Work Not Included

1. The Contractor shall not be responsible for structural maintenance, repair, or replacement of the following:
 - a. Parking areas, driveways, roads, buildings, walks, and related structures except in instances of damage to these structures by negligent actions on the part of the Contractor in which case the Contractor will be responsible for the complete repair/replacement of the damaged area(s) to "as new" condition as determined

by the City.

- b. Losses/damages beyond Contractor's control except that appropriate maintenance, repair, or replacement of such losses or damage made by the Contractor after receipt of approval and authorization from appropriate City representative.

2. The City will provide all utility/water services related to or required for the performance of this agreement.

F. Environmental Protection

1. Contractor must protect all existing plant materials, site improvements, structures, facilities, utilities, and natural areas from damage, both above and below ground. Any damages shall be reported immediately to the City's representative. Any damages caused by Contractor shall be corrected and/or paid for by the Contractor at no cost to the City.
2. Contractor shall protect property from accidental chemical, fuel, oil or other contaminant spills.
3. Contractor shall not wash or blow soil, chemicals, litter, mulch, soil amendments or other materials into storm drains.
4. Contractor shall be thoroughly familiar with California native wildflower, herbaceous, shrub and tree species, and take care not to eliminate or eradicate California native wildflowers, herbaceous, shrubs, trees or other installed plants without City approval.
5. Supplies and Equipment: The Contractor shall implement strategies in work operations to reduce fossil fuel consumption and emissions, such as:
 - a. Use hand-powered equipment when possible.
 - b. Minimize use of gas-powered blowers, especially on planting beds.
 - c. Select smallest, most fuel-efficient equipment to accomplish task.
 - d. Consider vehicles that operate on natural gas, biodiesel, or electricity.
 - e. Maintain equipment properly and keep it well tuned.
 - f. Use local products and suppliers. The Contractor shall use local products and suppliers (produced within 150 miles from the project site) to the extent possible to minimize fuel consumption and emissions.
 - g. Use recycled and salvaged materials. The Contractor shall use salvaged and recycled-content products where possible. Materials for reuse may be found by contacting the CalMax website at www.ciwmb.ca.gov or www.stopwaste.org.
 - h. Equipment refueling and repair. The Contractor shall refuel and repair equipment in a safe manner to protect against accidental spills. Limit refueling to specific areas on a site. Measures shall be taken to prevent, control, and clean up spills. Clean-ups should be immediate, automatic and routine and performed by a trained staff member or a licensed cleaning company. Keep a spill control kit with

Material Safety Data Sheets (MSDS) on site for any chemicals that may be used. Contact the local emergency response team agencies to report all spills.

G. Reporting and Inspecting

1. The Contractor is responsible for submitting chemical usage reports to the Sonoma County Agricultural Commissioner. Copies are to be sent to the City's representative as part of the Contractor's monthly report, described in Minimum Specifications, Section M (Weed Control).
2. The Contractor shall submit to the City's designated representative a written report each month stating all contract work completed, using the reporting template provided by Santa Rosa Water. The report shall log the work completed during each week contract work was accomplished, and shall be submitted with and cover the same work as the Contractor's billing statement for the previous month's work. The report shall include documentation of storm water and irrigation inspections; a map showing irrigation system components, hydrozones, repairs and issues; irrigation schedule; IPM monitoring; soil management and fertility; pest management; any chemical applications; and a copy of the chemical usage reports to the Sonoma County Agricultural Commissioner. The schedule outlining future work for the coming month described in Minimum Specifications, Section G (Reporting and Inspecting) should be included.
3. For Santa Rosa Water sites that have a City dedicated irrigation meter, the Contractor shall submit a landscape consumption to budget analysis on a monthly basis from May through November. The City's Water-Use Efficiency Department staff can assist the Contractor in obtaining this analysis. Staff can be reached at (707) 543-3985 or wue@srcity.org.
4. Unusual horticultural problems such as pests, disease, and damages that are beyond the scope of the Contractor's responsibility shall be brought to the attention of the City representative immediately.
5. The City, through a designated representative, may make periodic inspections to ensure that complete and continuous maintenance is fulfilled. In addition, the City may obtain the services of a Landscape Architect, Arborist, IPM/PCA or other professional to inspect plantings and make recommendations for improvements in the maintenance program.

H. Materials

1. The Contractor shall submit a list to the City's designated representative of all materials that the Contractor proposes to use in the performance of this work. The list shall include an MSDS for each material. Said list shall be submitted before the use of any product pursuant to the provisions of this agreement. Similar listing of changes in materials proposed for use by the Contractor shall be submitted prior to use of the products.
2. The following shall apply to the material indicated:
 - a. Fertilizers shall be organic and complete, furnishing the required percentage of nitrogen, phosphoric acid, and potash to keep lawns, trees, shrubs, and other plants in a healthy and vigorous growing condition. NOTE: Areas that are irrigated with reclaimed water may require less fertilizer. These areas are: Laguna Treatment Plant, Compost Facility, Utilities Field Office, and Oakmont Treatment Plant.
 - b. Only those pesticides indicated in the attached Pest Control Recommendations (see Appendix A1) shall be used, as indicated in Minimum Specifications, Section M (Weed Control). All products shall be of the best

quality obtainable, properly labeled, and brought to each job site in the manufacturer's original container, or appropriate and properly labeled secondary container.

- c. Tree stakes, tree ties, and guy wires shall be of materials matching those existing on a work site, or as specified by the City designated representative.
- d. Lawn seed for reseeding shall be a certified mixture to match existing grasses.

I. Soil Management and Fertilization

1. General

- A. Contractor shall become familiar with each site's microclimate(s) and soil conditions, including soil texture, organic matter content and fertility, water holding capacity, and infiltration rate. This information will be needed to manage irrigation, soil fertility and plant nutrition, and to schedule irrigation.
- B. Contractor shall become familiar with plants species present in the site landscape and to identify areas of insect or disease infestation or nutritional deficiency. Avoid removing native California woody landscape species.
- C. Contractor shall inspect soil conditions, including runoff and drainage features at each site visit to identify potential erosion problems and storm water management needs. Alert City designated representative within 24 hours to any serious drainage, storm water runoff or erosion problems outside of the scope of work of this contract. Correct minor problems as they are observed.

2. Align with Russian River Friendly Landscape Guidelines

Contractor shall use the Russian River Friendly Guidelines for soil management: Nurture the soil – Create a healthy soil that supports a healthy landscape by protecting the soil from compaction and erosion, replenishing organic matter and mulching, using slow-release and organic fertilizers and minimizing use of chemicals that harm beneficial soil organisms.

[http://rrwatershed.org/sites/default/files/Russian%20River%20Friendly%20Landscape%20Guidelines%20compiled for%20web.pdf](http://rrwatershed.org/sites/default/files/Russian%20River%20Friendly%20Landscape%20Guidelines%20compiled%20for%20web.pdf)

- a. Prevent Soil Compaction with the exception of grading work.
- b. Cultivate soil only when it is moderately moist; do not cultivate overly wet and dry soils.
- c. If work, maintenance or repair results in disturbance to soil, the contractor must prevent and control soil erosion.
- d. Identify and correct soil erosion problems.
- e. Use compost berms, blanket, socks or straw rolls along slopes where erosion is present.
- f. Retain leaf litter and do not use blowers in planting beds.

3. Soil Analysis

- a. Identify soil management needs, based on site inspections. Where stunted growth, yellowed chlorotic, veiny top burn or other unusual leaf and flower color and appearance problems occur and soil infertility is suspected, notify City Designated Representative. If directed by City designated representative, Contractor shall submit soil sample for testing at an approved agricultural testing laboratory. Testing requires approval by the City's designed representative. Contractor shall provide copies of receipts and results. The types and quantities of fertilizer and/or soil amendments to be applied based on the soil analysis shall be based on an 'organic' approach to soil management, as described in Section I, Subsection 5 (below).

4. Maintain Organic Mulch

- a. Keep root crowns of all plants free of compost, mulch and debris.
- b. Contractor shall retain natural leaf drop under trees or in shrub beds where leaf litter will not wash into storm drains. Remove diseased leaves. Cut grass will be left in place (see Minimum Qualifications Sections K (Lawn Care) and O (Maintenance and Clean Up).

5. Fertilizers and Soil Amendments

- a. Contractor shall use only organic fertilizers and soil amendments from natural sources that release elements slowly, unless prior approval from City is obtained.
- b. Additional amendments and fertilizers that are approved for use by the Organics Materials Research Institute (OMRI) for use in crop production are approved for use in landscape. See www.omri.org. Contractor must supply fertilizer and soil amendment labels including the guaranteed analysis identifying components of the material and the percent nutrient content. Contractor is required to apply the appropriate amount of fertilizer to supply the specified quantity of nutrient as determined by soil analysis and/or plant tissue analysis.
- c. Contractor shall apply and manage fertilizers and amendments carefully, applying the minimum needed for plant health to avoid spills and prevent pollution of surface and ground water and to avoid creating a nitrogen draft in the soil or toxicity to plants.
- d. Organic fertilizer application frequency shall be on a prescriptive base only, depending on soil test results and/or plant observations. Application frequency shall be determined by plant need, based on plant appearance and growth habit. For larger sites, fertilizer applications may be assessed through soil and/or plant tissue analyses, as described in Section I, subsection 3 (above), and as recommended by agricultural soil testing laboratory. If the Contractor believes soil tests are in order, they shall submit a cost to the City Designated Representative for approval. For bidding purposes, the following maximum annual number of fertilizer applications should be assumed:
 - i. Trees, shrubs, woody ground covers: One time per year
 - ii. Herbaceous ground covers perennials: Two times per year
 - iii. Turf grass: Two times per year.
- e. Fertilizers that are not approved or are restricted for use in crop production by OMRI shall be applied only after review and written approval by the City Designated Representative.
- f. The Contractor shall follow the following additional Fertilizer BMPs:
 - i. Use a slow-release organic fertilizer with low or no phosphorus (with a middle number 5 or less, such as 13-5-13).

- ii. Apply fertilizer using smaller applications rather than a large, single application. Follow the label.
- iii. Postpone fertilizing when more than 0.5 inch of rain is forecast within 48 hours.
- iv. Use a tarp under the fertilizer spreader when filling or emptying to prevent spills. Make sure fertilizer does not fall onto sidewalks or impervious surfaces during application. If this happens, sweep and remove granular fertilizer, NEVER hose it off.
- v. Do not apply fertilizer on lawn areas within 10 feet of a creek, wetland, or other water body.
- vi. Apply fertilizer according to the needs of the plants, including just prior to budding for flowering plants, or if leaves and flowers show visual evidence of infertility such as yellow/chlorotic colors, veining, etc. Fertilize cool season grasses (such as Kentucky bluegrass) in spring, and warm season grasses during summer (mid-June and August, typically).

J. Irrigation

1. General

- a. Landscapes shall be irrigated as needed to maintain plant appearance and health, and avoid overspray and water damage to City's hardscape and property.

2. System Maintenance and Repair

Throughout the term of this agreement, the Contractor shall be responsible for the effectiveness of the irrigation systems on the site(s) covered by this agreement. The Contractor shall:

- a. Report promptly to the City's designated representative any damage to the irrigation systems. Any mainline, valve, or controller problems shall be reported to the City within 24 hours of observation.
 - i. Submittals shall be provided to the City designated representative for all repair components and piping. Repairs shall be completed upon obtaining written approval from City's representative. Repairs shall be completed in a timely manner, with same manufacturer's components and operational function.
 - ii. The City will repair any shortcoming submitted, or ask Contractor for cost estimate for repair.
 - iii. If the City chooses to have the Contractor carry out the submitted repairs or replacements, the Contractor shall provide labor and equipment.
 - iv. The City shall have the option of providing replacement parts or having the Contractor provide the parts. The Contractor shall obtain the approval of the City's designated representative before replacing any parts not covered by Minimum Specifications Section J (Irrigation) Subsection 2a(i), above, or 2a(vi), below.
 - v. Contractor shall provide copies of receipts for materials and/or parts shall be submitted upon request. If parts and materials are purchased by Contractor, mark-up shall not exceed 10%.

- vi. Contractor shall repair or replace, at the Contractor's expense, any irrigation system equipment damaged as a result of the Contractor's performance. Contractor must replace all broken items with item of same brand and model. The City must approve all substitutions.
 - b. Adjust and trim around all sprinkler heads to obtain and maintain proper water coverage.
 - c. Remove the last sprinkler head from each system and flush lines if and as required.
 - d. Contractor shall maintain the irrigation system for optimum performance, as per manufacturers specifications, by inspecting the entire system on an ongoing basis. This includes cleaning and adjusting all sprinkler and bubbler heads, drip emitters and valves for proper coverage.
 - e. Irrigation controllers shall be inspected weekly and adjusted a minimum of one time per month during the irrigation season to ensure that consumption to budget is optimized. Contractor is encouraged to work with City Water Use Efficiency staff (contact: (707) 543-4506) to compare consumption to budget.
 - f. The delivery of adequate moisture shall include, but is not limited to, hand watering, operation of manual valves, automatic controllers, and bleeding valves. If a condition such as controller breakdown, electrical problems or battery failure prevents automatic irrigation, other irrigation methods shall be used as necessary, until repairs have been authorized and completed.
 - g. An accurate irrigation controller map showing location of controllers, valves and distribution systems (mark up of City map is acceptable) shall be prepared by the Contractor and placed in the irrigation controller enclosure. A copy shall be given to the City designated representative. The City will provide any available as built irrigation drawings for Contractor use.
3. Scheduling and Application
- a. The Water Manager will be responsible for programming and scheduling site irrigation using a monthly consumption to water budget approach, with the goal of managing each site's consumption to its corresponding landscape water budget. The Water Manager will apply only enough irrigation to replace natural water loss from the landscape and maintain plant health. In accordance with the following, the Water Manager shall:
 - i. Be guided by site water meters (where present), Santa Rosa Water staff input, and the City's weekly WaterSmartYard irrigation scheduling recommendations that are provided on the City's website at: srcity.org/watersmartyard.
 - ii. Consider site soil types, plant types, root depths, precipitation rates, weekly net evapotranspiration (ETO), and tailor the amount of water applied for each irrigation zone according to these and other pertinent conditions in order to apply the minimum amount of water needed to maintain plant health.
 - iii. Schedule multiple repeat cycle start times to allow the water to infiltrate into the soil and avoid/eliminate runoff, ponding, and over-watering.
 - b. Irrigation will be provided using the existing irrigation systems at the following sites: 1) Laguna Treatment Plant; 2) Compost Facility; 3) Geysers; 4) Utilities Field Operations Facility; and 5) Municipal Services Center North Parking Lot. The portions of the Oakmont Treatment Plant to be irrigated will be identified

by the City designated representative.

- c. Where feasible, water shall be applied at night to reduce water loss from evaporation. Controllers shall be programmed to operate system between 9pm and 6am, where possible.
- d. During each site visit, perform visual verification that the plant material is healthy and that soil moisture is adequate. Check the soil moisture content, root depth and structure with a trowel, shovel or probe to a depth of 3 to 4 inches. If the soil is dry or overly moist, adjust irrigation.

4. Seasonal System Maintenance and System Checks

- a. The results of all following checks shall be included in the Contractor's monthly report. Any necessary repairs shall be reported and carried out as described in Subsection 2, Irrigation System Maintenance and Repairs, above.
- b. At start of maintenance contract, and/or in spring of each year, the Contractor shall verify available static water pressure (PSI) and gallons per minute (GPM) at point of connection to water service. Any replacement, relocation or additional materials required as a result of failure to check (PSI) and (GPM) shall be done at the Contractor's expense.
- c. Quarterly System Checks:
 - i. Within 30 days after contract award, Contractor shall inspect all irrigation systems and report condition of all components and piping to the City designated representative.
 - ii. The Contractor shall perform three additional system checks; one during system start up in early spring, one in midsummer and one in early fall. Include the findings in the system check report that includes an estimate for needed repairs based on the findings of the system check. If the check described in (i) above coincides with one of these three checks, it is not necessary to do two checks in the same period.
- d. Controller Seasonal Check—Spring, Summer and Fall
 - i. Open the controller cabinet and clean out any cobwebs, dirt, or debris.
 - ii. Change the battery and check all wiring connections.
 - iii. If a rain sensor is not attached to the controller, consult with City designated representative for retrofit options.
 - iv. Adjust time and day on the controller to current condition.
 - v. Note any problems on the system check report; necessary repairs shall be completed in accordance with Minimum Specifications, Section J (Irrigation) subsection 2 (System Maintenance and Repair).
- e. Spray Irrigation System Seasonal Check—Spring, Summer and Fall

- i. Run the system one valve at a time and inspect for missing, broken, or leaking heads or other water leaks. Flag problem areas and report any problems on the system check report.
 - ii. Inspect system by checking the point of connection, valves and sprinkler heads.
 - iii. Test all zones. Flush each valve and circuit.
 - iv. Clean valves, spray nozzles, and filters.
 - v. Trim plants or grass around heads and valve boxes and system components.
 - vi. Adjust heads as needed to minimize overspray.
 - vii. Test entire system for overall performance and distribution uniformity.
 - viii. Any problems with distribution uniformity will be noted in the system check report and discussed with the City designated representative. Necessary repairs shall be completed in accordance with Minimum Specifications, Section J (Irrigation) subsection 2 (System Maintenance and Repair).
- f. Drip System Seasonal Check—Spring, Summer and Fall
 - i. Remove end caps and flush out any dirt and debris from the system.
 - ii. Replace end caps and run the system, one valve at a time. Flag any broken or missing fittings, emitters or tubing.
 - iii. Note clogged, broken or missing emitters on system check report.
 - iv. Note pinched or broken tubing on system check report. Pinched tubing shall be repaired, not straightened.
 - v. Note any water filter and/or or pressure regulator that are not present on system check report.
 - vi. Identify where emitter location results in overspray and note this and other drip system problems on the system check report.
 - vii. All necessary repairs shall be completed in accordance with Section Minimum Specifications, Section J (Irrigation) subsection 4 (System Maintenance and Repair).

K. Lawn Care

The Contractor shall maintain all lawn areas on the sites covered by this agreement in a healthy, growing condition by performing the following operations and other work incidental thereto:

A. Mowing

- a. Mow the lawn frequently enough so that no more than one-third of the grass blade is removed during a single mowing, and maintain a height of 3" to 3 ½", and up to 4" during summer. Do not mow grass less than 3 1/2"

high.

- b. Contractor shall use a mulching mower and leave lawn clippings on surface.
- c. The Contractor shall remove all paper, rubbish, twigs, limbs, branches or debris from each lawn area prior to mowing.
- d. Mowing shall be done only by clean and properly adjusted mowing equipment with sharp cutting edges so that grass blades are not shredded or damaged.
- e. Bruising or rough cutting of grass will not be permitted.
- f. "Scalping" will not be permitted.

B. Trimming

- a. All lawn area edges along curbs and walks shall be trimmed after each mowing. Edging shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, paths, shrubs, tree trunks, poles, guy wires, or any other object or structure within or bordering the lawn areas.
- b. Trimming shall be done by powered edging equipment.
- c. Trimming shall be done around irrigation system sprinkler heads as necessary to permit maximum water coverage by the system.
- d. Turf around trees shall be mechanically edged at twelve inches (12") around tree trunk.
- e. The Contractor shall avoid damaging tree trunks, shrubs, sprinkler heads, buildings, and other objects and structures during trimming operations. Any such damage shall be reported immediately to the City's designated representative.

