

REQUEST FOR COUNCIL ACTION CITY OF SAN DIEGO	CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY) 3000005805
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TO: CITY COUNCIL	FROM (ORIGINATING DEPARTMENT): Park and Recreation	DATE: 12/13/2012
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SUBJECT: Tree Services Contracts with Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc. (Bid Number 10023410-12-Q)

PRIMARY CONTACT (NAME, PHONE): Andrew Field, (619) 685-1307 MS 5D	SECONDARY CONTACT (NAME, PHONE): Rosa Lopez, (619) 685-1316 MS 5D
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COMPLETE FOR ACCOUNTING PURPOSES

FUND					
DEPT / FUNCTIONAL AREA	various	various			
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER					
C.I.P./CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

FUND					
DEPT / FUNCTIONAL AREA					
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER					
C.I.P./CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

COST SUMMARY (IF APPLICABLE): Please see Attachments 1, 2, 3, 4, 5, 6, and 7 for cost information and Attachment 8 for accounting information.

ROUTING AND APPROVALS

CONTRIBUTORS/REVIEWERS:	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
Environmental Analysis	ORIG DEPT.	LoMedico, Stacey	12/18/2012
Liaison Office	CFO		
Financial Management	DEPUTY CHIEF		
Comptroller	COO		
Equal Opportunity Contracting	CITY ATTORNEY	Wander, Adam	
	COUNCIL PRESIDENTS OFFICE		

PREPARATION OF: RESOLUTIONS ORDINANCE(S) AGREEMENT(S) DEED(S)

1. 1. Authorizing the Mayor or his designee to award and execute, for and on behalf of the City, phase-

funded contracts with Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc. in accordance with the specifications for Citywide tree services listed in Bid Number 10023410-12-Q, having an initial term of one year; and

2. Authorizing the Mayor or his designee to exercise up to four one-year contract extension options with Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc. (Bid Number 10023410-12-Q) contingent upon adoption of the Annual Budget Appropriation Ordinance for the applicable fiscal year and provided that the Chief Financial Officer first furnishes one or more certificates that the funds necessary for expenditure are, or will be, on deposit in the City Treasury; and

3. Authorizing the Chief Financial Officer to expend an amount not to exceed \$1,703,035 in Fiscal Year 2013 as shown in Attachment 8 for the purpose of funding the above contracts provided that the Chief Financial Officer first furnishes one or more certificates that the funds necessary for expenditure are, or will be, on deposit in the City Treasury.

4. Authorizing the Chief Financial Officer to expend an amount not to exceed \$18,513,472 over the maximum potential five-year term of the contracts as shown in Attachments 1 through 7 for the purpose of funding the above contracts, contingent upon the Annual Budget Appropriation Ordinance for the applicable fiscal year and provided that the Chief Financial Officer first furnishes one or more certificates that the funds necessary for expenditure are, or will be, on deposit in the City Treasury.

STAFF RECOMMENDATIONS:
Approve the resolutions.

SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)

COUNCIL DISTRICT(S):	ALL
COMMUNITY AREA(S):	ALL
ENVIRONMENTAL IMPACT:	This project (contracts for tree services) is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 ("Maintenance of Existing Facilities") of the State CEQA guidelines.
CITY CLERK INSTRUCTIONS:	Please contact Rosa Lopez at (619) 685-1316 when the resolutions are available.

COUNCIL ACTION
EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO

DATE: 12/13/2012

ORIGINATING DEPARTMENT: Park and Recreation

SUBJECT: Tree Services Contracts with Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc. (Bid Number 10023410-12-Q)

COUNCIL DISTRICT(S): ALL

CONTACT/PHONE NUMBER: Andrew Field/(619) 685-1307 MS 5D

DESCRIPTIVE SUMMARY OF ITEM:

This action would authorize three contracts with Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc., for the purpose of providing tree services throughout the City in an amount not to exceed \$18,513,472 over a period of five years beginning in Fiscal Year 2013 and ending in Fiscal Year 2018.

STAFF RECOMMENDATION:

Approve the resolutions.

EXECUTIVE SUMMARY OF ITEM BACKGROUND:

Many specialty tree service activities throughout the City are provided by contract including tree trimming (in public rights of way, open spaces, and parks), tree preservation activities (such as root pruning and root barrier installation), tree removals, tree planting, as-needed professional tree services (such as certified arborist, utility specialist, certified tree worker, and biologist), and emergency call-out. In 2010, Purchasing and Contracting determined that the City might achieve economies of scale by grouping all such tree services into one bid solicitation. Key staff from the Park and Recreation Department (including Maintenance Assessment Districts [MADs]), Transportation and Storm Water Department, and Purchasing and Contracting Department developed specifications to meet the needs for specialty tree services in all areas Citywide.