C. Weeds, Disease, and Pest Control

- a. The Contractor shall have all required permits and licenses for the possession and use of pesticides. The Contractor's employees shall have completed all necessary and required training(s) before applying pesticides Minimum Specifications, Section A (Contractor Qualifications and Work Requirements).
- b. The Contractor and their employees shall be familiar with the Russian River Friendly Landscape Guidelines.
- c. Contractor shall be trained in and utilize Integrated Pest Management practices, and be responsible for the selection, timing, and proper use of pesticides and for the specific applications for which the same may be used. Any damage resulting from the use of pesticides shall be the responsibility of the Contractor.
- d. Turf Treatment Programmatic Specifications

The use of appropriate cultural methods (such as mulch mowing, appropriate fertilization, aeration, and irrigation) described more fully in Minimum Qualifications Section I (Soil Management and Fertilization); Section J (Irrigation), Section K (Lawn Care); and Section O (Maintenance and Clean Up) will minimize weed cover on all managed turf. Should weed cover increase to over 20% coverage of the turf area, then weeds

shall be pulled; applications of organic herbicide may be considered if hand pulling has been conducted and is inadequate to reduce weeds to below 20% coverage. The goal for this section is to manage for healthy/vigorous turf while maintaining site aesthetics.

Target Pest: broadleaf weeds

Approved Techniques:

- Hand pull weeds from turf areas.
- Apply organic herbicide as necessary for selective broad-leaf weed control. See attached Pest Control Recommendation–Turf for details on application rates and restrictions (Appendix A1).

D. Aerating and Renovating

- a. Lawn areas shall be aerated at least once each year and shall be renovated as necessary to retain current quality. Renovating shall consist of verti-cutting and raking to remove thatch, followed by reseeding, and top dressing. Such aeration shall be done more frequently if required to maintain good water penetration.
- b. As required by the City's designated representative, Contractor shall reseed bare places or depressions in lawn areas after first bringing such depressions to grade level with top soil.

E. Watering

- a. Lawn areas shall be irrigated as required by site and weather conditions to provide adequate moisture for optimum health while maintaining the application of water to match the site's landscape water budget.
- b. Wherever or at any time that a regularly installed sprinkler irrigation system does not adequately cover the lawn area in which it is installed, the Contractor shall furnish and set out hoses and sprinklers as required to uniformly water the lawn areas.
- c. Watering shall be done at night or in the early morning and shall be controlled to prevent any runoff, ponding, and over watering.
- d. Irrigation controllers shall use repeat cycling where possible to allow water to soak in to soil and prevent runoff or ponding.

F. Fertilizing

- a. Lawn areas shall be fertilized in accordance with Minimum Specifications, Section I (Soil Management and Fertilization).
- b. Lawn areas shall be watered immediately after fertilization to prevent burning of grass. Burning of grass due to improper fertilization work on lawn areas shall be considered as "property damage" and shall be corrected by the Contractor.
- c. The Contractor shall include fertilizing schedule information in the monthly work schedule required in Minimum Specifications, Section G (Reporting and Inspecting).

L. Trees, Shrubs, and Ground Cover Care

The Contractor shall maintain all trees, shrubs, and ground cover on the sites covered by this agreement, in a healthy, growing condition by performing the following operations and other work incidental thereto:

1. Watering

- a. All watering shall be consistent with Minimum Specifications, Section J (Irrigation).
- b. Trees, shrubs, and ground cover shall be watered deeply and slowly to establish moisture to the full depth of the root zones. Watering shall be done in a manner to avoid erosion of soil, any runoff or ponding of water, or creating a waterlogged soil condition. The Contractor shall furnish and set out hoses and sprinklers when and where necessary to ensure watering coverage. Areas designated, as non-irrigated landscaping shall not be irrigated.
- c. The Contractor shall make a moisture check of representative plants in the landscaping at each site to establish a need for watering.
- d. The Contractor shall maintain a water basin of such size around young trees, as is necessary to ensure that enough water can be applied to establish moisture through the major root zone. A water wand shall be used to break the water force when hand watering. Water basins shall be opened during the rainy season to allow surface drainage away from the root crown where excess water may accumulate.

2. Pruning & Minor Tree Care (up to 15' above ground)

- a. The Contractor shall ensure that only professionally qualified personnel using approved methods and techniques perform pruning:
 - i. Excessive pruning or stubbing back shall not be permitted.
 - ii. All pruning cuts shall maintain the branch bark ridge and shall be clearly cut with no tearing of the bark. No flush cuts shall be permitted.
 - iii. Shearing of shrubs and ground cover will be permitted only if specifically approved by the City's designated representative.
- b. Trees shall be pruned to select and develop permanent scaffold branches that are smaller in diameter than the trunk or branch to which they are attached and which have vertical spacing of from eighteen inches (18") to forty-eight inches (48") inches with radial orientation so as not to overlay one another.
- c. Under no circumstances shall stripping of lower branches ("raising up") of young trees be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote caliper trunk growth (tapered trunk). Lower branches may be cut only after obtaining permission from the City's designated representative.
- d. Evergreen trees shall be thinned out and shaped when necessary to prevent wind and storm damage.
- e. Pruning of trees and shrubs shall be done as needed to achieve the following:

- i. To shape, particularly to correct misshaping caused by the wind.
 - ii. To raise the lower branches of trees above head height wherever they overhang walks or paths.
 - iii. To cut back shrubs and ground cover where they encroach on the walks, paths, paved areas and fence lines.
 - iv. To remove suckers, watersprouts, and other undesirable growth on trees.
 - v. To remove all dead or damaged branches.
- f. Minor pruning may be done at any time.
- g. Pruning to remove a hazard shall be done immediately.

3. Staking & Guying

The Contractor shall maintain and replace stakes and guys with materials approved by the City's designated representative, and maintain and replace plant ties to provide support without chafing of bark. Additional stakes or guys shall be placed as needed to correct misshaping caused by wind.

4. Fertilizing

- a. All trees, shrubs, and ground cover in irrigated areas shall be fertilized two (2) times per year, as per Minimum Specifications, Section I (Soil Management and Fertilization).
- b. Fertilizer shall be spread evenly under trees and shrubs to the drip line and shall not be applied to the root ball or the base of the main stem.

5. Replacement of Plants and Trees

- a. The Contractor shall remove dead and damaged trees and plants, and if directed, replace the same with plants of equivalent size and variety, and trees of equivalent variety and size up to 15 gallons, after obtaining the approval of the City's designated representative for such replacement. The City shall provide replacement trees for those that have died or been damaged through no fault of the Contractor, except as defined in Minimum Specifications, Section (Workmanship, Quality, and Appearance Level). The Contractor is responsible for providing labor and equipment to plant all replacement plants and trees under this contract.

M. Weed Control

- 1. The Contractor shall be trained in and use Integrated Pest Management practices, and be responsible for pest control on all trees, shrubs, ground cover, and other site features.
- 2. Annual weeds are to be controlled during their growing season in the winter and spring when they are most susceptible to cultural control methods (see Gantt Chart in Appendix B). Frequent control when plants are young will enhance overall control in the landscape and prevent them from establishing large populations.

3. Perennial weeds are to be controlled to the extent possible during the winter and spring with cultural control methods when soils are moist and roots can be fully removed (see Gantt Chart in Appendix B).
4. The general non-organic herbicide guidelines (for locations where such herbicides are allowed) follows:
 - a. The only non-organic herbicide that may be used is Roundup Custom™ Herbicide (see attached Pest Control Recommendation – Industrial Sites in Appendix A for details on application rates and restrictions).
 - b. Roundup Custom™ Herbicide is only to be used as a last resort if performance goals cannot be otherwise met. Roundup Custom™ may only be used one per year per target pest and only at the end of each weed species' growing cycle (see attached Gantt Chart, Appendix B).
 - c. Roundup Custom™ will be applied only as spot treatment of individual plants (no broadcast spraying).
 - d. Review pesticide labels for time periods for optimum control and weed species control. Most pesticides are ineffective when used at incorrect times in a weed's lifecycle.
 - e. Properly identify all weeds before treatment, and limit all pesticide applications to time periods when they are effective.
 - f. Roundup Custom™ Herbicide is not to be used for weed control on concrete and asphalt surfaces.
 - g. It will not be applied within 15 feet of public paths or on grounds of areas frequented by children without temporary closure.
 - h. Observe all label guidelines, and notes and restrictions on attached Pest Control Recommendation sheets (Appendix A).
 - i. Recommended Pest Control Methods Based on Landscape Type and Service Frequency:

The following describes the programmatic treatment for the different types of site conditions. The appropriate treatment specifications will be referenced in the subsequent discussion of the site-specific specifications for all Santa Rosa Water sites.

1. Hard Surfaces Programmatic Treatment Specifications

Hard surface areas include concrete, asphalt and gravel-surfaced areas surrounding water treatment facilities, offices, and parking areas. Proper maintenance of these areas can minimize the need for weed control. Regular control of weeds in these areas will prevent further damage to hard surfaces and enhance long-term control of weeds. These areas are maintained to enhance facilities access, security, and fire safety.

Target Pest: Annual/Perennial weeds

Goals: Keep pavement cracks/seams weed free in areas easily visible by the public and at least 80% weed free in other areas. All weeds to be maintained at 4 inches in height or less unless otherwise noted.

A. Hard Surfaces Weed Treatment Protocol 1: Weekly Services Areas

Approved Techniques:

- Hand pull weeds from cracks, margins and edges.
- Mow (string trimmer) all weeds to target height in cracks or other areas.
- Propane flaming asphalt areas (cracks/margins). Propane flaming shall only be used during the winter season when plants and surrounding environment is wet. Flaming during rain events is optimal. Contractor shall have basic firefighting equipment onsite at all times (fire extinguisher, shovel, axe).
- Mow 3' on each side of perimeter fencing to maintain vegetation < 6" high.
- Organic herbicide may be used as needed. Control weeds on young annual and germinating perennials. See attached Pest Control Recommendation and Gantt Chart in Appendix B.
- Spot treatment using Roundup Custom™ Herbicide is permitted as a last resort for weeds on gravel surfaces only (not asphalt or concrete) if other methods fail to meet performance goal. **Spray each weed a maximum of 1x per year at the end of the growing season for each target species.** See attached Pest Control Recommendation (Appendix A).

B. Hard Surfaces Weed Treatment Protocol 2: Weekly Services Areas

Approved Techniques:

- Hand pull weeds from cracks, margins and edges.
- Mow (string trimmer) all weeds to target height in cracks or other areas.
- Mow 3' on each side of perimeter fencing to maintain vegetation < 6" high.
- Apply organic herbicides as needed. See attached Pest Control Recommendation and Gantt Chart in Appendix B.
- Spot treatment using Roundup Custom™ Herbicide is permitted as a last resort for weeds on gravel surfaces only (not asphalt or concrete) if other methods fail to meet performance goal. Spray each weed a maximum of 1x per year at the end of the growing season for each target species. See attached Pest Control Recommendation (Appendix A).

C. Hard Surfaces Weed Treatment Protocol 3: Low Frequency Service Areas

- Goal: Keep at least 80% of pavement cracks/seams weed free. All weeds to be maintained at 4 inches or less. Keep at least 90% of pavement cracks/seams weed free.

Approved Techniques:

- Hand pull weeds from cracks, margins and edges.
- Mow (string trimmer) all weeds to target height in cracks or other areas.
- Mow 3' on each side of perimeter fencing to maintain vegetation < 6" high.
- Organic herbicides as needed – see attached Pest Control Recommendation
- Spot treatment using Roundup Custom™ Herbicide is permitted as a last resort for weeds on gravel surfaces only (not asphalt or concrete) if other methods fail to meet performance goal. **Spray each weed a maximum of 1x per year at the end of the growing season for each target species.** See attached Pest Control Recommendation (Appendix A).

2. Planter Beds Programmatic Treatment Specifications

Use cultural methods (mulch, proper pruning, proper irrigation) to encourage landscaping plant health and growth and discourage weeds in all landscaping areas. Keep planter beds and tree wells free of weeds and debris on a rotational basis, throughout the year by hand pulling or other mechanical means. Site shall be weeded by hand or mechanical weeding methods that remove the roots at least once per visit. Effective monitoring and routine maintenance will control weeds while they are small before they have the opportunity to set seed; limiting effort for future maintenance.

Target Pest: Annual/perennial weeds

Goals: Promote healthy/vigorous landscape planting areas with weed cover less than 20%. Promote growth of seedling trees in buffer areas to increase site shading to reduce weeds.

A. Planting Bed Treatment Protocol 1: Weekly Services Areas

Approved Techniques:

- Hand pull weeds from target areas.
- Add/replenish mulch for planting beds to suppress weeds.
- Organic herbicide – see attached Pest Control Recommendation (Appendix A).
- Spot treatment using Roundup Custom™ Herbicide is permitted as a last resort. Spray each weed a maximum of 1x per year at the end of the growing season for each target species. See attached Pest Control Recommendation (Appendix A).
- Preserve native tree seedlings and young trees from damage pulling and mowing damage.

B. Planting Bed Treatment Protocol 2: Monthly Services Areas

Approved Techniques:

- Hand pull weeds from target areas.
- Add/replenish mulch for planting beds to suppress weeds.
- Organic herbicide – see attached recommendation (Appendix A)
- Spot treatment using Roundup Custom™ Herbicide is permitted as a last resort. Spray each weed a maximum of 1x per year at the end of the growing season for each target species. See attached Pest Control Recommendation (Appendix A).

C. Planting Bed Treatment Protocol 3: Low Frequency Service Areas

Approved Techniques:

- Hand pull any annual weeds at the time of the maintenance visit.
- Add/replenish mulch for planting beds to suppress weeds.
- Spot treatment using Roundup Custom™ Herbicide is permitted as a last resort. Spray each weed a maximum of 1x per year at the end of the growing season for each target species. See attached Pest Control Recommendation (Appendix A).

N. General Maintenance and Cleanup

1. The Contractor shall collect all clippings, trimmings, cuttings, rubbish, litter, and debris at each site covered by this agreement and deal with as follows:
 - a. Lawn grass that has been cut with a mulching mower shall be left in place.
 - b. Tall grass that has been cut with a string trimmer shall be left in place.
 - c. Leaf litter shall be left in planting beds as mulch, as described in Minimum Specifications, Section I (Soil Management and Fertilization).
 - d. Compostable plant material that cannot be left in place may be left to compost in piles on those sites where space and aesthetic considerations permit. Such material may NOT be left on site at Water Stations and Lift Stations. Material left on site may be generated at that site alone, and shall not include material that is slow to biodegrade, such as coarse woody debris (branches, trees, stumps, etc); rocky material (rocks, sand, gravel, etc.); or man-made materials.
 - e. All diseased leaves and plants and branches or larger prunings shall be removed from the site.
 - f. Compostable plant material that does not fit into the preceding categories, which was generated as a result of this contract, may be disposed of at the City's Compost Facility, located at 4301 Llano Road, Santa Rosa. The Contractor will be responsible for transporting all material. Wood products may also be taken to the Compost Facility as long as they have been chipped. Should the Contractor elect not to dispose of the grass or wood products at the City Compost Facility, the cost for disposing of said products will not be an additional cost to the City.
 - g. Non-compostable litter, rubbish and other debris shall be removed from each site and disposed of in a lawful manner at the Contractor's expense. Clippings, trimmings, removed trees, cuttings, rubbish, or debris resulting from Contractor's performance under this agreement shall NOT be deposited in the refuse cans or dumpsters placed by the City at various locations in the areas covered by this agreement. Note: Non-organic' debris found on site CAN be disposed of in City dumpsters.
2. The Contractor shall keep all ground cover areas, all areas around shrubs and trees, next to building, fences, tanks, sidewalks, paths, curbs, and gutters free from rocks, glass, and other debris.
3. The Contractor shall keep all cracks and seams in sidewalks, curbs, street gutters, and other paved areas relatively free of weeds (meeting the performance goals established in Minimum Specifications, Section M (Weed Control)).
4. The Contractor shall keep all sidewalks and paved areas clear of dead plant material such as leaves, twigs, and branches.
5. The Contractor shall keep sidewalks and paved areas swept and cleaned of any dirt or soil that might be washed from adjacent slopes or planted areas.

6. The Contractor shall repair any eroded places on the landscaped area covered by this agreement by replacement of topsoil to bring such eroded places back to original grade. The cause of erosion shall be reported promptly to the City's designated representative.
7. Work sites shall be left orderly and neat upon completion of work for that particular day.
8. The Contractor is responsible for all traffic control required as a result of this contract. A traffic plan shall be submitted to and approved by the City Traffic Engineering Division two weeks prior to performing any work requiring traffic control.
9. The Contractor is responsible for picking up and disposing of trash found on site during the course of their maintenance.

O. Equipment

1. The Contractor shall furnish, maintain, and use sufficient modern and efficient equipment and tools to perform the work required under the provisions of this agreement. All equipment and tools shall be kept in safe, usable condition with cutting edges properly sharpened. The City's designated representative may direct that the Contractor discontinue the use of any equipment or tools that in the opinion of said representative are not in an acceptably safe and usable condition.

INDIVIDUAL SITE SPECIFICATIONS

WEEKLY SERVICES - Bid Sites 1-8

All sites shall be maintained in accordance with the above specifications.

1. Laguna Treatment Plant 4300 Llano Road, Santa Rosa, CA

Contractor's crew leader shall check in with the City's designated representative at the beginning of weekly maintenance visit at the Laguna Treatment Plant Warehouse.

LAWNS

The lawns at this site are being phased out. Accordingly, no maintenance is to be conducted beyond mowing. Mowing shall be done in accordance with Minimum Guidelines Section K (Lawn Care).

GROUND COVER

A. Weed Control

Tree, shrub, and ground cover beds shall be maintained on a regular basis using the timeline below and using the methods outlined in the Minimum Specifications Section M (Weed Control). Depending on the area on the site, use the programmatic specifications for Turf, Planting Bed and Hard Surfaces Weed Treatment Protocol #1 – Weekly Service Areas.

JAN – (4x/month) hand pull planting beds/hard surfaces

FEB – (4x/month) treat beds and hard surfaces with hand pulling, propane flaming and/or organic spray.

MAR – (4x/month) hand pull and/or apply organic spray in planting beds/hard surfaces

APR – (4x/month) hand pull, mow in planting beds/hard surfaces

MAY – (4x/month) hand pull, mow, if necessary apply Roundup Custom™ in planting beds

JUN – (4x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds if necessary

JUL – (2x/month) hand pull in planting beds

AUG – (1x/month) hand pull in planting beds

SEPT – (1x/month) hand pull in planting beds

OCT – (1x/month) hand pull in planting beds

NOV – (1x/month) hand pull in planting beds

DEC – (2x/month) hand pull in planting beds

B. Edging

Ground covers shall be kept within designated areas. Invasive ground covers shall be kept trimmed away from buildings. Ground covers will be allowed to grow on fences unless amended below. Ground covers shall be prevented from invading shrubs or climbing trees.

TREES AND SHRUBS

A. General

- All pruning of trees and shrubs is included.
- Keep ivy away from Administration Building.

B. Trees

- "Regular maintenance" of trees will include pruning for pedestrian clearance, structural clearance, light clearance, and immediate safety issues (such as broken limbs).
- Keep tree branches away from Administration Building.
- Annual pruning shall be done to thin the crown and establish healthy structure.

C. Pruning – Shrubs

- Pruning shall promote structural strength and health, and accentuate the plant's natural forms and features within the limitations of space. Annual pruning shall be done to thin the crown and establish healthy structure.
- Hedging and shearing of plants shall be performed as required by seasonal plant growth to remove excess and uneven growth, and to prevent crowding other plants,) structures and walking paths.
- Hedge rows shall be pruned to maintain a tidy uniform appearance.
- Shrubs beneath windows shall be topped at window sill height.

IRRIGATION –RECLAIMED WATER – CONDITIONS CHANGE DUE TO DROUGHT

- A. The Contractor will operate and maintain the irrigation system per minimum specifications covered by Minimum Specifications, Section J (Irrigation).

MISCELLANEOUS

- A. High weed mowing shall be performed two (2) to four (4) times per year depending on weather conditions in the following areas within the Treatment Plant perimeter fence and on both sides of Llano Rd., Meadow Lane and Walker Road. High weed mowing during the nesting bird season (February 1—September 30) must be approved by one of the City's Environmental Specialists to ensure all active nests are flagged and avoided by Contractor.
- Llano Road: East side from the south plant entrance to Meadow Lane; West side from the pump station to the bridge.
 - Meadow Lane: south side only (adjacent to treatment plant) between Llano Road and Walker Road.
 - Walker Road: west side only (adjacent to treatment plant) from Meadow Lane to southern treatment plant boundary.
 - Inside Treatment Plant: Mow areas around solar panels, along drive south of Admin Building, east of Admin Building, behind and just north of Warehouse.

- NOTE: Bird Sanctuary shall not be mowed.

MAINTENANCE

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section O, General Maintenance and Cleanup.

2. Compost Facility 4301 Llano Road, Santa Rosa, CA

GROUND COVER

A. Weed Control

Tree, shrub, and ground cover beds shall be weeded on a regular basis using the timeline below and using the methods outlined in the General Specifications: Turf, Planting Bed and Hard Surface Weed Protocol #1 – Weekly Service Areas.

Additionally, mow perimeter fenceline along Llano Road from creek to Geyser Station as necessary to maintain fenceline access. Mow all berms around the building. Hand pulling only of weeds in the biofilter area (absolutely no spraying allowed).

JAN – (4x/month) hand pull planting beds/hard surfaces

FEB – (4x/month) treat with hand pulling, propane flaming and/or organic spray in beds/hard surfaces

MAR – (4x/month) hand pull and/or organic spray in planting beds/hard surfaces

APR – (4x/month) hand pull, mow in planting beds/hard surfaces

MAY – (4x/month) hand pull, mow. Roundup Custom™ may be used in planting beds if necessary

JUN – (4x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds if necessary

JUL – (2x/month) hand pull in planting beds

AUG – (1x/month) hand pull in planting beds

SEPT – (1x/month) hand pull in planting beds

OCT – (1x/month) hand pull in planting beds

NOV – (1x/month) hand pull in planting beds

DEC – (2x/month) hand pull in planting beds

B. Edging

Ground covers shall be kept within designated areas. Invasive ground covers shall be kept trimmed away from buildings. Ground covers will be allowed to grow on fences unless amended below. Ground covers shall be prevented from invading shrubs or climbing trees.

TREES AND SHRUBS

All pruning of trees and shrubs is required. Annual pruning shall be done to thin the crown and establish healthy structure. "Regular maintenance" of trees will include pruning for pedestrian clearance, structural clearance, light clearance, and immediate safety issues (such as broken limbs).

Pruning–Shrubs

Pruning shall promote structural strength and health, and accentuate the plant's natural forms and features within the limitations of space. Hedging and shearing of plants shall be performed as required by seasonal plant growth to remove excess and uneven growth, and to prevent crowding other plants, structures and walking paths. Hedge rows shall be pruned to maintain a tidy uniform appearance. Shrubs beneath windows shall be topped at window sill height.

IRRIGATION – CONDITIONS CHANGE DUE TO DROUGHT

The Contractor will operate and maintain the irrigation system per Minimum Specifications, Section J (Irrigation), accepting any recommendations from the City.

MAINTENANCE

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section M, General Maintenance and Cleanup.

MISCELLANEOUS

Alpha Farm, 3300 Llano Road, Santa Rosa, CA

- Supply all labor and materials to remove hemlock and thistle at both Alpha Farm and Compost Facility.
- The Contractor will perform high weed mowing and string trimming at areas outlined on map to be provided, to create a 3' wide area from the bottom of the slope. This service will take place three (3) times per year, as scheduled per the direction of the Stores Specialist.
- Any compostable material that is not left in place may be disposed of on-site, in piles left in discreet locations.

3. Geysers Operation Center 35 Stony Point Road, Santa Rosa, CA

GROUND COVER

A. Weed Control

Tree, shrub, and ground cover beds shall be weeded on a regular basis using the timeline below and using the methods outlined in the General Specifications: Turf, Planting Bed and Hard Surface Weed Protocol #1 – Weekly Service Areas.

JAN – (4x/month) hand pull planting beds/hard surfaces

FEB – (4x/month) treat with hand pulling, propane flaming and/or organic spray in planting beds/hard surfaces

MAR – (4x/month) hand pull and/or Organic spray in planting beds/hard surfaces

APR – (4x/month) hand pull, mow in planting beds/hard surfaces

MAY – (4x/month) hand pull, mow. Roundup Custom™ may be used in planting beds if necessary

JUN – (4x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds if necessary

JUL – (2x/month) hand pull in planting beds

AUG – (1x/month) hand pull in planting beds

SEPT – (1x/month) hand pull in planting beds

OCT – (1x/month) hand pull in planting beds
NOV – (1x/month) hand pull in planting beds
DEC – (2x/month) hand pull in planting beds

B. Edging

Edging along sidewalks, structures, and curbs shall be performed bi-weekly. Ground covers shall be kept within designated areas. Invasive ground covers shall be kept trimmed away from buildings. Ground covers will be allowed to grow on fences unless amended below. Ground covers shall be prevented from invading shrubs or climbing trees.

TREES AND SHRUBS

All pruning of trees and shrubs is included. Annual pruning shall be done to thin the crown and establish healthy structure. "Regular maintenance" of trees will include pruning for pedestrian clearance, structural clearance, light clearance, and immediate safety issues (such as broken limbs).

Pruning–Shrubs

Pruning shall promote structural strength and health, and accentuate the plant's natural forms and features within the limitations of space. Hedging and shearing of plants shall be performed as required by seasonal plant growth to remove excess and uneven growth, and to prevent crowding other plants, structures and walking paths. Hedge rows shall be pruned to maintain a tidy uniform appearance. Shrubs beneath windows shall be topped at window sill height.

IRRIGATION – CONDITIONS CHANGE DUE TO DROUGHT

The Contractor will operate and maintain the irrigation system per minimum specifications covered by Minimum Specifications, Section J (Irrigation), accepting any recommendations from the City.

4. Utilities Field Operations Facility 35 Stony Point Road, Santa Rosa, CA

GROUND COVER

A. Weed Control

Tree, shrub, and ground cover beds shall be weeded on a regular basis using the timeline below and using the methods outlined in the General Specifications: Turf, Planting Bed and Hard Surface Weed Protocol #1 – Weekly Service Areas. Additionally, mow perimeter fencelines as necessary to maintain fenceline access.

JAN – (4x/month) hand pull planting beds/hard surfaces.
FEB – (4x/month) treat with hand pulling, propane flaming and/or Organic spray in beds/hard surfaces.
MAR – (4x/month) hand pull and/or Organic spray in planting beds/hard surfaces.
APR – (4x/month) hand pull, mow in planting beds/hard surfaces.
MAY – (4x/month) hand pull, mow. Roundup Custom™ may be used in planting beds.
JUN – (4x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds.
JUL – (2x/month) hand pull in planting beds.
AUG – (1x/month) hand pull in planting beds.
SEPT – (1x/month) hand pull in planting beds.
OCT – (1x/month) hand pull in planting beds.

NOV – (1x/month) hand pull in planting beds.

DEC – (2x/month) hand pull in planting beds.

B. Edging

1. Ground covers shall be kept within designated areas. Invasive ground covers shall be kept trimmed away from buildings. Ground covers will be allowed to grow on fences unless otherwise directed. Ground covers shall be prevented from invading shrubs or climbing trees.
2. Edging along sidewalks, structures, and curbs shall be performed biweekly.

IRRIGATION – CONDITIONS CHANGE DUE TO DROUGHT

The Contractor shall operate and maintain the irrigation system per minimum specifications covered by General and Minimum Specifications, Section J (Irrigation), accepting any recommendations from the City.

MAINTENANCE

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section M (General Maintenance and Cleanup).

5. Municipal Services Center North Parking Lot 55 Stony Point Road, Santa Rosa, CA

PARKING LOT AND SIDEWALKS

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section M, General Maintenance and Cleanup.

GROUND COVER

Weed Control

Tree, shrub, and ground cover beds shall be weeded on a regular basis using the timeline below and using the methods outlined in the General Specifications: Turf, Planting Bed and Hard Surface Weed Protocol #1 – Weekly Service Areas.

NOTE: All weeding in bio-swales shall be done by hand; NO pesticide spraying to be done on bio-swales in the main parking lot area per storm water permit.

JAN – (4x/month) hand pull planting beds/hard surfaces/bioswales

FEB – (4x/month) treat with hand pulling/propane flaming and/or Organic spray in beds/hard surfaces. Hand pull in bioswales.

MAR – (4x/month) hand pull and/or Organic spray in planting beds/hard surfaces. Hand pull in bioswales.

APR – (4x/month) hand pull, mow in planting beds/hard surfaces. Hand pull in bioswales.

MAY – (4x/month) hand pull, mow. Roundup Custom may be used in planting beds only, if necessary.

JUN – (4x/month) hand pull, fire safety mow. Roundup Custom may be used in planting beds only, if necessary.

JUL – (2x/month) hand pull in planting beds/bioswales.

AUG – (1x/month) hand pull in planting beds/bioswales.

SEPT – (1x/month) hand pull in planting beds/bioswales.
OCT – (1x/month) hand pull in planting beds/bioswales.
NOV – (1x/month) hand pull in planting beds/bioswales.
DEC – (2x/month) hand pull in planting beds/bioswales.

TREES AND SHRUBS

All pruning of trees and shrubs is included. Annual pruning shall be done to thin the crown and establish healthy structure. "Regular maintenance" of trees will include pruning for pedestrian clearance, structural clearance, light clearance, and immediate safety issues (such as broken limbs), Shrubs/grasses will be cut back and trimmed as needed.

IRRIGATION – RECLAIMED WATER – CONDITIONS CHANGE DUE TO DROUGHT

- A. The Contractor will operate and maintain the irrigation system per minimum specifications covered by Minimum Specifications, Section J (Irrigation), accepting any recommendations from the City.
- B. Watering shall be done at night or in the early morning and shall be controlled to prevent any reclaimed water runoff, ponding, and over-watering.
- C. Irrigation controllers shall be recycled where possible to allow water to soak in and prevent runoff or ponding.

STAKING & GUYING

Maintain and replace stakes and guys with approved materials, and maintain and replace plant ties to provide support without chafing of bark. Additional stakes or guys shall be placed as needed to correct misshaping caused by wind. Climbing of foliage along fence will be trellis to fence as needed.

FERTILIZING

All trees, shrubs and ground cover in irrigated areas shall be fertilized two (2) times per year. Fertilizer shall be spread evenly under trees and shrubs to the drip line and shall not be applied to the root ball or the base of the main stem.

MISCELLANEOUS

Leaf cleanup and debris in bio-swales will be cleaned as needed.

6. Brown Farm CIMIS Station #83 2200 Llano Road, Santa Rosa, CA

MAINTENANCE

The Contractor shall maintain lawn area in and around the CIMIS station in a healthy and vigorous growing condition as outlined in General and Minimum Specifications, Section 0, Item 5. City shall be responsible for irrigation lawn area.

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section M, General Maintenance and Cleanup.

MOWING

Frequency of mowing will depend on current weather and growing conditions. Mowing will be done weekly if needed at a height of no less than four inches (4") or greater than six inches (6"). Mow a 2' strip along the outside of the fence to maintain access to the station on a weekly basis.

7. Bennett Valley CIMIS Station #158 3330 Yulupa Ave., Santa Rosa, CAMAINTENANCE

The Contractor shall maintain lawn area in and around the CIMIS station in a healthy and vigorous growing condition as outlined in General and Minimum Specifications, Section 0, Item 5. City shall be responsible for irrigation lawn area.

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section M, General Maintenance and Cleanup.

MOWING

Frequency of mowing will depend on current weather and growing conditions. Mowing will be done weekly if needed at a height of no less than four inches (4") or greater than six inches (6"). In addition to the area within the fence, contractor shall mow the 1.5 acre area outside of the fence to maintain a consistent height and aesthetic.

8. S-4, 2260 Sonoma Ave., Santa Rosa, CAGROUND COVER**A. Weed Control**

Tree, shrub, and ground cover beds shall be weeded on a regular basis using the timeline below and using the methods outlined in the General Specifications: Turf, Planting Bed and Hard Surface Weed Protocol #1 – Weekly Service Areas. Additionally, mow perimeter fence lines as necessary to maintain fence line access.

JAN – (4x/month) hand pull planting beds/hard surfaces/bioswales

FEB – (4x/month) treat with hand pulling, propane flaming and/or Organic spray in beds/hard surfaces/bioswales

MAR – (4x/month) hand pull and/or Organic spray in planting beds/hard surfaces/bioswales

APR – (4x/month) hand pull, mow in planting beds/hard surfaces/bioswales

MAY – (4x/month) hand pull, mow. Roundup Custom™ may be used in planting beds

JUN – (4x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds

JUL – (2x/month) hand pull in planting beds/bioswales

AUG – (1x/month) hand pull in planting beds/bioswales

SEPT – (1x/month) hand pull in planting beds/bioswales

OCT – (1x/month) hand pull in planting beds/bioswales

NOV – (1x/month) hand pull in planting beds/bioswales

DEC – (2x/month) hand pull in planting beds/bioswales

B. Edging

1. Ground covers shall be kept within designated areas. Invasive ground covers shall be kept trimmed away from buildings. Ground covers will be allowed to grow on fences unless otherwise directed. Ground covers shall be prevented from invading shrubs or climbing trees.
2. Edging along sidewalks, structures, and curbs shall be performed biweekly.

IRRIGATION – CONDITIONS CHANGE DUE TO DROUGHT

The Contractor shall operate and maintain the irrigation system per minimum specifications covered by General and Minimum Specifications, Section J (Irrigation), accepting any recommendations from the City.

TREES AND SHRUBS

All pruning of trees and shrubs is included. Annual pruning shall be done to thin the crown and establish healthy structure. "Regular maintenance" of trees will include pruning for pedestrian clearance, structural clearance, light clearance, and immediate safety issues (such as broken limbs).

Pruning–Shrubs

Pruning shall promote structural strength and health, and accentuate the plant's natural forms and features within the limitations of space. Hedging and shearing of plants shall be performed as required by seasonal plant growth to remove excess and uneven growth, and to prevent crowding other plants, structures and walking paths. Hedge rows shall be pruned to maintain a tidy uniform appearance. Height shall not exceed above window sill height or the top of fence lines.

MAINTENANCE

All non-organic debris and litter shall be picked up and disposed of. Pavement, cement and other hard surfaces shall be blown clear of leaf litter and other debris. Maintenance and disposal shall be conducted according to Minimum Specifications Section M, General Maintenance and Cleanup.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site boundaries are the back of curb on Sonoma Ave. and Farmers Ln. extending to the rear fence.

TWELVE (12) SERVICE VISITS PER YEAR – Bid Sites 9-10**9. Oakmont Treatment Plant 6200 Stonebridge Road, Santa Rosa, CA****LAWNS**

Lawns shall be maintained in a healthy, vigorous, growing condition by performing the following services:

A. Mowing

Lawns shall be mowed monthly. During the period between March and October, lawns will be mowed at a height of no less than two inches (2"), and during the period of November through February at a minimum height of one and one half inches (1.5").

B. Edging and Trimming

Edging along sidewalks, fence lines, structures, and curbs shall be performed monthly with mowing. Lawns bordering ground cover areas shall be maintained once a month. Turf shall be kept away from the base of trees in at least a six inch (6") radius to help prevent mechanical damage.

C. Fertilization

All lawns shall be fertilized according to their individual needs to maintain good health, vigor, and color throughout the year

GROUND COVER**A. Weed Control**

Tree, shrub, and ground cover beds shall be weeded on a regular basis using the timeline below and using the methods outlined in the General Specifications: Turf, Planting Bed and Hard Surface Weed Protocol #2 – Monthly Service Areas.

JAN – (1x/month) hand pull planting beds/hard surfaces

FEB – (1x/month) treat with hand pulling, propane flaming and/or Organic spray in beds/hard surfaces

MAR – (1x/month) hand pull and/or Organic spray in planting beds/hard surfaces

APR – (1x/month) hand pull, mow in planting beds/hard surfaces

MAY – (1x/month) hand pull, mow. Roundup Custom™ may be used in planting beds if necessary

JUN – (1x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds if necessary

JUL – (1x/month) hand pull in planting beds

AUG – (1x/month) hand pull in planting beds

SEPT – (1x/month) hand pull in planting beds

OCT – (1x/month) hand pull in planting beds

NOV – (1x/month) hand pull in planting beds

DEC – (1x/month) hand pull in planting beds

B. Edging

Ground covers shall be kept within designated areas. Invasive ground covers shall be kept trimmed away from buildings. Ground covers will be allowed to grow on fences unless amended below. Ground covers shall be prevented from invading shrubs or climbing trees.

TREES AND SHRUBS

All pruning of trees and shrubs is included. Annual pruning shall be done to thin the crown and establish healthy structure. "Regular maintenance" of trees will include pruning for pedestrian clearance, structural clearance, light clearance, and immediate safety issues (such as broken limbs).

Pruning–Shrubs: Pruning shall promote structural strength and accentuate the plant's natural forms and features within limitations of space. Hedging and shearing of plants will only be done where called for by design and space limitations.

IRRIGATION – CONDITIONS CHANGE DUE TO DROUGHT

The Contractor will operate and maintain the irrigation system per minimum specifications covered by Minimum Specifications, Section J (Irrigation), accepting any recommendations from the City.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site includes the fenced in concrete pond on the south side of the creek and the fenced treatment plant area.

10. S-4B 2521 Del Rosa Avenue, Santa Rosa, CA

Once a month pick up debris/trash/leaves on and alongside the asphalt walking path starting at Alice St. and ending at Piedra Ln. Blow asphalt walking path and site driveway clear of leaves and debris.

Prioritize monthly weed control treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #2 – Monthly Service Areas and/or mowing/string trimming. Control weeds on areas inside fence and outside

of fence from lower gate to upper gate from fence to edge of roadway. Prune shrubs inside and outside of fence as needed.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at edge of asphalt on Alice Dr., Sunridge Dr. and Del Rosa Dr. and continues to the fence line bordering 154 and 160 Alice.

On the entire property, the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris on the entire property. Two feet (2') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes or trees grow through the fence. All bushes shall be trimmed and unless otherwise specified no higher than seven feet (7'). All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, adventitious shoots shall be removed. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6'). After all the debris has been removed, all of the hard surfaces shall be blown.

All leaves, garbage, fallen limbs, dead trees, dead bushes, etc. on and alongside the asphalt walking path starting at Alice St. and ending at Piedra Ln. Maintain proper clearance on the walkway by cutting all weeds, brush and bushes growing on both sides, nothing should be encroaching on the walkway. Blow asphalt walking path and site driveway clear of leaves and debris.

SIX (6) SERVICE VISITS PER YEAR – Bid Sites 11-12

11. Warehouse Annex 4322 Walker Road, Santa Rosa, CA

Hard surface areas shall be weeded six times per year. Prioritize treatments using the weed management calendar (attached in Appendix A). Maintain according to the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas. Weeds on flat, non-asphalt areas inside fence to be mowed/string trimmed at each visit. Blow asphalt areas clear of leaves and debris.