The City issued a Request for Bids for Citywide Tree Services (Bid Number 10023410-12-Q) on March 20, 2012. After several addenda to the original bid request were issued, six (6) vendors submitted bids by the deadline of July 20, 2012. Following a competitive selection and procurement process, the City selected Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc., as the lowest responsible bidders. If the City Council approves these contracts, tree services will begin on March 1, 2013. Due to the size of the contracts, it must be compliant with the Living Wage Ordinance.

The three contracts are phase funded, with authority granted for each phase contingent upon City Council approval of future appropriation ordinances and assessment levies. Since the term of the contracts begin during the current fiscal year, the contracts are divided into six separate phases that will span portions of six fiscal years and cumulatively a period not to exceed five years. This action will authorize the execution of the initial one-year term for each contract; authorize the execution of up to four one-year extensions for each contract; and authorize the expenditure of funds, contingent upon the City Council adopting the annual appropriation ordinance for each fiscal year of the contracts. Each of the three tree service contracts will exceed \$1 million in total expenditures over the extent of the maximum five-year contract period. Due to its size, award of

the Atlas Environmental, Inc. contract requires Council approval before work may commence in accordance with San Diego Municipal Code §22.3211(d). These contracts will be used by several City departments. Park and Recreation, Transportation and Storm Water, and Purchasing and Contracting Departments are bringing this action forward to the City Council jointly since they are anticipated to be the largest users of the tree services contracts.

FISCAL CONSIDERATIONS:

The total five-year cost of the tree services contracts is projected to be \$18,513,472 throughout the City, of which \$7,376,253 (or 39.84%) is to be funded by the General Fund over the anticipated maximum contract term. The total Fiscal Year 2013 cost is estimated to be \$1,703,035 based on the March 1, 2013, start date. Attachments 1 through 7 provide detailed cost spreadsheets outlining the various City departments, divisions, and programs planning to utilize these contracts in Fiscal Year 2013 and over the maximum five-year timeframe for the contracts. Attachment 8 provides accounting information, and Attachment 9 details the bid analysis process. When comparing the costs of the new bids with the existing/expiring bids, Attachment 10 analyzes the anticipated savings likely with the new bid. A copy of the bid solicitation is provided in Attachment 11, and copies of the winning vendor bids are provided in Attachments 12, 13, and 14. Response to bidding concerns raised by one participating vendor is found in Attachments 15 and 16.

Cost estimates for future years include a cost indexing factor of a maximum of 5% annually based on changes to the Consumer Price Index and Living Wage Ordinance in accordance with contract specifications. Historically, the actual amount of the allowable cost indexing increase has generally been less than the 5% projection; however, the 5% basis is the most conservative approach and is provided as the maximum indexing amount in the terms of the contracts. Additional contingency funds are included in the cost estimate for any unforeseen needs in the district. Any unspent funds will be returned to the appropriate district's fund balance.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE):

These contracts are subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and the City's Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

PREVIOUS COUNCIL and/or COMMITTEE ACTION (describe any changes made to the item from what was presented at committee): None

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

The Purchasing and Contracting Department issued a Request for Bids for the Citywide tree service solicitation on March 20, 2012, and advertised in the San Diego Daily Transcript and on the City's website. Staff met with several MAD citizen advisory committees to discuss this tree service bid solicitation in 2012. In addition, staff has apprised the Community Forest Advisory Board (CFAB) of the status of the tree services solicitation during the same timeframe.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Key stakeholders in this process are members of the public; users of parks, streets, and open spaces; water rate payers; beneficiaries of the Underground Utility Program; public golf course

patrons; recreation councils; open space citizen advisory committees; property owners assessed through a MAD; citizen advisory committees for MADs; and CFAB. The services identified in these three contracts are necessary in order to meet legal requirements and to provide needed services for each area.