12. S-7 5219 Monte Verde, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves six times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods

outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and Planting Bed Treatment Protocol 3: Low Frequency Services Areas.

Plantings adjacent to sidewalk shall be maintained in good order. Prune shrubs inside and outside fence as needed. Blow asphalt areas clear of leaves and debris. Leaf clean-up as needed.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

Note: The site includes the entire property at the corner of Calistoga Rd. and Monte Verde Dr. starting at the back of curb.

FOUR (4) SERVICE VISITS PER YEAR – Bid Sites 13 - 22

13. W-2 Carley Well/Peter Spring 805 Carley Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Vegetation in non-asphalt areas to be mowed/string trimmed at each visit. Hedge photinia. Hedges shall be pruned not to exceed fence height. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Hedges shall be pruned not to exceed one foot (1') over the fence height.

14. Llano Road Pump Station 4305 Llano Road, Santa Rosa, CA

Control weeds in the parking areas and within 10 feet of the pump station. These hard surface areas shall be weeded four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Blow asphalt clear of leaves and debris.

15. Bear Canyon Pump Station 5565 Pine Flat Road, Healdsburg, CA

Hard surface areas in the parking lot and within 10 feet of the pump station shall be weeded four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Blow asphalt clear of leaves and debris.

16. Mayacamas Pump Station 8100 Pine Flat Road. Healdsburg, CA

Hard surface areas in the parking lot and within 10 feet of the pump station shall be weeded four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Blow asphalt clear of leaves and debris.

17. Pine Flat Pump Station 10600 Pine Flat Road, Healdsburg, CA

Hard surface areas shall be weeded four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Blow asphalt clear of leaves and debris.

18. Terminal Reservoir Private road at north end of Pine Flat Road, Healdsburg, CA

Hard surface areas in the parking lot and within 10 feet of the pump station shall be weeded four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Blow asphalt clear of leaves and debris.

19. R-7 5623 Yerba Buena Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Maintain two-foot (2') stretch on both sides of road from Yerba Buena up to reservoir site. Prune brush on both sides of drive from Yerba Buena to first gate. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no

brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb of the driveway on Yerba Buena Dr., extends five feet (5') on each side of road leading to the second locked gate and all property inside the fence around the water tank. Prune the bamboo and bushes on both sides of drive from Yerba Buena to first locked gate.

20. West College Lift Station 1098 Fulton Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Remove and keep ivy from growing on tree trunks, keep ivy trimmed so it does not exceed 1' over the top of the fence and keep ivy trimmed so it does not grow onto the asphalt. Prune hedge height not to exceed 1' over the top of fence and width not to exceed the width of the retaining wall.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on W. College Ave. and Fulton Rd. and extends to the rear chain link fence. Remove and keep ivy from growing on tree trunks, keep ivy trimmed so it does not exceed 1' over the top of the fence and keep ivy trimmed so it does not grow onto the asphalt. Prune hedge height not to exceed 1' over the top of fence and not to exceed the inside edge of the retaining wall.

21. Removed

GROUND COVER

Weed Control

Planting beds shall be weeded two times per year. Prioritize treatments using the weed management calendar (attached). using the methods outlined in the General Specifications: Planting Bed Weed Protocol #3 – Low Frequency Service Areas

TREES AND SHRUBS

Annual pruning shall be done to thin the crown and establish healthy structure. "Regular maintenance" of trees will include pruning for pedestrian clearance, and immediate safety issues (such as broken limbs).

Pruning – Shrubs: Pruning shall promote structural strength and accentuate the plant's natural forms and features within limitations of space. Hedging and shearing of plants will only be done where called for by design and space limitations. Hedges shall be topped so as not to exceed the height of the fence.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on Oakmont Dr. extends to the rear fence. The photinia hedge on the north exterior fence is not to be trimmed, it is the homeowner's responsibility. The photinia will be maintained so it does not touch the fence. The southern fence shall have two (2') clearance on the exterior.

22. Speers 618 Speers Road

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves four times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences

shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

Note: Site boundaries are the edge of Speers Rd. to rear fence of property.

TWO (2) SERVICE VISITS PER YEAR (unless otherwise specified) Bid Sites 23 – 63

23. Removed

24. R-2-A 3899 Parker Hill Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas. Mow/string trim all flat non-asphalt areas and two-foot (2') stretch on both sides of road starting from second gate up to reservoir site. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis*

Pilularis) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

25. R-2-B & S-5 2785 Skyfarm Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3. Control weeds and grasses around photinia, gate, and area between east fence and curb of street, and all other flat, non-asphalt areas using mowing/string trimming or Planting Bed Weed Protocol # 3 as necessary. Prune photinia.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of the curb at Skyfarm Dr. from the property line at 3777 Skyfarm Dr. to the property line 3787 Skyfarm and extends to the rear fence

26. S-9 2889 Summerfield Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds around pump house and outside of fence to curb along Brook Shire Circle and outside fence along Summerfield Rd. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on Brookshire Cir. And extends to the back of curb on Summerfield Rd. The trees, side walk and planter strip against the fence on Summerfield Rd. are to be maintained.

27. R-3 & S-18 2195 Fountaingrove Parkway, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas. Mow/string trim all flat non-asphalt areas. Protect tree seedlings in the area north of the tank. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at back of curb on Fountaingrove Parkway and extends to the rear fence.

28. S-1 280 Fountaingrove Parkway, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds inside fence and outside of north fence between fence and walkway. Prune Photinia as necessary. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at back of curb on Fountaingrove Parkway and extends to the rear fence.

29. S-2 &R-1 &R-1-B 1395 Fountaingrove Parkway, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas. Mow/string trim all flat, non-asphalt areas to control weeds and grasses. Prune Photinia. Blow asphalt (front of reservoir to gate) clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at back of curb on Fountaingrove Parkway and extends to the rear fence. It is bounded by Nagasawa Park (which starts on the west side of the driveway at Fountaingrove Pkwy) and 1445 Fountaingrove Pkwy.

30. S-3 3503 Thomas Lake Harris Drive, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface and Planting Bed Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas. Mow/string trim all flat, non-asphalt areas to control weeds and grasses. Prune shrub beds. Leaf cleanup in shrub beds, as needed. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

31. R-5 3884 Skyfarm Drive, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Maintain all flat, non-asphalt areas to control weeds and grasses. Prune photinia. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

32. R-4-A 4905 Rockridge Lane, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Maintain all flat, non-asphalt areas to control weeds and grasses. Maintain ivy. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Maintain the ivy on the property, not allowing it to encroach on to the asphalt, fence or any trees.

33. R-4-B & S-16 4177 Chanate Road, Santa Rosa, CA

Hard surface areas and on-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Treat area west of access road between gates with

herbicide to control poison oak. Maintain two-foot stretch inside fence at first gate. Blow asphalt clear of leaves and debris from first entrance gate, up around reservoir and station.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts from the first gate, extends to the perimeter fence and the back of sidewalk on Chanate Rd. Do not over trim the strip of property starting at the first gate between the retaining wall and back of sidewalk on Chanate Rd. Maintain this strip of property so it is a barrier preventing entry onto the property but weed and debris free.

34. R-6 5035 Harville Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. No herbicide to be used between fences on east side. Minimal pruning, keep tree branches out of driveway and fence. Weed eat slope areas, outside the fence to the roads and 2' inside and outside chain link fence perimeter to abate annual fire hazard. Blow asphalt clear of leaves and debris. The property line starts at the corner of Calistoga Rd and Harville Rd and ends at the secondary fence.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The property line starts at the edge of asphalt on Calistoga Rd. and Harville Rd. The site extends to the secondary wire and wood post fence. A clearance next to the secondary wire and wood post fence does not need to be maintained. The brush and trees between the secondary fence and to a point five feet (5') from the exterior of the primary cyclone fence does not need to be maintained on the west and north sides of the property.

35. S-8 5780 Mountain Hawk Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on landscape areas inside fence, and a 2' perimeter around fence and in area between north fence and Mountain Hawk Drive. Prune shrubs (except Manzanita) inside fence and outside of fence north side. Leaf cleanup as needed. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on Mountain Hawk Dr. bordered by the property line of 5854 Sailing Hawk Ave. and Skyhawk Creek and extends to the rear fence.

The hedge on the east side of the site, between the retaining wall and wooden fence, shall be maintained at a height not to exceed two feet (2') above the top of the fence and not to exceed the inside edge of the retaining wall.

36. R-8 6801 Sunhawk Drive, Santa Rosa, CA (access off Los Alamos)

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds inside fence by vault (from hydrant to gate) and around gate. Do not use synthetic herbicides around fence; control weeds along fence with mowing/string trimming. Blow asphalt clear of leaves and debris, and remove any rocks that roll onto driveway.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to

the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the intersection of the driveway leading directly to the water tank turns off the private residence driveway, there is a fire hydrant located at that location.

Remove any rocks that roll onto driveway. Maintain the space between the fence and concrete edge of top of the hillside on east and west side and 20' of the southern edge so no new trees or any bushes grow.

37. R-9-A & R-9-B 4796 Annadel Heights Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Mow both sides of the road two (2') feet wide from Annadel Heights Road to reservoirs and 2' on both sides of fence around reservoirs. No synthetic herbicide to be used around fence. Blow asphalt clear of leaves and debris, and remove any rocks that roll onto driveway.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts the edge of Annadel Heights Road and extends to five feet (5') around the exterior of the fenced area of the water tanks. Remove any rocks that roll onto driveway.

38. Removed

39. S-10 4738 Woodview Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on landscape areas inside fence and in area between north fence and Woodview Drive. Prune shrubs (except manzanita) inside fence and outside of fence on north side. Leaf cleanup as needed. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site extends from the back of curb at Woodview Dr. to the rear fence.

40. R-10 4762 Woodview Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds inside fence and outside west fence to Woodview Drive. Prune shrubs inside fence and outside of fence on the west side as needed. The property includes the open area surrounding the fenced reservoir site to the wire fence to the east and the wire fence to 4760 woodview Dr. This entire property needs to be weeded. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences

shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on Woodview Dr. and it bordered by 4760 Woodview Dr. and 4764 Woodview Dr. The site includes the open area surrounding the fenced reservoir site to the wire fence to the east and the wire fence to 4760 Woodview Dr. This entire property needs to be weeded.

41. S-11 1825 Kawana Springs Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Blow asphalt clear of leaves and debris. Trim bushes and trees on entire property from Kawana Springs Rd to 5' outside the fence line.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Trim bushes and trees on entire property from Kawana Springs Rd. to ten feet (10') outside the entire fence line.

42. R-11 1784 Allan Way, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on landscape areas inside fence and around gate. Maintain two foot (2') stretch on both sides of road from pole gate up to reservoir site. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All

swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts where the gravel access road ends and the asphalt driveway leading to the water tank starts and extends up the road to the tank.

43. S-12 297 Valley Oak Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on landscape areas inside fence. Prune shrubs inside fence and outside fence on south, east, and north sides as needed. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis Pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site begins at the back of the curb on Valley Oak Dr. and extends to the rear fence.

44. R-12-A 444 Oak Point Court, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds from first ten feet (10') of drive leaving reservoir. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences

shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the water tank and extends ten feet (10') down the driveway leaving reservoir. Do not use synthetic herbicide on the driveway (Requested by the neighbor).

45. R-12-B 461 Woodley, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on flat areas inside fence and along fence in front. Mow weeds on both sides of road two (2') feet wide from back of houses, past cable gate, up to reservoirs two times per year. Control Acacia suckers inside of fence. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site begins at the back of curb on Woodley Pl. and extends to the water tank.

46. S-13 801 White Oak Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Mow (string trim) areas between station and road only. Pick up limb debris. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences

shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of berm on White Oak Dr. and edge of asphalt of the private driveway on the north and extends to ten feet of the rear of each building.

47. R-13 & S-14 1051 White Oak Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Trim back trees and bushes along road as necessary so it is not blocked. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the edge of White Oak Dr. and ending at the point 10' beyond the back of the buildings, extending five feet (5') beyond the asphalt edge of the entire site.

48. R-14 1510 White Oak Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Maintain all flat, non-asphalt areas around reservoir. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences

shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the edge of White Oak Dr. and extends to the rear fence.

49. Freeway Well 1302 Cleveland Avenue, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Keep ivy away from buildings and off concrete, asphalt, and fence. Control weeds on areas inside fenced area and area outside south fence between fence and curb. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on Cleveland Ave. and Ridgeway Ave. and extends to the rear fence bordering Hwy 101. Keep ivy off of the buildings, concrete and asphalt.

50. Leete Well 3812 Leete Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on landscape areas inside fence areas. Prune photinia. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences

shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

51. Hearn Well 637 Hearn Avenue, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on areas inside fence and outside south fence between the fence and street.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the back of curb on Hearn Ave. and extends to the rear fence.

52. S-15 6348 Sonoma Hwy., Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Mow weeds on areas inside fence and two feet (2') each side of driveway down to highway. Blow asphalt clear of leaves and debris. Leaf clean up as needed.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

Pilularis) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the edge of asphalt of Hwy 12 extends up the driveway to the water station's rear fence and is bounded on the east and west sides by the wire and wood post fence.

53. R-16 & S-17 2750 Fountaingrove Parkway, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Mow all flat, non-asphalt areas inside fence with string trimmer to control weeds and grasses. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at back of curb on Fountaingrove Parkway and extends to the rear fence.

54. R-17 2201 Newgate Court, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Mow all flat, non-asphalt areas inside fence to control weeds and grasses. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

Pilularis) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the intersection of the driveway leading directly to the water tank and the private driveway leading to 2219 Newgate Ct. and extends to the rear fence.

55. *Removed*

56. *Removed*

57. Willowside Lift Station 601 Piezzi Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site starts at the western edge of Piezzi Rd. and extends to the rear fence of the station. Trim the wisteria back to the fence, do not trim the top of the wisteria.

58. Skyfarm (A) Lift Station 3957 Skyfarm Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Control weeds on inside of fenced in area and two feet (2') outside. Keep vegetation low. Planter strip and strip behind sidewalk between driveways shall be maintained.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Site starts at the back of the curb on Skyfarm Dr. and extends to the rear fence of the station.

59. Skyfarm (B) Lift Station 4021 Skyfarm Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines (the edge of sidewalk on the east and south sides).

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: The site boundary lines the back of the curb on Cross Creek Rd. to the east, the back of the curb on Skyfarm Dr. to the south, the rock swale to the west and the rear fence to the north.

60. Skyfarm (C) Lift Station 3987 Clearbrook Court, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Prune hedges and trees around the exterior of the fence maintaining a clearance of two feet (2').

61. Fountain Grove Lift Station 2101 Stagecoach Road, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Site boundary starts at back of curb at Parker Hill Rd. and extends to back fence. Prune hedges and trees around the exterior of the fence maintaining a clearance of two feet (2').

62. Shelter Glen Lift Station 3975 Shelter Glen Drive, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Site starts at the back of sidewalk at the driveway to the station on Shelter Glen Dr. Prune hedges and trees around the exterior of the fence maintaining a clearance of two feet (2'). Maintain five feet (5') of clearance on each side of the driveway leading to the station.

63. Hadley Hill Lift Station 3710 Newbury Ct, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc.. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Site starts approximately 60' north of the station gate where the driveway widens and extends to the rear fence of the station. Maintain five feet (5') of clearance around the exterior of the fence.

64. Hansford Lift Station 3978 Hansford Court, Santa Rosa, CA

Hard surface areas and non-asphalt areas (the entire site) shall be weeded and cleared of debris/trash/leaves two times per year. Prioritize treatments using the weed management calendar (attached). Maintain according to the methods outlined in the General Specifications: Hard Surface Weed Treatment Protocol #3 and, as necessary, Planting Bed Protocol #3 – Low Frequency Service Areas and/or mowing/string trimming. Weeds shall be controlled within the fenced area and out to the property lines. Blow asphalt clear of leaves and debris.

Within the boundaries of the entire site the weeds shall be cut, raked and removed along with all other debris, including leaves, garbage, fallen limbs, dead trees, dead bushes, etc. All trees shall be pruned and mature trees shall be limb free from the ground up six feet (6') unless otherwise specified. All canopies of bushes and trees hanging over all driving paths, driveways, walk ways and driving paths around the water tanks shall be at least ten feet (10') above the ground. Weeds and brush shall be cut and removed a minimum of five feet (5') on each side of all driveways. All swales and concrete drainage ditches shall be free of debris. Five feet (5') from the interior and exterior of all fences shall be clear of bushes and trees, excluding mature existing trees and bushes. The fences shall be maintained so no brush, bushes, weeds or trees grow through the fence. All bushes shall be trimmed so that they are no higher than seven feet (7') unless otherwise specified. All bushes next to fences, unless otherwise specified, shall be trimmed to the fence height. Basal shoot, root shoot, and adventitious shoots shall be removed. All Coyote Brush (*Baccharis pilularis*) is to be removed from within the boundaries of the site and within five feet (5') of exterior of the fences. After all the debris has been removed, all of the hard surfaces shall be blown.

NOTE: Site starts approximately 60' north of the station gate where the driveway widens and extends to the rear wire fence on the north. The southern and northern boundaries are wooden fences.

SPECIAL PROVISIONS

At the City's discretion, in the event that unsatisfactory performance is not corrected within four (4) hours, the City shall have the immediate right to complete the work with City personnel (at the employee hourly billable rate), or outside contractor (invoice for service) to its satisfaction, and shall deduct the cost incurred from any balances due or to become due to the Contractor. An additional penalty deduction may be applied in the amount of one (1) days percentage of the monthly total for a given area will be assessed for each day's non-performance for recovering City costs to correct the deficiency.

Specialized/Miscellaneous One Time Services: A contingency amount will be allocated for miscellaneous additional services requested throughout the term of the contract. The contingency amount is not a guarantee for services, only identified for miscellaneous services that may be required on an as needed basis throughout the term of the agreement. A quote will be provided and approved by the City before services can begin. Services will be completed on a time and materials basis and billed separately from the contract. Invoices will be processed against the contingency rather than be included in the monthly summary billing.

Miscellaneous Hourly Rates: Please identify within **Exhibit "B" – Section 1B Option(s) 1, 2 and 3** your proposed hourly rates that will apply for specialized/miscellaneous services, Hourly, Overtime Hourly, and Holiday Hourly.

New Monthly Services: All newly requested ongoing monthly services will be addressed through an Amendment to the contract. Services cannot begin until Contractor has received an executed Amendment authorizing services to begin.

Control, Supervision and Approval Authority: Unless otherwise provided by specific provisions of this agreement, Contractor operations and activities related and provided for in this agreement will be under the control and supervision of the City's designated representative(s), on behalf of the City as designated in this agreement. The City expects to have several designated representatives assigned responsibilities for the various sites. A list of designated representatives and their respective sites shall be provided to the successful bidder. *Overall* contract administration shall be by the Project Manager.

Failure to Perform Maintenance: The Contractor shall perform landscape maintenance operations and services in accordance with the provisions of this agreement, as appropriate, without specific notice or instructions from the City's designated representative to do so. Should it be determined the Contractor is negligent in performing specific operations or services, the Contractor shall be notified in writing, of said deficiencies. Failure by the Contractor to respond to said written notice and to perform said specific operations or services as required by the provisions of this agreement within seven (7) working days after receipt of said written notice, may result in the City causing the specified operations or services to be performed by other means and deducting the costs thereof from payments due to Contractor.

Changes: The City may at any time, by giving fifteen days written notice delete or add to the work as set forth in the specifications. If such changes cause an increase or decrease in the amount due under the contract, an equitable adjustment shall be made and the contract amended in writing accordingly. Changes in the scope of five percent (5%) or less shall not be cause for adjustment.

Storage Areas & Facilities: The Contractor shall be responsible for obtaining, at Contractor's expense, such storage and parking areas as may be required by the Contractor for performance under the provision of this agreement.

Protection & Damage: Any City-owned property or private property damaged or altered in any way by the Contractor during the performance under the provisions of this agreement shall be reported promptly by the Contractor to the City's designated representative and shall be repaired or replaced back to the condition of such property prior to damage. It is understood that property damage includes, but is not limited to, any damage resulting from Contractor's use of fertilizers

or pesticides. Such repair or replacement shall be accomplished in a manner and by means first approved by the City's designated representative. The Contractor shall be responsible for the protection of all existing vegetation, equipment and facilities and shall, at his own expense, repair or restore any damages caused by the actions or negligence of his employees. If he fails or refuses to make such repairs or restorations, the City may have the work accomplished under a separate contract and deduct the cost from this contract price.

The Contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in performance of the contract. He shall observe all pertinent safety practices and comply with any applicable safety regulations.

Non-Interference with Facility Operations: The Contractor will perform all necessary work as provided for in this agreement so as not to interfere with the normal operation or activity of the facilities by City Staff.

If the Contractor finds that in order to perform any required work it is necessary to block or restrict access to an area, driveway or road, the Contractor must inform the City's designated representative at least 48 hours in advance to permit any necessary coordination with impacted City Staff.

The Contractor shall make himself aware of holidays and other work routines within the facilities and conduct his work in such a manner as to cause no interference with the execution of City business.

Invoices: Invoices shall be submitted monthly for all work completed during the previous month. Invoices shall be formatted and described exactly as the bid items on the Cost Proposal including item numbers. Invoice will include only those sites visited during the previous month.

Contractor/Staff Orientation: The City will conduct a MANDATORY Contractor orientation after award and prior to start-up of the contract. All employees that will be assigned to work on this contract shall attend this orientation. Failure to attend will result in contract termination. Any employee hired after the initial orientation shall attend an orientation, which will be scheduled with the City prior to beginning work on this contract.

Monthly Progress Report: Every month, Contractor shall meet with the City's designated representative(s) to go over invoicing, previous month's work status, the following month's work schedule and scheduling of facility inspections.

APPENDIX A PEST CONTROL RECOMMENDATIONS

PEST CONTROL RECOMMENDATION – TURF

Owner: City of Santa Rosa
69 Stony Circle, Santa Rosa, CA

No. 2016_SRW_Turf_Fiesta_03

Effective Date: 6/2016 – 6/2017

SITE DESCRIPTION

Non-Crop, Turf. Control of unwanted broadleaf in turfgrass on City of Santa Rosa owned Water Agency properties.

TARGET PESTS: annual and perennial broadleaf weeds

Material (Add to tank in order)	Rate per 100 gal	Rate per gal (handhelds)	Volume/Acre
(1) Fiesta Herbicide¹ – 67702-26-87865	4 gallon	5 oz.	5-10 gal per 1000 sq. ft.
(2) Dye (if necessary)	1 quart	0.3 oz.	

¹Do not apply more than 4 times per year.

HAZARDS – RESTRICTIONS

- OBSERVE ALL LABEL PRECAUTIONS
- WORKER RE-ENTRY INTERVAL: KEEP WORKERS, PEOPLE AND PETS OFF TREATED AREAS UNTIL DRY
- LIMIT APPLICATIONS TO PERIODS WHEN WIND IS BETWEEN 2-7 MPH TO REDUCE DRIFT POTENTIAL
- NO APPLICATIONS WHEN 40% OR GREATER FORECAST OF RAIN WITHIN 24 HOURS
- KEEP OUT OF RIVERS, LAKES, AND STREAMS

APPLICATION NOTES

This recommendation is control of broadleaf (dicot) weeds on 67 industrial sites managed by the City of Santa Rosa Water Agency where turf is present. Operator to calibrate all spray equipment to deliver uniform coverage for 5-10 gal per 1000 sq. ft. of turf area. Even coverage is critical for control.

Timing: Apply during dry weather to healthy, well irrigated turfgrass in fall and spring months. Do not apply in temperatures exceeding 85 degrees F or to bentgrass turfs. Reapply to established annuals and perennials 3-4 weeks after initial application for enhanced control.

This application will occur in a county where the California red-legged frog 2006 stipulated injunction and order is in effect. This application will NOT take place within designated critical or non-critical aquatic or upland habitat.

This pest control application incorporates all United States Environmental Protection Agency voluntary interim endangered species pesticide protection measures and it complies with the 2006 California red-legged frog stipulated injunction and order and the 2004 interim salmonid habitat protection buffer zone requirements for Sonoma County - California. I certify that alternative methods and mitigation measures that will substantially reduce adverse environmental impacts have been considered and adopted as necessary and feasible.

Advisors Signature

Mark A. Heath, PCA License No. 118861

June 19, 2016

PEST CONTROL RECOMMENDATION – INDUSTRIAL SITES

Owner: City of Santa Rosa
69 Stony Circle, Santa Rosa, CA

No. 2016_SRW_Industrial_FinalSan_02

Effective Date: 6/2016 – 6/2017

SITE DESCRIPTION

Non-Crop, Industrial, Right-of-Way. Control of unwanted vegetation (weeds) around industrial sites and rights-of-way on City of Santa Rosa owned Water Agency properties. Weed control to support infrastructure maintenance, operation and safety.

TARGET PESTS: annual and perennial broadleaf and grass weeds

Material (Add to tank in order)	Rate per 100 gal	Rate per gal (handhelds)	Volume/Acre
(1) Finalsan-O Herbicide ¹ – 67702-34	20 gallon	26 oz.	75 – 200 GPA (variable spot spray)
(2) Dye (if necessary)	1 quart	0.3 oz.	

¹ OMRI-Listed Product certified for Organic Production

HAZARDS – RESTRICTIONS

- OBSERVE ALL LABEL PRECAUTIONS
- WORKER RE-ENTRY INTERVAL: KEEP WORKERS, PEOPLE AND PETS OFF TREATED AREAS UNTIL DRY
- WARNING – THIS PRODUCT CAN CAUSE SUBSTANTIAL INJURY TO APPLICATORS EYES
- LIMIT APPLICATIONS TO PERIODS WHEN WIND IS BETWEEN 2-7 MPH TO REDUCE DRIFT POTENTIAL
- NO APPLICATIONS WHEN 40% OR GREATER FORECAST OF RAIN WITHIN 24 HOURS
- KEEP OUT OF RIVERS, LAKES, AND STREAMS

APPLICATION NOTES

This recommendation is for targeted foliar applications for unwanted weeds on 67 industrial, non-crop and rights-of-way areas managed by the City of Santa Rosa Water Agency for infrastructure maintenance and public safety. All sprays shall be directed to target vegetation and evenly applied with low pressure (30-70 psi), hand held wands or guns (incl. hand, backpack and truck mounted sprayers).

Timing: Depending on plant phenology, certain species may be more susceptible at different times of the growing season. Time applications for warm weather periods following germination when both annual and perennial seedlings are less than 5" tall. Reapply to established annuals and perennials 2 weeks after initial application for enhanced control.

Rate: (20% v/v): For winter spring annuals at the time of germination until growth to 5."

This application will occur in a county where the California red-legged frog 2006 stipulated injunction and order is in effect. This application will NOT take place within designated critical or non-critical aquatic or upland habitat.

This pest control application incorporates all United States Environmental Protection Agency voluntary interim endangered species pesticide protection measures and it complies with the 2006 California red-legged frog stipulated injunction and order and the 2004 interim salmonid habitat protection buffer zone requirements for Sonoma County - California. I certify that alternative methods and mitigation measures that will substantially reduce adverse environmental impacts have been considered and adopted as necessary and feasible.

Advisors Signature

Mark A. Heath, PCA License No. 118861

June 19, 2016

PEST CONTROL RECOMMENDATION – INDUSTRIAL SITES

Owner: City of Santa Rosa
69 Stony Circle, Santa Rosa, CA

No. 2016_SRW_Industrial_Glyphosate_01

Effective Date: 6/2016 – 6/2017

SITE DESCRIPTION

Non-Crop, Industrial, Right-of-Way. Control of unwanted vegetation (weeds) around industrial sites and rights-of-way on City of Santa Rosa owned Water Agency properties. Weed control to support infrastructure maintenance, operation and safety.

TARGET PESTS: annual and perennial broadleaf and grass weeds

Material (Add to tank in order)	Rate per 100 gal	Rate per gal (handhelds)	Volume/Acre
(1) Constant Bupher (Acidifier) ¹ – 17545-50002	0.5 - 1 pint	test to deliver pH 5 - 6	Low Volume Spot spray - Variable Rate
(2) Roundup Custom Herbicide ² – 524-343	0.5 gallon	0.6 oz.	
(3) EcoSpreader (Surfactant) ¹ – 17545-50036	1 gallon	1.3 oz.	
(4) Dye (if necessary)	1 quart	0.3 oz.	

¹ OMRI-Listed Product certified for Organic Production

² Do not exceed maximum use rate of 8 quarts (8 lbs. acid) of this product per acre per year

HAZARDS – RESTRICTIONS

- OBSERVE ALL LABEL PRECAUTIONS
- WORKER RE-ENTRY INTERVAL: KEEP WORKERS, PEOPLE AND PETS OFF TREATED AREAS UNTIL DRY
- THIS SOLUTION IS NON-SELECTIVE - DO NOT ALLOW SPRAY SOLUTION TO DRIFT OUT OF TREATMENT AREA – SOLUTION MAY DAMAGE NON-TARGET VEGETATION
- LIMIT APPLICATIONS TO PERIODS WHEN WIND IS BETWEEN 2-7 MPH TO REDUCE DRIFT POTENTIAL
- NO APPLICATIONS WHEN 40% OR GREATER FORECAST OF RAIN WITHIN 24 HOURS

APPLICATION NOTES

This recommendation is for targeted foliar applications for unwanted weeds on 67 industrial, non-crop and rights-of-way areas managed by the City of Santa Rosa Water Agency for infrastructure maintenance and public safety. All sprays shall be directed to target vegetation and evenly applied with low pressure (30-70 psi), hand held wands or guns (incl. hand, backpack and truck mounted sprayers).

Timing: Depending on plant phenology, certain species may be more susceptible at different times of the growing season. Time applications for periods following germination when both annual and perennial seedlings are less than 6" tall. Avoid drought conditions.

This application will occur in a county where the California red-legged frog 2006 stipulated injunction and order is in effect. This application will NOT take place within designated critical or non-critical aquatic or upland habitat.

This pest control application incorporates all United States Environmental Protection Agency voluntary interim endangered species pesticide protection measures and it complies with the 2006 California red-legged frog stipulated injunction and order and the 2004 interim salmonid habitat protection buffer zone requirements for Sonoma County - California. I certify that alternative methods and mitigation measures that will substantially reduce adverse environmental impacts have been considered and adopted as necessary and feasible.

Advisors Signature

Mark A. Heath, PCA License No. 118861

June 19, 2016

APPENDIX B

GANTT CHART

Industrial Site Maintenance Calendar -- page 1 of 2

Weed Type	Plant Type/ Treatment Type(s)	WINTER			SPRING			SUMMER			FALL			
		Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Winter/Spring Annuals	Herbs/Grasses	Active Growth							Seed					
	Mulching	Add mulch								Add mulch to planting bed to suppress seed germination				
	Manual/ Mechanical	Hand pull; dispose offsite												
	Propane Flaming	Flame at cotyledon stage only												
	Mowing			Mow to desired height										
	Chemical (organic)	Spray burndown herbicides on susceptible plants from seedling emergence to 4" tall												
	Chemical (synthetic)				Spray systemic herbicides as a last resort 1x/year per species									

Industrial Site Maintenance Calendar--page 2 of 2

Weed Type	Plant Type/ Treatment Type(s)	WINTER			SPRING			SUMMER			FALL		
		Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Perennials	Grass/Shrubs/Trees	Active Growth											
	Manual/ Mechanical	Hand pull; dispose offsite											
	Propane Flaming	Flame at cotyledon stage only - seedlings only											
	Mowing			Mow to desired height									
	Chemical (organic)	Spray burndown herbicides on susceptible seedlings only											
	Chemical (synthetic)				Spray systemic herbicides as a last resort 1x per year for each target weed species								

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

This Quality Assurance Surveillance Plan (QASP) is designed to provide the City of Santa Rosa (City) with an effective surveillance method of monitoring and evaluating the Contractor's performance under a Performance-Based Statement of Work (PBSOW) for landscape services.

The QASP is intended to ensure that the required performance quality levels are achieved and that the total payment is related to the degree that services performed or outcomes achieved meet contract standards. The role of the CITY is quality assurance by ensuring that the Contractors are achieving the performance quality levels required under the landscaping services contract and focusing on the Contractors' quality control programs. The CITY periodically validates the execution of the Contractors' quality control programs by reviewing such areas as the Contractors' inspection forms, service call logs, emails, customer reports, customer satisfaction surveys, and the timeliness of corrective actions.

A. PURPOSE OF THE QASP

1. The QASP is intended to accomplish the following:

- a. Defines the roles and responsibilities of participating City Contract Manager or Contract Manager Representative;
- b. Identifies the performance objectives based upon the PBSOW in accordance with the scope of work identified and defined within the RFP;
- c. Identifies the performance quality level standards;
- d. Describes the methods of surveillance for the CITY to identify quality levels;
- e. Establishes a method to provide feedback to the Contractor regarding quality and timeliness of the service performance, i.e., copies of inspection forms, copies of customer reports, data on customer satisfaction scores; and any other drivers or measures of performance that are required by the CO or COR.
- f. Establishes timeframes for communication and performance improvement if needed; and
- g. Establishes specified procedures for changes to the contract price when services are not performed, or do not meet contract requirements.

2. The Contractor has developed a Quality Control Plan (QCP) that establishes procedures and responsibilities for controlling the quality of work to be performed. The Contractor is responsible for the implementation of the QCP.

B. ROLES AND RESPONSIBILITIES

The following will participate in assessing the quality of the Contractor's performance. Their roles and responsibilities are described as follows:

1. The Contract Manager (CM) or person designated by the CM will serve as the Contract Manager Representative (CMR). The CMR is responsible for monitoring, assessing, recording, and reporting on the

performance of the Contractor. The CMR shall have the primary responsibility for completing forms that will be used to evaluate the Contractor's performance.

2. The CM will have overall responsibility for overseeing the Contractor's performance. The CM shall be responsible for the monitoring of the Contractor's performance in the areas of contract compliance, contract administration, reviewing of CMR's assessments of Contractor performance, and resolving any discrepancies that may arise between the parties involved.

C. TYPES OF WORK TO BE PERFORMED

1. The Contractor performance in providing the following landscape and related services shall be evaluated by the City:
 - a. Adherence to the listed site Specifications
 - b. Above Standard Services
 - c. Service Calls
 - d. Communication Plan
 - e. Other services as identified (irrigation repair)

D. METHODS OF SURVEILLANCE

The method of surveillance is based on the performance criteria of the contract terms and specifications. Each requirement will describe the tasks to be performed and the standard for successful performance. The CITY intends to monitor and evaluate the Contractor's performance based on any or all of the following four (4) surveillance methods:

1. **Periodic Surveillance Inspections:** This method consists of selected surveillance tasks by the City that do not require 100% inspection, or are performed on a random basis. The CMR will evaluate the Contractors reports, surveys, etc. on a weekly, biweekly, monthly or quarterly basis.
2. **Customer Interviews:** All customer concerns received through the CMR will be documented and evaluated on a planned schedule developed by the CMR. This method may help the CMR focus on areas that may require further action from the CM.
3. **Service Call Documentation:** This method of surveillance will provide information to the CMR such as, identification of the types of service calls received, the frequencies, the corrective action taken, timeliness of completion, and any other pertinent data. At a minimum, this method should be performed on a monthly basis.
4. **Customer Satisfaction Surveys:** The City may conduct random surveys for some of CITY's customers at sites serviced. These surveys will gather important data in many areas, including specific categories pertaining to the adherence of the contracted site specification. The surveys provide the CMR with satisfaction scores that can be further evaluated to determine if there are any weaknesses within the various programs. There are various measures that can be taken such as, reviewing of the survey's comments, obtaining further feedback from the customers or sharing of the scores with the Contractor to establish a plan of action.

FORMS: City form samples listed in **Exhibit "C"** will be used by the City as part of the QASP process for monitoring services. The City reserves the right to alter/change or add forms at any time throughout the agreement, if deemed necessary.

QUALITY CONTROL PLAN (QCP)

Note: The QCP shall be prepared by the Contractor and provided in response as part of the proposal for review and acceptance by the City.

The Contractor shall establish and implement a complete Quality Control Plan (QCP) to assure the requirements of the Contract are met. The QCP is a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.

The QCP is a living document and may be subject to change depending on the needs of the contract. When the QCP is revised, the Contractor is required to provide an updated QCP, maintenance schedule and listing of current employees to the Contract Manager and Contract Managers Representative for acceptance.

The QCP shall include the following, as a minimum:

- A. How the Contractor will control quality of supplies and services (if applicable).
- B. How project management, inspections, plan implementation, process improvement changes, correction of deficiencies, and green cleaning compliance will be accomplished.
- C. An inspection plan, or checklist, tailored to the specific building(s) being cleaned and serviced under this contract. The inspection plan or checklist shall detail how services at the work site shall be inspected to ensure that the outcome of the work meets all the quality standards set forth in the Contract and shall include, but is not limited to:
 - Date of inspection performed
 - Location of inspection
 - Description of findings
 - Description of action(s) taken (if necessary)
 - Signature and date of completion
- D. A training program to ensure that Contractor employees are capable of successfully accomplishing all work task(s) under this contract.
- E. A Strike Contingency Plan for separation of employees and employee absence.
- F. How Contractor shall monitor deficiencies of work output in relation to the performance standards, methods of informing employees of deficiencies in their area(s) of responsibility, and a process to ensure that the deficiencies are corrected and do not reoccur.
- G. Service calls and how they shall be monitored and responded to in a timely manner.
- H. A Communication Plan for the Contractor to communicate with the City to receive and respond to service calls.

EXHIBIT "C"**"SAMPLE CITY REPORTS"**

Note: The forms listed below are sample City forms that can be altered/changed at any time throughout contract period. Any new forms that may be created will be reviewed and discussed with Contractor for clear understanding before implemented.