LoMedico, Stacey
Originating Department

Deputy Chief/Chief Operating Officer



THE CITY OF SAN DIEGO

REPORT TO THE CITY COUNCIL

DATE ISSUED: February 11, 2013

REPORT NO.: 13-003 (revised)

ATTENTION: Honorable Council President and City Council

SUBJECT: Citywide Tree Service Contracts

COUNCIL DISTRICT: Citywide

CONTACT/PHONE NUMBER:

Andrew Field, (619) 685-1307, MS 5D
John Helminski, (619) 527-7504, MS 44
Bill Broderick, (619) 236-6653, MS 56P

REQUESTED ACTIONS:

This action would authorize three separate tree service contracts with Atlas Environmental Services, Inc.; Aztec Landscaping, Inc.; and West Coast Arborists, Inc. for the purpose of providing Citywide tree services (Bid Number 10023410-13-Q) in amounts totaling a not to exceed \$18,513,472 over a period of five years (each contract will have a one-year initial term plus four one-year options to renew) beginning in Fiscal Year 2013 and ending in Fiscal Year 2018.

STAFF RECOMMENDATION:

Staff recommends the City Council authorize the Mayor, or his designee, to execute, for and on behalf of the City, three tree service contracts (Bid Number 10023410-13-Q) with services divided as follows: **Atlas Environmental Services, Inc.** for tree trimming in the public rights of way, building grounds, developed parks, golf courses, and greenbelts; tree preservation, root pruning, and root barrier installation; specialty tree services including arborists, certified tree workers, utility specialists, and biologists; and emergency call-outs; **Aztec Landscaping, Inc.** for tree trimming on open space lands; and **West Coast Arborists, Inc.** for tree removals, tree planting, and tree inventory. These services will be used in various City departments and programs, including Park and Recreation Department, Transportation and Storm Water Department, Public Utilities Department, Utility Undergrounding Program, Maintenance Assessment Districts (MADs), and various other departments responsible for grounds maintenance at City buildings such as the San Diego Public Library Department. The total cost of the three contracts is an amount not to exceed \$18,513,472 over the course of the maximum

five-year term as shown in Attachments 1 through 8 and among the lowest bids analyzed in Attachments 9 and 10. Amendments to this maximum amount may be requested in a future City Council action if needs or funding change.

BACKGROUND:

Tree Service Solicitation

Most specialty tree service activities throughout the City are provided by contract, with the following key areas of service:

- Tree trimming in the following broad categories:
 - Public rights of way, including parkways and medians
 - Open spaces, landscape easements, and slopes
 - Parks, greenbelts, golf courses, and other turf areas
- Tree preservation activities, including root pruning and root barrier installation
- Tree removals
- Tree planting
- As-needed professional tree services including certified arborist, utility specialist, certified tree worker, and biologist
- Emergency call-out
- Tree inventory, mapping, and database

Prior to 2010, City departments relied on several contracts with different companies to provide the above noted variety of services in different areas of the City. Audits of purchasing practices raised concerns regarding the City practice of contracting in this fashion stating that the Municipal Code required that procurement of services of a similar nature be consolidated across the City. As a result, in 2010, Purchasing and Contracting (P&C) Department staff required that all tree services be grouped into one solicitation. P&C also advised that the City might achieve lower costs through the economies of scale achieved by grouping all tree services. Key staff from the Park and Recreation Department, Transportation and Storm Water Department, and P&C developed specifications to meet the needs for tree services in all areas.

Eight existing or expiring tree service contracts will be replaced by the recently completed tree services solicitation (see Attachment 10). The following tree service bids have expired, have reached their maximum capacity, or will expire as follows:

- Vendor: West Coast Arborists
 - 8649-07-Y, Tree Removal, Stump Grinding and Backfilling Services, expired May 2012
 - 9056-08-Q, Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, expires December 2012
 - 9216-08-Q, Shade Tree Trimming/Tree Planting for Approx 5,000 Trees, expires April 2013
 - 9489-09-Q, Palm Tree Trimming for Approx. 30,000 Queen, Fan & Date Palms, expires December 2013

- Vendor: One Tripp Tree Service
 - 7661-06-Y, Tree Maintenance within the Scripps-Miramar Ranch MAD, expired December 2010
- Vendor: Atlas Environmental Services, Inc.
 - 7730-06-Y, Stonecrest Village MAD, expired December 2010
 - 8648-07-Y, Citywide Open Space Areas & Tierrasanta MAD, expired June 2012
- Vendor: So Cal Tree Care, Inc.
 - 9679-09-Q, Carmel Valley MAD, expires July 2014

Contract Management

Several departments, divisions, and programs will utilize this contract as described in Attachments 2 and 8. Most of these programs are housed under the primary participating departments: Park and Recreation Department and Transportation and Storm Water Department. To ensure minimal points of contact for the vendors, lead staff from each department will be assigned to serve as the primary contract administrators to assign tree work and evaluate vendor performance. Both departments have certified arborists who can provide expertise with tree issues as well as professional contract managers who can address performance issues. If specific performance issues are consistently identified, staff from those departments will coordinate with P&C for remedy as prescribed in the contract.