CONTRACT INSPECTION REPORT

This form will be completed and submitted to the Contractor when deficiencies are found or reported during the CMR's inspections.				
INSTRUCTIONS: Form is used for inspection of contract cleaning by inspectors to record results. The condition of area(s) inspected will be rated SATISFACTORY or UNSATISFACTORY. Explain unsatisfactory rating in remarks column and complete quantity column.				
Inspector (Print Name)			Inspector (Signature)	
Time Started:		Time Completed:		Date of Inspection:
Reported by:	Signature:	Date:	Contractor Contact Receipt of Report:	Date/Time:
Location/Area:			Check One:	
			Satisfactory ☐	Unsatisfactory ☐
Work Description/Remarks:				
Date and Time of Correction/Remarks:				

QUALITY DEFICIENCY NOTICE

<u>Name of Contractor/Address:</u>	<u>Contractor Contact:</u>
<u>Contract No.:</u>	<u>Location:</u>
<u>A deficiency exists in your quality control system. The nature of the deficiency is:</u>	
Immediate action is required to correct the deficient condition that occurred identified within the contract.	
Please provide a written response of corrective action taken to the COR within two (2) working days after receiving this notice. Corrective action must identify the prevention for any future deficiencies pertaining to services identified within this notice.	
<u>City COR (Print Name):</u>	<u>Date:</u>
<u>Signature:</u>	
<u>Contractor Receipt Acknowledged:</u>	<u>Date:</u>
<u>Signature:</u>	
<u>Evaluation of Corrective Action Results</u>	
<u>Corrective action verified and acceptable</u> ☐	<u>Corrective action not acceptable</u> ☐
<u>If corrective action is not acceptable, please provide explanation below:</u>	
This matter is being referred to the Contract Manager for action. Direct further correspondence on this matter to the Contract Manager.	
<u>Contractor Signature:</u>	<u>Date:</u>

CMR'S CHECKLIST FOR INSPECTIONS

	LANDSCAPE AND RELATED SERVICES	COMMENTS
	Submittals: • Point of Contact list to include telephone and e-mail of on-site supervisors and vendor Contract Manager • Work schedules • Maintenance schedules (irrigation)	
	Quality Control Plan (QCP) • Description of training programs • Description of disciplinary procedures • Description of contingency plan for separation of employees	
	Inspection Reports	
	Service Call Logs	

QASP INSPECTION REPORT

Site Name & Location: _____

Contract No.: _____

Contractor Name: _____

Please report all deficiencies found during the previous month inspection(s). Attach copies of all forms submitted to the contractor with this form. If there were no deficiencies, please submit this form indicating there were no deficiencies reported for the month. This form will become a part of the official QA documentation.

CMR

Signature: _____

Date: _____



Chapter 1- Proposal Summary

March 1, 2018
City of Santa Rosa
Finance Department- Purchasing Division
635 1st Street- Second Floor
Santa Rosa, CA 95404
Attn: Sean Hermes, Buyer

Re: RFP 17-47 Landscape Maintenance Services

New Image Landscape Company is pleased to submit our landscape management proposal for the City of Santa Rosa Landscape Maintenance Services. We are excited to be part of the process. New Image is committed to providing a superior level of partnership with the City of Santa Rosa.

In drafting our proposal to effectively provide superior landscape maintenance services within a contract that has such varying degrees of scope and service frequency, we relied our firm's 40+ years of experience in providing landscape services to Municipalities in Northern California. To deliver the required landscape services to the City's sites which require a range of Weekly, Monthly, Bi-Monthly, Quarterly and Bi-Annual service, our proposal includes, but is not limited to the following key factors; Competent Staffing, Flexible Scheduling and Superior Communication.

Staffing: New Image Landscape Company has a highly-trained staff that is able to develop a flexible and efficient plan to manage Santa Rosa's 17-47 Landscape Maintenance Services Contract, including successfully serving the members of the community and City staff that interact with the sites. The personnel we have assigned to this contract exceeds the City of Santa Rosa's minimum requirements. A full-time employee will be assigned to the job as a dedicated Account Manager for the duration of the contract who is fluent in English and has at least four (4) years of experience in landscape maintenance supervision. In addition, our team includes an Irrigation Manager with 20+ years of experience in irrigation installation and repairs along with personnel with a California Qualified Applicator's License.

Scheduling: With contracts of this scope, New Image Landscape Company prefers to have a dedicated team that works solely on one contract. We feel that it is crucial that our staff be dedicated to only one project because it ensures that our staff members are always familiar with the contract scope and, moreover, that the City's staff are familiar with the New Image crew members that are at their service. We will set up a 5 day schedule where, during 52 week rotation, all of the City's sites are serviced at the Weekly, Monthly, Bi-Monthly, Quarterly and Bi-Annual service frequencies that are spelled out in the RFP.



Communication: The Account Manager communicates with the client and the field staff via cell phones, email, Quality Site Assessment (QSA) reports. We conduct regular job walks with the client on a monthly basis. Internally, we conduct weekly team meetings to discuss each site. Any challenges with a site are escalated to the Branch Manager who helps to formulate a resolution plan which then is communicated to the client via the Account Manager.

- We will keep you informed when addressing unknown factors that occur from Mother Nature
- You will have 24/7 access to your Account Manager and our gardeners and irrigation specialists are also available around the clock.
- Emergencies that occur outside of regular business hours will be dealt with depending on the severity of the situation.
- For minor irrigation issues, we will do everything possible to turn off the water supply within two hours or less of being notified and fix the problem the next business day.
- All safety hazards will be resolved at the time we are notified.
- You can expect a response and proposed solutions to after-hours emergencies within two hours or less.

In response to RFP 17-47 dated January 26, 2018, our response is as follows:

- a) Proposer Designate is Russell Takehara, General Manager, New Image Landscape Company, 3250 Darby Common, Fremont CA 94539, 510-226-9191, email: rtakehara@newimagelandscape.com has the authority to bind Proposer during the period the proposals are being evaluated.
- b) New Image Landscape Company's main point of contact for this RFP is Cory Kinley, Business Development Associate, 3250 Darby Common, Fremont CA 94539.
- c) New Image Landscape Company exceeds the minimum qualification requirements. The supporting documentation is included in the RFP response package.
- d) Our proposal is inclusive of Addendums 1-3.

We feel we are uniquely qualified to be selected as your landscape maintenance services provider. We know we can deliver a well thought out Landscape Management Program that meets your requirements, while increasing the overall beauty of your sites. We are excited to be part of the selection process and thank you for considering New Image Landscape Company.

Cory Kinley
Business Development Associate
New Image Landscape Company
3250 Darby Common
Fremont CA 94539
Cell: 916-955-6162
ckinley@newimagelandscapecompany.com

New Image Landscape Company

Phone (510) 226-9191 □ Fax (510) 226-1298 □ License #719106 3250 Darby Common □ Fremont, CA 94539



Chapter 2- Profile on Firm

New Image Landscape Company evolved from its sister company Sansei Gardens, Inc., a landscape construction firm, and was incorporated January 1, 1996. Together, the companies have been serving the Bay, Central Coast, and Tri-Central Valley areas for more than 40 years. Having seven (7) Regional Maintenance service branches allow us to better support our geographically diverse clientele. New Image Landscape Company currently has approximately two hundred (200) total employees in the field and thirty (30) full time employees including administrative, operations and executive staff.

For 21 years, New Image Landscape has specialized in providing landscape maintenance and repair services to both the private sector as well as public agencies and municipalities throughout Northern California. We currently have contracts with 19 municipalities and 100's of private accounts including Home Owners Associations and Property Management Companies. An abbreviated list of current and past public agency clients includes The City of Morgan Hill, The City of San Ramon, The City of San Jose, The City of Fremont, The City of Fairfield, The City of Sacramento and Napa County.

- Fremont Branch- our Headquarters and services the East Bay, Peninsula, North Bay and South Bay.
- Salinas Branch- supports our clients in the Central Coast and Monterey areas up to Morgan Hill.
- Livermore Branch- covers our clients in the 580 Corridor out to the Central Valley.
- Benicia Branch- supports our American Canyon and Vallejo clients up to Petaluma.
- Fairfield Branch- supports the Hwy 80 corridor north of Hercules and houses one of our tree division units.
- Sacramento supports the Greater Sacramento Region
- Sunol Branch- is the home of our tree service division.

New Image Landscape Company has no pending or prior lawsuits or litigation from the last 5 years. Additionally, New Image Landscape Company has been in no projects where claims or settlements were paid by its consultants or insurers within the last five years.



Class A (General Engineering), or, California Contractors License, C-27, Landscaping

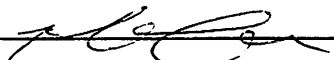
License Number: 719106

Classification: State of California C27 License

Expiration Date: February 28, 2018

Signature(s) must be the same signature(s) as appear(s) in Attachment A, Proposer Information Form, of the RFP.

Firm: New Image Landscape Company

Signature:  Signature: _____

Name: Russell Takehara Name: _____
(Print or type name) (Print or type name)



Chapter 4- Work Plan

Start-Up:

Prior to the commencement of the project term, New Image Landscape will hold a meeting with all key personnel to review the project details and objectives. This will include a comprehensive review of all scope of services outlined in the Scope of Services. Daily, weekly, monthly, bi-monthly, quarterly and bi-annual schedules will be issued to all field supervisors and maintenance crews. Maps of service areas will also be issued to field supervisors and maintenance crews for reference throughout the duration of the project.

New Image Landscape operations managers and field supervisors will perform the initial inspections on the condition of plant material, irrigation systems and hardscape and report conditions to the City of Santa Rosa's contract staff. Once all reports are completed, we would like to have a formal meeting with CSR staff to review the deficiencies and come up with a strategy to remedy them. New Image understands that budget constraints may hinder the ability to fully remedy all deficiencies, but we'd like to identify the priority issues with City staff and come up with a plan to resolve them.

During the first 90 days on the job our supervisors will be alongside our crew leaders and crews daily to ensure that all work areas are being covered and the scope of services is being performed accordingly. We would like to have weekly onsite meetings with CSR staff during the first 90 days so all parties share the same understandings and are confident that the work is being performed according to that scope.

After the first 120 days on the job, we would like to have a formal sit down meeting with CSR staff to review the work performed thus to date and discuss any concerns either party may have.

We feel that these steps are necessary for all of our Municipal contracts to achieve a smooth transition and the utmost quality that the City and residents deserve.

Execution of Landscape Maintenance Scope of Work

1.) General Maintenance and Cleanup Plan

New Image Landscape will adhere to the guidelines outlined in The City of Santa specifications for landscape maintenance. Since the General Maintenance and Cleanup specs can be applied to all sites regardless of frequency or glyphosate restriction, our plan is to include the following in our landscape maintenance plan for all of the sites included in this RFP. The service sites will be left in a neat and orderly condition upon completion of work on any particular day.

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To adhere to Bay Friendly and Russian River Friendly best management practices, lawn grass that has been mowed with a mulching mower and tall grass that has been string trimmed will be left in place. Likewise, leaf litter and other healthy organic material that quickly biodegrades will be left in planting beds as mulch. Compostable material that cannot be left on site will be disposed of at the City's compost facility. Any slow biodegrading material or non-compostable litter will be disposed of via a container located at our dispatch yard.

We will keep all areas included in our landscape areas of responsibility free of rocks, glass, litter and other foreign debris. Our goal will be to keep all cracks and seams associated to any hardscape at least 80% weed free. Likewise, our staff will keep sidewalks and paved areas free of plant material and dirt.

Lastly, on the occasion that any of our landscape maintenance services impact local automobile or pedestrian traffic, we will create a traffic control plan and submit it to the City Engineering Division for approval 2 weeks before the scheduled work.

2.) Irrigation Plan

Water Conservation – While our goal is to ensure that The City's landscapes shall receive adequate water to remain vigorous, we will also strive to meet Bay and River Friendly water conservation goals. Our water conservation goals are that landscapes should be irrigated to maintain plant appearance and health, and managed to conserve water and avoid overspray and water damage to City's hardscape and property. Irrigation application rates and distribution uniformity are best assessed through an irrigation audit. New Image Landscape will perform an irrigation audit at the startup of the contract. We will determine the irrigation type and nozzle size to ensure proper square footage and proper ET rates.

Irrigation Scheduling - Our approach to irrigation scheduling shall be to match plant need with water application and avoid over-irrigation and overspray. Irrigation intervals and frequency shall be suitable for weather conditions, soil infiltration rates, and plant species' rooting depth and water requirements within each hydro zone. Irrigation duration within each hydro zone shall be based on the soil infiltration rate, species water requirement and rooting depth within the hydro zone, and the application rate and distribution uniformity of the irrigation system within that zone. Enough water shall be applied at each irrigation cycle to wet through the depth of root zone. Where runoff occurs, the application time shall be divided into shorter time intervals and repeated as needed. Irrigation frequency for each will be adjusted accordingly. New Image Landscape Irrigation technicians will observe the irrigation system in operation to identify and correct water runoff or standing water problems.

Irrigation System Maintenance and Repair - Our irrigation technicians will maintain the irrigation systems for optimum performance, as per manufacturers specifications, by inspecting the entire system on a quarterly basis. Seasonal audits of Controller Boxes, the Spray Irrigation System and the Drip Irrigation System will take place in the Spring, Summer and Fall. This includes cleaning and adjusting all sprinkler and bubbler heads, drip emitters and valves for

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proper coverage. They will inspect the irrigation system in operation to ensure proper function of mains, valves, laterals, risers and heads. Raising or straightening of heads that are sunken or tipped will be addressed immediately during the inspection if found. All malfunctioning equipment will be reported on a timely basis identifying date checked, controller, valve number and type of problem. All irrigation replacement parts shall be of the same manufacturer, type, and application rates as existing, or approved equals or upgrades. Irrigation system pressure shall be checked and adjusted at least quarterly during season of operation. New Image will maintain and submit monthly documentation of irrigation checks and as built plans of any changes or adjustments to the system.

3.) Lawn Care Plan

Mowing- Mowing is conducted on a weekly basis during the growing seasons. The only time we do not mow weekly is in extreme cold temperatures and wet conditions. New Image will mow, edge and use slow release fertilizers to keep up the lawn's health and appearance even during possible drought conditions. Mowing patterns will be alternated weekly to avoid rutting. Our crews sharpen the mower blades weekly to avoid bruising, scalping or rough cutting of the lawn. Mulching mowers are used for grass recycling which will enhance the lawns. Grass clippings are mainly nitrogen and water, which help to fertilize the lawn naturally. Our practice of grass recycling with regular lawn mowing improves lawn health. Clumps of debris and unsightly swaths of clippings that may damage lawn will be removed.

Lawns shall be mowed a minimum of every 7 days during the months of March through October and to a minimum height of 3 inches. During this period lawns should never be mowed below 3 inches and height shall not exceed 4 inches. During the months of November through February lawns shall be mowed to a height of 3 inches and as often as necessary to maintain a neat, groomed appearance. Scheduled irrigation to be completed 2 days before mow for maximum dryness

Trimming- All lawn edges along walls, fences, foundations, sidewalks, driveways, planter beds, tree trunks, utility boxes, or other objects located within a turf area will be trimmed to maintain a well-groomed appearance. Trimming along concrete or asphalt areas must be done by power edging equipment on a weekly basis. Boundaries between lawn and groundcover areas can be edged with power equipment or by hand to minimize damage to surrounding landscape. We will trim around sprinkler heads as necessary to provide maximum water coverage.

Care shall be taken to avoid damage to tree trunks, shrubs, sprinklers, buildings and other structures. Damage shall be reported to the City and repairs promptly made. Grasses shall be cut back and a tree buffer zone maintained at a minimum of 12 inches from the base of any tree.

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Weeds, Disease, and Pest Control- New Image will follow Bay and River Friendly best management practices to naturally maintain lawns that are healthy and free of weeds, disease and pests. We will institute cultural methods such as mulch mowing, effective fertilization, aeration, dethatching and use of proper irrigation to maintain healthy lawn health and appearance.

If broadleaf weed cover increases to over 20% of the turf area, we will hand-pull or use selective organic herbicide to reduce the population to 20% or below.

Aeration and Thatch Removal- Use of a turf core extracting device during early March or Early October should be scheduled immediately prior to fertilization applications. Heavily compacted areas which show obvious signs of poor water penetration will be aerated additionally as necessary on a time and materials basis. Turf shall be aerated at least 1 time per year to achieve a minimum depth of 3 inches. Once aeration has been completed, lawns shall be fertilized as specified. Verti-cutting and raking to remove thatch will be followed by reseeding and top dressing. Thatch removal shall be completed with enough frequency to allow no more than one half inch of accumulated thatch when compressed.

Watering- Lawns shall be deeply watered as weather conditions require to provide adequate moisture for optimum growth. Lawns shall be closely monitored to ensure fresh green color year round. New Image will familiarize itself with the types of lawns that are installed to develop a comprehensive water strategy to avoid over watering. Water conservation is of the utmost importance. Irrigation of tall fescue and hard fescue shall be set to maintain a minimum 12 inch rooting depth of _moisture. Water usage will be based on 80% of the evapotranspiration requirements for the region.

Where existing installed sprinkler system does not adequately meet the irrigation needs of the lawn, New Image will utilize hoses and sprinklers to uniformly water the turf areas.

Fertilization- New Image will strive to keep lawn fertilization practices in line with Bay and River Friendly expectations. We recommend the lawn areas to be fertilized a minimum of 4 times per year with approved formulations. Fertilizers shall be applied at a rate of 1-2 pounds of Nitrogen per 1000 square feet.

Only nitrogen need be applied on turf areas unless results of soil fertility test indicate a specific problem or nutrient deficiency. If a deficiency is noted, recommendations by the soil testing facility shall be followed. Fertilization schedule will be provided by New Image and approved by the City before implementation.

Lawns shall be watered immediately after fertilization to prevent burning of grass. Rotary spreaders will be used in a crisscross pattern for even coverage.



4.) Trees, Shrubs and Groundcover Care Plan

Trees, Shrubs and Groundcover- Primary goals of pruning shall be to maintain healthy growing conditions by promoting the natural shape and appearance of trees, shrubs and ground cover. Our landscapers will prune to eliminate damage or diseased wood, and to eliminate safety hazards including obscured sight lines at intersections.

The natural tapered shape of most shrubs allows sunlight to reach lower foliage and should always be retained. All pruning cuts shall be made to lateral branches, buds or the main trunk and shall always be flush. Stubs shall not be allowed to remain and all cuts should be clean with no tearing of the bark. For efficient control of growth, major pruning shall occur in early summer, while minor pruning and shaping is encouraged throughout the year.

Shrubs should be pruned at any time of the year to remove dead plants, broken branches, repair damage, or remove an obstruction. Most shrubs should be pruned after their flowering time has finished, or immediately before their growth period starts. Major pruning of deciduous shrubs shall occur during their dormant season.

Shrubs and ground cover shall be cut back where they encroach onto walkways and paved areas. Special attention should be given to vehicle intersections and vehicle drives to prevent sight-line obstructions. Woody ground covers do not need to be pruned unless they encroach upon walkways, roads, or driveways. Ground covers that become unattractively thick should be replaced over time. Once vines have developed adequate roots, New Image shall remove overly tangled stems and limit growth on the tops of fences and walls.

Watering- Our approach to irrigation scheduling shall be to match plant need with water application and avoid over-irrigation and overspray. Irrigation intervals and frequency shall be suitable for weather conditions, soil infiltration rates, and plant species' rooting depth and water requirements within each hydro zone. Irrigation duration within each hydro zone shall be based on the soil infiltration rate, species water requirement and rooting depth within the hydro zone, and the application rate and distribution uniformity of the irrigation system within that zone. Enough water shall be applied at each irrigation cycle to wet through the depth of root zone. Where runoff occurs, the application time shall be divided into shorter time intervals and repeated as needed. Irrigation frequency for each will be adjusted accordingly. New Image Landscape Irrigation technicians will observe the irrigation system in operation to identify and correct water runoff or standing water problems.

Pruning & Minor Tree Care- Pruning up to 15' above ground will be performed by trained and qualified workers with experience in accepted standards. Tree pruning shall be done with the objective of retaining the natural form of the tree while promoting structural strength and safety. Dead or dying branches or any that interfere with vehicle or pedestrian traffic along existing drives or walkways shall be removed.

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Tree pruning vertical clearance should be 8 feet over turf and 14 feet over sidewalks and streets.