While these three tree service contracts are anticipated to provide for most tree services, certain tree services may be conducted by City employees or landscape vendors under separate contract, including tree planting, watering, fertilizing, and root pruning. A large portion of the tree service contracts will provide for specialty tree trimming and removals that require special equipment and licensing.

Bid Process

The City issued a comprehensive Request for Bids for Citywide Tree Services (Bid Number 10023410-13-Q). The bid was advertised and posted on the City's website on March 20, 2012. Staff conducted a pre-bid conference on March 29, 2012. Due to the extensive content of the solicitation and the questions raised by potential bidders, a total of seven addenda were distributed to participating vendors over the course of four months (through July) to reflect changing bid specifications, modified submission format, and a new deadline for bid submission (see Attachment 11 for complete bid solicitation package). The deadline for participating vendors to submit a bid was July 20, 2012. P&C received six bids by the closing deadline. Staff analyzed the bids in accordance with Municipal Code §22.3001 *et seq.*

The process required staff to review bids to determine if the best value to the City could be achieved through a single award for the entire contract which would reduce contract administration costs and effort or separate awards for various bid components. Staff analysis of the bids (see Attachment 9) indicated that the multiple contract awards would provide the best value to the City.

Following the competitive process, the City selected **Atlas Environmental Services, Inc.**; **Aztec Landscaping, Inc.**; and **West Coast Arborists, Inc.** as the lowest responsible bidders pursuant

to Bid Number 10023410-13-Q. The tree services would be divided among the vendors as follows:

Atlas Environmental

- Section A - Tree Trimming Rights of Way
- Section C - Tree Trimming Parks & Grounds
- Section G - As-Needed Hourly Services
- Section H - Emergency Callout

Aztec Landscaping

- Section B - Tree Trimming Open Space

West Coast Arborists

- Section D - Tree Preservation
- Section E - Tree Removal
- Section F - Tree Planting
- Optional Tree Inventory

A further analysis (Attachment 10) compared the existing and expiring tree contracts with the proposed new contracts. Staff examined the costs for each task described in the contract and identified savings in most tasks. The most direct comparison between the new and existing/expiring contracts is by comparing the hourly labor rates. Staff averaged the hourly rates of the eight existing/expiring contracts and compared the average hourly rates against the proposed new hourly rates for each category. Based on this analysis, staff anticipates an average savings of as much as 43% per labor hour when utilizing these new tree service contracts.

If approved by the City Council, staff would enter into contracts with each vendor for specific tree services. The contracts would have an initial one-year term with up to four, one-year options to renew for a total of five years. These three vendors would begin providing services on or around March 1, 2013. A copy of the bid solicitation is provided in Attachment 11, and copies of the winning vendor bids are provided in Attachments 12, 13, and 14. A bid protest was raised by West Coast Arborists; response to the bid protest is provided in Attachments 15 and 16.

As a result of the anticipated cost of this work, these contracts are subject to Living Wage Ordinance (LWO) compliance in accordance with Municipal Code §22.4201 *et seq.* As a result, the hourly rate for tree service work will be indexed in Fiscal Year 2014 and beyond for annual adjustments related to LWO compliance and inflationary increases tied to the San Diego-Urban Consumer Price Index (CPI). The estimated cost projections in Attachments 1 through 8 include bid amounts for contingency as-needed services which may be used on a discretionary basis for arborist opinions of the health of diseased or dying trees, storm damage, subcontractor specialized work, and unexpected needs.

City Council Approval Requirement

Each of the three tree service contracts will exceed \$1 million in total expenditures over the extent of the maximum five-year contract period. Due to its size, award of the Atlas Environmental, Inc. contract requires Council approval before work may commence (per San Diego Municipal Code §22.3211(d)). Based on a start date of March 1, 2013, the Fiscal Year 2013 estimated cost of the three contracts is \$973,053 (see Attachment 1), with the cost exceeding \$1 million early in Fiscal Year 2014 as part of the initial one-year term.