Evergreen trees shall be thinned out and shaped when necessary to prevent wind and storm damage. The primary pruning of deciduous trees shall be done during the dormant season. Damaged trees or those that constitute health or safety hazards shall be pruned at any time of the year as required. Trees will be pruned to select permanent scaffold branches that are 1/3 smaller than the branch to which they are attached.

Generally, for newly planted trees, define early structural pruning procedures, and the first permanent branch height and vertical branch spacing. Pruning wound diameter for early structural pruning should not exceed 3/4 inch. Our crews will be instructed to avoid crown raising on young trees. In addition, branches that are touching walks, benches, and buildings will be cut back. Suckers, waterspouts, and other undesirable growth will be removed as well. Tree pruning will also be performed to reduce pest levels and help prevent the spread of disease.

Staking and Guying- On a routine basis, New Image staff shall assess the staking and guying needs of all trees in their service areas make appropriate adjustments. Trees are to be tied at only one level below the lowest branches and the tops of stakes must not extend more than 2 inches above the top tie. All existing stakes and ties shall be maintained and replaced with equal material for one year or until tree is able to stand free and withstand strong winds. New Image staff will straighten leaning trees and adjust staking and guying as needed for support. They will also loosen guy straps as needed to avoid damage to branches and trunks. Nursery stakes shall be removed at time of planting and stakes should not remain for more than 2 growing seasons. If tree cannot remain upright after 2 growing seasons, tree replacement is recommended.

Fertilizing- Trees, shrubs and groundcover will be fertilized at least 2 times per year. Trees, Shrubs and groundcover that are not in turf will be fertilized by spreading the fertilizer evenly to the outer dripline while avoiding contact with the root ball or main stem. Trees in lawn areas should receive adequate nutrients from lawn fertilization program and should not require additional fertilization unless deficiency symptoms develop. Trees are best fertilized with nitrogen during late summer. Trees will be irrigated prior to application and immediately after.

Replacement of Plants and Trees- New Image staff will identify dead, damaged trees and plants and replace them with plants of equal size and variety, up to 15 gal, as directed by City staff. New Image will provide labor and equipment to plant all replacement plants. Trees or plants deemed to have died as a result of lack of proper maintenance will be replaced by New Image. The City will provide replacement trees if death or damage was not the fault of New Image staff.



5.) Weed Control Plan

General Weed Control- New Image Landscape will institute a strategy of preventing or eliminating annual and perennial weed species in accordance with The City's accepted methods which includes mulching, manual/mechanical eradication, propane flaming, mowing, organic chemical application and synthetic chemical application.

Annual weeds, such as herbs and grasses, will be controlled using accepted methods during their growing seasons when cultural controls are most effective in the winter and spring. Controlling these annual weeds when they are young and just beginning to grow allows a better chance of controlling them before they establish large populations. Likewise, perennial weed species are to be targeted by cultural controls when moist soils allow the entire root structure to be removed.

General non-organic herbicide guidelines- If glyphosate use is allowed, the only non-organic herbicide that will be used by New Image will be 'Roundup Custom'. Our landscape crews will only apply Roundup as a spot treatment to individual plants and will not resort to broadcast spraying.

New Image will not use Roundup to control weeds in cracks or seams of concrete or asphalt. Roundup use will be limited to landscaped areas and gravel surfaces. If Roundup must be applied within 15 feet of public pedestrian areas or areas frequented by children, New Image will arrange for a temporary closure of the area with City staff.

A. Weed Control in Planter Beds and Hard Surfaces at Weekly Sites- When there is no restriction on glyphosate, the provided weed control schedule will be followed:

JAN – (4x/month) hand pull planting beds/hard surfaces
FEB – (4x/month) treat with hand pulling, propane flaming and/or organic spray in planting beds/hard surfaces
MAR – (4x/month) hand pull and/or Organic spray in planting beds/hard surfaces
APR – (4x/month) hand pull, mow in planting beds/hard surfaces
MAY – (4x/month) hand pull, mow. Roundup Custom™ may be used in planting beds if necessary
JUN – (4x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds if necessary
JUL – (2x/month) hand pull in planting beds
AUG – (1x/month) hand pull in planting beds
SEPT – (1x/month) hand pull in planting beds

Hard Surfaces Weed Treatment in weekly service areas will include:

- Hand pulling weeds from cracks and seams in concrete and asphalt.
- String trimming all weeds to target height of no taller than 4 inches.
- Propane flaming asphalt areas in the winter season when conditions are wet
- Trimming or Mowing 3 feet on both sides of perimeter fences and roadways to a maximum height of 6 inches.
- Organic herbicide applications or spot spray applications of non-organic Round Up.

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Planting Bed Weed Treatment in weekly service areas will include:

- Hand pulling weeds.
- Mulching to suppress weeds.
- Organic herbicide applications or spot spray applications of Roundup.
- Preserving native tree seedlings from pulling or trimming damage.

The exception to this weed control plan in planter beds at weekly sites is that of the Municipal Services Center North Parking Lot. All weeding in the bio-swales will be done by hand and no spraying will be done in the main parking lot per the storm water permit. The following provided schedule will be followed for weed control in the bio-swales:

JAN – (4x/month) hand pull planting beds/hard surfaces/bioswales

FEB – (4x/month) treat with hand pulling/propane flaming and/or Organic spray in beds/hard surfaces. Hand pull in bioswales.

MAR – (4x/month) hand pull and/or Organic spray in planting beds/hard surfaces. Hand pull in bioswales.

APR – (4x/month) hand pull, mow in planting beds/hard surfaces. Hand pull in bioswales.

MAY – (4x/month) hand pull, mow. Roundup Custom may be used in planting beds only, if necessary.

JUN – (4x/month) hand pull, fire safety mow. Roundup Custom may be used in planting beds only, if necessary.

JUL – (2x/month) hand pull in planting beds/bioswales.

AUG – (1x/month) hand pull in planting beds/bioswales.

SEPT – (1x/month) hand pull in planting beds/bioswales.

OCT – (1x/month) hand pull in planting beds/bioswales.

NOV – (1x/month) hand pull in planting beds/bioswales.

DEC – (2x/month) hand pull in planting beds/bioswales.

Restrictions Glyphosate on Weed Control in Planter Beds and Hard Surfaces at Weekly Sites – If there is a 1x per year use restriction on glyphosate, New Image will do one spray application to weeds at the end of the growing season in spring for each target species.

If there is a total restriction of use of glyphosate New Image will limit weed control to manual and mechanical methods.



B. Weed Control in Planter Beds and Hard Surfaces at Monthly Sites - When there is no restriction on glyphosate, the provided weed control schedule will be followed:

JAN – (1x/month) hand pull planting beds/hard surfaces
FEB – (1x/month) treat with hand pulling, propane flaming and/or Organic spray in beds/hard surfaces
MAR – (1x/month) hand pull and/or Organic spray in planting beds/hard surfaces
APR – (1x/month) hand pull, mow in planting beds/hard surfaces
MAY – (1x/month) hand pull, mow. Roundup Custom™ may be used in planting beds if necessary
JUN – (1x/month) hand pull, fire safety mow. Roundup Custom™ may be used in planting beds if necessary
JUL – (1x/month) hand pull in planting beds
AUG – (1x/month) hand pull in planting beds
SEPT – (1x/month) hand pull in planting beds
OCT – (1x/month) hand pull in planting beds
NOV – (1x/month) hand pull in planting beds
DEC – (1x/month) hand pull in planting beds

Hard Surfaces Weed Treatment in weekly service areas will include:

- Hand pulling weeds from cracks and seams in concrete and asphalt.
- String trimming all weeds to target height of no taller than 4 inches.
- Trimming or Mowing 3 feet on both sides of perimeter fences and roadways to a maximum height of 6 inches.
- Organic herbicide applications or spot spray applications of non-organic Round Up.

Planting Bed Weed Treatment in weekly service areas will include:

- Hand pulling weeds.
- Mulching to suppress weeds.
- Organic herbicide applications or spot spray applications of Roundup.

Restrictions Glyphosate on Weed Control in Planter Beds and Hard Surfaces at Monthly Sites –
If there is a 1x per year use restriction on glyphosate, New Image will do one spray application to weeds at the end of the growing season in spring for each target species.

If there is a total restriction of use of glyphosate New Image will limit weed control to manual and mechanical methods.



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C. Weed Control in Planter Beds and Hard Surfaces at Low Frequency Sites- The sites that are considered low frequency are the sites that are scheduled for 6 service visits per year, 4 service visits per year or 2 service visits per year.

If there is no restriction on Glyphosate use, New Image will follow the following protocols for annual and perennial weed control during each service visit:

Hard Surfaces Weed Treatment in weekly service areas will include:

- Keep 80% of hard surface cracks/seams weed free.
- Hand pulling weeds from cracks and seams in concrete and asphalt.
- String trimming all weeds to target height of no taller than 4 inches.
- Trimming or Mowing 3 feet on both sides of perimeter fences and roadways to a maximum height of 6 inches.
- Organic herbicide applications or spot spray applications of non-organic Round Up.

Planting Bed Weed Treatment in weekly service areas will include:

- Hand pulling weeds.
- Mulching to suppress weeds.
- Organic herbicide applications or spot spray applications of Roundup.

Restrictions Glyphosate on Weed Control in Planter Beds and Hard Surfaces at Low Frequency Sites – If there is a 1x per year use restriction on glyphosate, New Image will do one spray application to weeds at the end of the growing season in spring for each target species.

If there is a total restriction of use of glyphosate New Image will limit weed control to manual and mechanical methods.



Chapter 5- Proposed Innovations

Two examples of innovation that allow New Image Landscape to have a competitive edge over our competitors involves our unique approach to staying fully staffed with the highest quality employees in the industry. While we pride ourselves on staying current with all landscape industry standards and innovations, we realize that we must be fully staffed with an above average workforce to truly execute the landscape industries ever-advancing best management practices.

While a lot of service providers have been struggling in the recent competitive labor market to stay fully staffed, New Image Landscaping Company has been able to keep up with staffing demands by being innovative and proactive. Our answer to the challenges of labor shortages was to institute a full-time, in-house recruiter whose sole mission is to fill the various positions we must staff as we grow. Our in-house, dedicated recruiter places strategic, local ads across our 7 service branch locations on such employment portals as ZipRecruiter, Indeed and Craigslist. As the staffing needs change for each of our regional service locations, our full-time recruiter increases or decreases the frequency and type of employment advertisement to adjust for staffing needs.

Investing in an in-house recruiter is one just one example of a competitive edge that we have implemented to allow us to better serve our Municipal clients. Another example of a relatively large expenditure that we voluntarily make in order to be a better service provider to our clients involves our drug and physical screening policy. New Image Landscape Company pays for a drug screen and physical assessment for every one of our new hires as part of our on-boarding process. Conducting drug, driving & criminal screenings along with physical assessments are examples that we are willing to invest in policies and procedures that result in providing our clients with the best service possible.

Once we feel we have found an ideal candidate for employment, they are sent to one of the regional clinics we have partnered with to complete a post-offer physical per the protocol we have established with them. The first step is the successful completion of a drug and alcohol test. Should an employee not pass the instant 12 panel drug test, the test is sent to a laboratory for confirmation of the positive result. Although there have been changes in laws pertaining to the use of marijuana, be it medical or recreational, our company has held the position of remaining a drug free work place in an effort to provide the safest environment for our employees, customers and the public around us.

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After successfully passing the drug & alcohol test, employees move on to the physical examination. Our protocol includes a thorough evaluation by a doctor to ensure candidates are in good physical condition to perform their tasks safely. We have provided a sample copy of the template our clinics use to evaluate employees and report back to us to confirm they are physically fit to perform their essential job tasks. This includes a check for hernias before completing a lift test, as well as an evaluation of body mechanics, strength, flexibility, alignment, and endurance.

Employees that are being considered as drivers within our fleet complete an authorization to have their DMV record reviewed by our insurance broker. In order to qualify as a driver, they must not have had a DUI within 5 years, have no more than 2 points on their record and be at least 25 years of age. Once approved by our insurance, drivers are given our Driver Training Program to train them on the proper ways to maneuver vehicles, specifically when towing a trailer or other piece of equipment. Employees who can demonstrate safe driving practices and maintain a good standing with our insurance are allowed to drive for us. Motor Vehicles Reports are reviewed with the DMV semi-annually to ensure they remain eligible drivers.

In order to keep up and provide the highest quality landscape maintenance services, New Image landscape goes above and beyond the industry standards when it comes to employee recruitment and screening. The result is a workforce that allows New Image to provide excellent service while meeting the goals of our clients.



Chapter 6- Project Staffing

If awarded the landscape maintenance services contract, we would establish a satellite operations yard in Santa Rosa. Our Project Team will be based out of this Santa Rosa satellite yard with support from our Benicia service branch. The 2 regional service branches will combine to give consistent, reliable service to the 17-47 Landscape Maintenance Services contract. We anticipate utilizing a minimum of one (1) 3 man Landscape Maintenance Crew with support from a Tree Crew and an Irrigation Crew. A total of 13 staff members have currently been designated-categories with number at the position are as follows:

Operations Manager (1)	Irrigation Supervisor (1)
Account Manager (1)	Irrigation Technician (1)
Field Supervisor (1)	Tree Division Supervisor (1)
Landscape Crew Foreman (1)	Landscape Crew Gardeners (3)
Tree Crew Foreman (1)	Tree Crew Climbers (2)

Project Team Members and Structure

- Operations Manager, **Robert Jackman** – oversees all operations and accounts and oversees quality controls.(professional bio attached)
- Account Manager, **Jonathan Thom** - oversees the account and performs monthly inspections and reports.(resume attached)
- Field Supervisor, **Alfonso Medina** - oversees the daily maintenance operations and weekly inspections.(resume attached)
- Tree Division Supervisor, **Daniel Vazquez**, Certified Arborist – oversees daily tree operations.
- Irrigation Supervisor, **Carlos Barajas** – oversees irrigation schedules, repairs and monthly inspections.(resume attached)
- Irrigation Technician, **Jesus Ramos** – responsible for routine inspections, adjustments, maintenance and repairs.

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RFP 17-47- Organization Chart

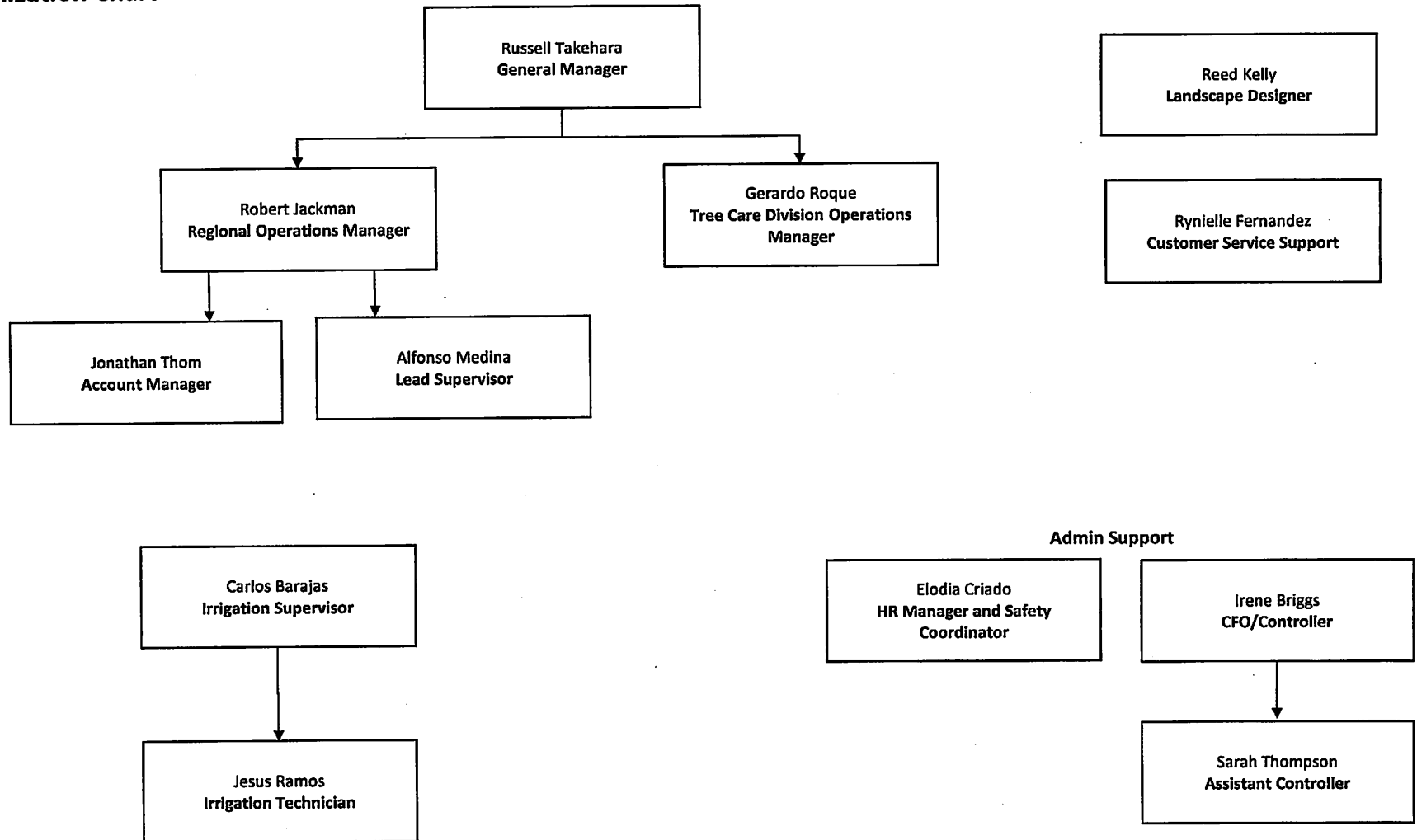


EXHIBIT "D" - QUESTIONNAIRE

Please provide a response to this questionnaire in response to your proposal.

1. How many years has your company been in the business of providing landscaping services and what geographical areas does your firm provide these services to?

New Image Landscape Company has been providing landscaping services for 22 years.

New Image has 7 service branches throughout Northern California in Salinas, Fremont, Livermore, Sunol, Benicia, Fairfield and Sacramento. Our geographical service area includes the greater Bay Area and south to Salinas, north to Napa and Sonoma Counties and east to the greater Sacramento region.

3. Describe the type(s) of training your employees have had that is directly related to the performance of the landscaping services requested under this Request for Proposals.

Our employees are trained to the highest industry standards on proper landscape service techniques and operation of equipment. In order to work on a service crew, at any level, each of our employees must demonstrate a proficiency in both aptitude and knowledge of landscape best practices. Moreover, New Image provides all of its employees annual training modules that include pesticide application training, heat illness prevention, first aid/cpr and sexual harrasment training.

4. What is the current number of employees working for your firm?

New Image Landscape Company currently has 250 employees.

5. What has been the employee turnover rate for your firm in the past year?

New Image Landscape Company's employee turnover rate for 2017 was 13%.

6. How many working and non-working field supervisors does your firm intend to assign to the City's contract? Provide names and supervisory experience.

Non-working field supervisors: Alfonso Medina- 5 years Jonathan Thom-5 years

Working field supervisors: Carlos Barajas-15 years Jesus Ramos-5 years

7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also include the person's title, telephone number, address, and E-Mail address.

Person responsible for administering contract:

Russell Takehara, VP/General Manager

(510) 226-9191

3250 Darby Common, Fremont, CA 94539

rtakehara@newimagelandscape.com

8. Please describe your companies experience with and planned proposal to integrate the following requirements to meet our landscaping needs: Bay-Friendly Qualified Landscaping Professionals, Russian River Friendly Guidelines for soil managements, and minimal to no use glyphosate landscaping.

Understanding how the landscape industry effects the rich and diverse ecosystem of California is a top priority for New-Image Landscape Company. Several members of our management and supervisory teams are Bay and River Friendly certified. We use this knowledge to design a whole systems approach to maintain landscapes that support the integrity of our waterways, soils and climate.

EXHIBIT "E"**NON-COLLUSION AFFIDAVIT AND WILLINGNESS TO SIGN**STATE OF CALIFORNIA
CITY OF SANTA ROSA

_____ declares and says:

1. That he/she is the (owner, partner, representative, or agent)

of New Image Landscape Company, hereinafter referred to as (CONTRACTOR) or (CONTRACTOR).

2. That he/she is fully informed regarding the preparation and contents of this proposal for certain work in the City of Santa Rosa, State of California.

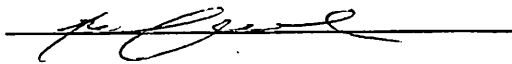
3. Recognizes that this acknowledgement is a statement indicating the firm's willingness and ability to sign the standard contract form (Contract Sample) "as is", including proposed insurance requirements (Attachment One), or detailing the reasons why CONTRACTOR is not willing or able to do so by providing a redlined copy of the Sample Contract in tracked changes as part of a completed submittal.

4. The Contactor declares, by signing this document and submitting a submittal, that the submittal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submittal is genuine and not collusive or sham; that the Contactor has not directly or indirectly induced or solicited any other Contactor to put in a false or sham submittal, and has not directly or indirectly colluded, conspired, connived, or agreed with any revenue audit Contactor or anyone else to put in a sham submittal, or that anyone shall refrain from bidding; that the auditor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the submittal price of the financial advisor or any other bidder, or to fix any overhead, profit, or cost element of the submittal price, or of that of any other revenue audit Contactor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the submittal are true; and, further, that the Contactor has not, directly or indirectly, submitted his or her submittal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, submittal depository, or to any member or agent thereof to effectuate a collusive or sham submittal; and,

5. That the price or prices quoted in the submittal are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the CONTRACTOR, or any of its agents, owners, representatives, employees, or parties in interest, including this affiliate.

I certify (or declare) under penalty of perjury, that the foregoing is true and correct.

Dated this 1st day of March, 2018, at Fremont, CA.
(City) (State)

Signed: 

Printed Name: Russell Takehara

Title: VP/ General Manager

New Image Landscape – City of Santa Rosa

Exhibit A

SAMPLE CREW SCHEDULE – Weekly Service

Field Supervisor: Alfonso Medina

Crew	Truck/Trailer	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Crew 1</u> <u>Foreman</u> Gardener II Gardener I	Truck #: ### Trailer #: ###	Municipal Services Center Brown Farm Bennet Valley Water Pump Sta. 4 + 1 Man	Laguna Treatment Plant	Laguna Treatment Plant	Laguna Treatment Plant Compost Facility	Geysers Operation Center Utilities Field Operations <i>Equip. Maint. (.5)</i>

CREW SCHEDULE – Monthly Service

Field Supervisor: Alfonso Medina

Crew	Truck/Trailer	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Crew 2</u> <u>Foreman</u> Gardener II	Truck #: ### Trailer #: ###	Oakmont Treatment Plant	Oakmont Treatment Plant	Oakmont Treatment Plant <i>A.M. Safety Mtg (.5)</i>	2521 Del Rosa Ave	Bi-Monthly Services Quarterly Services Bi-Annual Services

Exhibit A
Contract Site Locations

Contract Work-Site Locations	
Weekly Site Services	
1.	Laguna Treatment Plant 4300 Llano Road
2.	Compost Facility 4301 Llano Road,
3.	Alpha Farm, 3300 Llano Road
4.	Geysers Operation Center 35 Stony Point Road
5.	Utilities Field Operations Facility 35 Stony Point Road
6.	Municipal Services Center North Parking Lot 55 Stony Point Road
7.	Brown Farm CIMIS Station #83 2200 Llano Road
8.	Bennett Valley CIMIS Station #158 3330 Yulupa Ave
9.	Water Pump Station 4 (S-4) 2260 Sonoma Ave
12 Services Annually	
10.	Oakmont Treatment Plant 6200 Stonebridge Road
11	2521 Del Rosa Avenue
6 Annual Services	
12	Warehouse Annex 4322 Walker Road
13.	5219 Monte Verde
4 Annual Services	
14.	Carley Well/Peter Spring 805 Carley Road
15.	Llano Road Pump Station 4305 Llano Road
16.	Bear Canyon Pump Station 5565 Pine Flat Road, Healdsburg, CA
17.	Mayacamas Pump Station 8100 Pine Flat Road. Healdsburg, CA
18.	Pine Flat Pump Station 10600 Pine Flat Road. Healdsburg, CA
19.	Terminal Reservoir Private road at north end of Pine Flat Road
20.	5623 Yerba Buena Road
21.	West College Lift Station 1098 Fulton Road — Removed Addendum 3
22.	Oakmont Lift Station 8810A Oakmont Drive
23.	Speers 618 Speers Road Removed Addendum 3
2 Annual Services	
24.	2301 Murdock Drive
25.	3899 Parker Hill Road
26.	2785 Skyfarm Drive
27.	2889 Summerfield Road
28.	2195 Fountaingrove Parkway
29.	280 Fountaingrove Parkway
30.	1395 Fountaingrove Parkway
31.	Thomas Lake Harris Drive
32.	Skyfarm Drive

Exhibit A
Contract Site Locations

33.	4905 Rockridge Lane
34.	4177 Chanate Road
35.	5035 Harville Road
36.	5780 Mountain Hawk Drive
37.	6801 Sunhawk Drive
38.	4796 Annadel Heights Drive Removed Addendum 3
39.	4788 Bennett Valley Road
40.	4738 Woodview Drive
41.	4762 Woodview Drive
42.	1825 Kawana Springs Road
43.	1784 Allan Way
44.	297 Valley Oak Drive
45.	444 Oak Point Court
46.	461 Woodley
47.	801 White Oak Drive
48.	1510 White Oak Drive
49.	Freeway Well 1302 Cleveland Avenue
50.	Leete Well 3812 Leete Road
51.	Hearn Well 637 Hearn Avenue
52.	6348 Sonoma Hwy
53.	2750 Fountaingrove Parkway
54.	2201 Newgate Court / 3480 Parker Hill Road
55.	Sharon Park Well West of 3688 Hemlock Street Removed Addendum 3
56.	Alderbrook Lift Station 111 Alderbrook Lane Removed Addendum 3
57.	Willowside Lift Station 601 Piezzi Road
58.	Skyfarm (A) Lift Station 3957 Skyfarm Drive
59.	Skyfarm (B) Lift Station 4021 Skyfarm Drive
60.	Skyfarm (C) Lift Station 3987 Clearbrook Court
61.	Fountain Grove Lift Station 2101 Stagecoach Road
62.	Shelter Glen Lift Station 3975 Shelter Glen Drive,
63.	Hadley Hill Lift Station 3710 Newbury Ct
64.	Hansford Lift Station 3978 Hansford Court

EXHIBIT B - COMPENSATION SCHEDULE

OPTION 1 - NO GLYPHOSATE USE

This Cost Proposal will be created with the restriction of not being able to use any systemic herbicide products containing glyphosates

FOR INDIVIDUAL SITE SPECIFICATIONS PLEASE SEE PAGES XX – XX of RFP Document

<u>SITE</u>	<u>UNIT OF MEASURE</u>	<u>WEEKLY SERVICE VISITS</u>	<u>UNIT COST (PER MONTH)</u>	<u>ANNUAL COST</u>
1.	12 Months	Laguna Treatment Plant 4300 Llano Road Specification 1	\$ 1,736.73	\$90,309.96
2.	12 Months	Compost Facility 4301 Llano Road Specification 2	\$526.28	\$27,366.56
3.	12 Months	Geysers Operation Center 35 Stony Point Road Specification 3	\$315.77	\$16,420.04
4.	12 Months	Utilities Field Operations Facility 35 Stony Point Road Specification 4	\$315.77	\$16,420.04
5.	12 Months	Municipal Services Center North 55 Stony Point Road Parking Lot Specification 5	\$710.48	\$36,944.96
6.	12 Months	Brown Farm CIMIS Station #83 2200 Llano Road Specification 6	\$78.94	\$4,104.88
7.	12 Months	Bennett Valley CIMIS #158 3330 Yulupa Ave Specification 7	\$78.94	\$4,104.88
8.	12 Months	Water Pump Station 4 2260 Sonoma Ave S-4, Specification 8	\$78.94	\$4,104.88
TOTAL				\$199,776.20

<u>SITE</u>	<u>UNIT OF MEASURE</u>	<u>12 SITE VISITS PER YEAR</u>	<u>UNIT COST (PER MONTH)</u>	<u>ANNUAL COST</u>
9.	12 Each	Oakmont Treatment Plant 6200 Stonebridge Road Specification 9	\$1,317.16	\$15,805.92
10.	12 Each	2521 Del Rosa Avenue S-4B, Specification 10	\$376.33	\$4,515.96
TOTAL				\$20,321.88

<u>SITE</u>	<u>UNIT OF MEASURE</u>	<u>6 SITE VISITS PER YEAR</u>	<u>UNIT COST (PER SITE VISIT)</u>	<u>ANNUAL COST</u>
11.	6 Each	Warehouse Annex 4322 Walker Road Specification 11	\$455.06	\$2,730.36
12.	6 Each	5219 Monte Verde S-7, specification 12	\$455.06	\$2,730.36
TOTAL				\$5,460.72

<u>SITE</u>	<u>UNIT OF MEASURE</u>	<u>4 SITE VISITS PER YEAR</u>	<u>UNIT COST</u>	<u>ANNUAL COST</u>
13.	4 Each	W-2, Carley Well/Peter Spring 805 Carley Road Specification 13	\$266.90	\$1,067.60
14.	4 Each	Llano Road Pump Station 4305 Llano Road Specification 14	\$289.14	\$1,156.56

15.	4 Each	Bear Canyon Pump Station 565 Pine Flat Road – Healdsburg, CA Specification 15	\$378.10	\$1,512.40
16.	4 Each	Mayacamas Pump Station 8100 Pine Flat Road – Healdsburg, CA Specification 16	\$333.62	\$1,334.48
17.	4 Each	Pine Flat Pump Station 10600 Pine Flat Road – Healdsburg, CA Specification 17	\$333.62	\$1,334.48
18.	4 Each	Terminal Reservoir Private Rd North end of Pine Flat Road Healdsburg, CA Specification 18	\$355.86	\$1,423.44
19.	4 Each	5623 Yerba Buena Road R-7, Specification 19	\$556.03	\$2,224.12
20.	4 Each	West College Lift Station 1098 Fulton Road Specification 20	\$444.83	\$1,779.32
22.	4 Each	Speers 618 Speers Road Specification 22	\$226.90	\$907.60
	TOTAL			\$12,740.00

<u>BID ITEM</u>	<u>UNIT OF MEASURE</u>	<u>2 SITE VISITS PER YEAR</u>	<u>UNIT COST</u>	<u>ANNUAL COST</u>
24.	2 Each	3899 Parker Hill Road R-2-A, Specification 24	\$1,475.80	\$2,951.60

25.	2 Each	2785 Skyfarm Drive R-2-B & S-5, Specification 25	\$513.32	\$1,026.64
26.	2 Each	2889 Summerfield Road S-9, Specification 26	\$513.32	\$1,026.64
27.	2 Each	2195 Foutaingrove Parkway R-3 & S-18, Specification 27	\$994.56	\$1,989.12
28.	2 Each	280 Fountain Grove Parkway S-1, Specification 28	\$898.31	\$1,796.62
29.	2 Each	1395 Fountain Grove Parkway S-2 & R-1 & R-1-B, Specification 29	\$898.31	\$1,796.62
30.	2 Each	3503 Thomas Lake Drive S-3, Specification 30	\$545.40	\$1,090.80
31.	2 Each	3884 Skyfarm Drive R-5, Specification 31	\$545.40	\$1,090.80
32.	2 Each	4905 Rockridge lane R-4-A, Specification 32	\$545.40	\$1,090.80
33.	2 Each	4177 Chante Road R-4-B & S-16, Specification 33	\$1,090.81	\$2,181.62
34.	2 Each	5035 Hartville Road R-6, Specification 34	\$2,438.27	\$4,876.54
35.	2 Each	5780 Mountain Hawk Drive S-8, Specification 35	\$352.91	\$705.82
36.	2 Each	6801 Sunhawk Drive R-8, Specification 36	\$545.40	\$1,090.80
37.	2 Each	4796 Annadel Heights Drive R-9-A & R-9-B, Specification 37	\$2,951.59	\$5,903.18
39.	2 Each	4738 Woodview Drive S-10, Specification 39	\$384.99	\$769.98
40.	2 Each	4762 Woodview Drive R-10, Specification 40	\$898.31	\$1,796.62
41.	2 Each	1825 Kawana Springs Road S-11, Specification 41	\$898.31	\$1,796.62
42.	2 Each	1784 Allan Way R-11, Specification 42	\$2,053.28	\$4,106.56

43.	2 Each	297 Valley Oak Drive S-12, Specification 43	\$673.73	\$1,347.46
44.	2 Each	444 Oak Point Court R-12-A, Specification 44	\$834.15	\$1,668.30
45.	2 Each	461 Woodley R-12-B, Specification 45	\$2,630.77	\$5,261.54
46.	2 Each	801 White Oak Drive S-13, Specification 46	\$545.40	\$1,090.80
47.	2 Each	1051 White Oak Drive R-13 & S-14, Specification 47	\$513.32	\$1,026.64
48.	2 Each	1510 White Oak Drive R-14, Specification 48	\$1,090.81	\$2,181.62
49.	2 Each	1302 Cleveland Avenue Freeway Well, Specification 49	\$834.15	\$1,668.30
50.	2 Each	3812 Leete Road Leete Well, Specification 50	\$834.15	\$1,668.30
51.	2 Each	637 Hearn Avenue Hearn Well, Specification 51	\$352.91	\$705.82
52.	2 Each	6348 Sonoma Highway S-15, Specification 52	\$1,090.81	\$2,181.62
53.	2 Each	2750 Fountaingrove Parkway R-16 & S-17, Specification 53	\$545.40	\$1,090.80
54.	2 Each	2201 Newgate Court R-17, Specification 54	\$545.40	\$1,090.80
57.	2 Each	Willowside Lift Station 601 Piezzi Road Specification 57	\$384.99	\$769.98
58.	2 Each	Skyfarm (A) Lift Station 3957 Skyfarm Drive Specification 58	\$705.82	\$1,411.64
59.	2 Each	Skyfarm (B) Lift Station 4021 Skyfarm Drive Specification 59	\$705.82	\$1,411.64

60.	Each	Skyfarm (C) Lift Station 3987 Clearbrook Court Specification 60	\$705.82	\$1,411.64
61.	2 Each	Fountain Grove Lift Station 2101 Stagecoach Road Specification 61	\$384.99	\$769.98
62.	2 Each	Shelter Glen Lift Station 3975 Shelter Glen Drive Specification 6	\$673.73	\$1,347.46
63.	2 Each	Hadley Hill Lift Station 3710 Newbury Court Specification 63	\$545.40	\$1,090.80
64.	2 Each	Hansford Lift Station 3978 Hansford Court Specification 64	\$384.99	\$769.98
	TOTAL			\$67,052.50

BID SECTION 1A TOTAL (Bid Items 1 – 64 Annual Cost)	\$ 305,351.30
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REPAIR COSTS

1	LS	Contingency for miscellaneous irrigation system repair services or minor landscape improvements as requested at the sole discretion of the City of Santa Rosa; not guaranteed and NOT TO EXCEED amount listed.	\$10,000
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SECTION 1B – MISCELLANEOUS IRRIGATION SYSTEM REPAIR SERVICES AND MINOR LANDSCAPE IMPROVEMENTS**

Item	Item Description	Hourly Rate
1B.1	Labor rate – regular business hours (8 am to 5 pm Mon-Fri)	\$ <u>65.00</u>
1B.2	Labor rate – after hours (5:01 pm to 7:59 am Mon-Fri)	\$ <u>97.50</u>
1B.3	Labor rate – weekend/holiday	\$ <u>97.50</u>
1B.4	% Markup on Parts	<u>25</u> %

** Quantity cannot be estimated at this time

OPTIONAL - SECTION 2 – ONE TIME CLEANUP**

Section 2 is for one-time cleanup of specific sites. Bidders are required to quote prices for the Optional Bid Items 2.1 – 2.4 listed below. Failure to quote prices for the Optional Bid Items may be sufficient reason to declare the Bidder non-responsive to the RFQ. **NOTE:** The Optional Bid Items will not be considered when evaluating the lowest responsive and responsible bidder.

<u>BID ITEM</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
2.1	1 Each	Initial one-time clean-up of Municipal Services Center North Parking Lot, Individual Facility Specifications, Item 5, including weeding, pruning, debris removal, irrigation system check.	\$ 45.00	\$ 4,050.00
2.2	1 Each	Initial one-time clean-up of Geysers Operations Facility, Individual Facility Specifications, Item 3, including weeding, pruning, debris removal, irrigation system check.	\$ 45.00	\$ 1,260.00
2.3	1 Each	Initial one-time clean-up of Utilities Field Operations Facility, Individual Facility Specifications, Item 4, including weeding, pruning, debris removal, irrigation system check.	\$ 45.00	\$ 990.00
2.4	1 Each	Initial one-time clean-up of Water Pump Station 4, Individual Facility Specifications, Item 8, including weeding, pruning, debris removal, irrigation system check.	\$ 45.00	\$ 540.00
		BID SECTION 2 - TOTAL	\$	\$ 6,840.00

****Section 2 may or may not be awarded, depending on availability of funds and at the sole discretion of the City of Santa Rosa.**



Exhibit A

114360

New Image Landscape Company - Initial Cleanup Proposal

Benicia Branch - Landscape Management Team

Account: City of Santa Rosa 17-47

Client Name: Sean Hermes, City of Santa Rosa

City of Santa Rosa - Initial Cleanup Proposal	Quantity	Unit Cost	EXT
Upon acceptance of landscape management service of City of Santa Rosa, NILC is recommending an initial cleanup service of the common areas to address several items of deferred maintenance. Initial one-time clean-up of each area listed below, including weeding, pruning, debris removal, irrigation system check, if applicable.			
Total Cost: \$5,715.00			
City of Santa Rosa: Initial Cleanup Service			
Initial Service - Landscape			
AREAS	Site #		
1. Bennett Valley CIMIS #158 3330 Yulupa Ave.	7		\$ 720.00
2. Water Station 4B 2521 Del Rosa Ave	10		\$ 960.00
3. West College Lift Station 1098 Fulton Road	20		\$ 625.00
4. Speers 618 Speers Road	22		\$ 300.00
5. R-2-A 3899 Parker Hill Road	24		\$ 710.00
6. Water Pump Station S9 2889 Summerfield Road	26		\$ 400.00
7. Water Pump Station R3 & S18 2195 Fountaingrove Parkway	27		\$ 700.00
8. Water Pump Station R12B 461 Woody Drive	45		\$ 1,300.00
Price includes: Labor, Equipment, and Clean Up			

PRICES PROPOSED GOOD FOR 60 DAYS

Total Cost: \$ 5,715.00

SUBMITTED BY:

DATE SUBMITTED

Robert Jackman - Regional Operations Manager

4/25/2018

APPROVED BY:

TITLE

DATE APPROVED