These contracts will be used by several City departments, divisions, and programs (see Attachment 8). A complete list of all programs utilizing the contracts is found in Attachments 2 through 7, including an analysis of anticipated tree costs by department, division, and program in the initial contract one-year term, Fiscal Year 2013, and future years.

Phase Funding

Since the term of each contract begins during a given fiscal year but not necessarily at the beginning of a given fiscal year, these contracts are divided into six separate phases that will span portions of six fiscal years and cumulatively a period not to exceed five years. This action will authorize the execution of the initial one-year term; authorize the execution of up to four one-year extensions; and authorize the expenditure of funds.

These contracts are phase funded, with authority granted for each phase contingent upon City Council approval of future appropriation ordinances and assessment levies. The bid amount includes a discretionary account (Categories G and H) used for special projects (such as emergency needs, tree repairs due to storm damage, subcontractor specialized work, and unexpected needs). Each contract has provisions for annual adjustments for Living Wage Ordinance compliance and inflationary increases tied to the San Diego-All Urban Consumer Price Index (CPI) at an amount not to exceed 5%.

FISCAL CONSIDERATIONS:

The total five-year cost of the tree service contracts is projected to be \$18,513,472 throughout the City, of which \$7,376,253 (or 39.84%) is to be funded by the General Fund over the anticipated maximum contract term. Attachments 1-8 provide detailed cost spreadsheets outlining the various City departments planning to utilize these contracts in Fiscal Year 2013 and over the maximum five-year timeframe for the three contracts.

The following chart (also found in Attachment 7) summarizes the annual cost for the contracts sorted by funding source during this timeframe:

Funding Source	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	\$940,600	\$1,256,850	\$1,319,693	\$1,385,677
Public Utilities Funds	\$84,400	\$102,375	\$107,494	\$112,868
Underground Utility Surcharge Fund	\$67,667	\$210,000	\$220,500	\$231,525
Golf Course Enterprise Fund	\$41,668	\$131,250	\$137,813	\$144,703
Maintenance Assessment Districts Funds	\$568,700	\$1,582,517	\$1,661,643	\$1,744,725
TOTAL	\$1,703,035	\$3,282,992	\$3,447,142	\$3,619,499
Funding Source	FY 2017	FY 2018	TOTAL: FY 13-18	% SHARE
General Fund	\$1,454,961	\$1,018,473	\$7,376,253	39.84%
Public Utilities Funds	\$118,512	\$82,958	\$608,607	3.29%
Underground Utility Surcharge Fund	\$243,101	\$170,171	\$1,142,964	6.17%
Golf Course Enterprise Fund	\$151,938	\$106,357	\$713,729	3.86%
Maintenance Assessment Districts Funds	\$1,831,961	\$1,282,373	\$8,671,919	46.84%
TOTAL	\$3,800,474	\$2,660,331	\$18,513,472	100.00%

Funding in the amount of \$1,703,035 is available from the five major funding sources listed above in Fiscal Year 2013; this will provide sufficient funding for the first phase. Additional funds for future phases will be available in future years contingent upon approval of the annual district budget and appropriation ordinance. Attachment 1 provides an estimated cost schedule for the contract term for all contract funding sources. Attachment 8 provides accounting information for each participating department, division, and program.

Cost estimates for future years include a cost indexing factor of a maximum of 5% annually based on changes to the CPI and LWO in accordance with contract specifications. This factor was applied in the cost projection for Fiscal Years 2014 through 2018. Historically, the actual amount of the allowable cost indexing increase has generally been less than the 5% projection; however, the 5% basis is the most conservative approach and is provided as the maximum indexing amount in the terms of the contracts. This 5% factor also includes some funding for additional contingency funds for any unforeseen tree service needs.

This award will include funds allocated by prior City Council action for palm trimming within public rights of way as requested by Transportation and Storm Water Department. This onetime funding in the amount of \$257,000 was approved by Council Resolution R-307976 on January 29, 2013.

Hourly labor rate and individual task line items are generally lower cost in these new contracts as compared to prior existing and expiring contracts. Examining the hourly rate between the new contracts and existing/expiring contracts may result in savings as high as 43% based on the analysis shown in Attachment 10.

Any unspent funds below the total value of the contracts will be unencumbered and returned to the contributing fund's balance at the end of each fiscal year. If additional funds are needed for significant unforeseen needs, including emergencies such as major storms or if future budgets allocate more resources toward tree services in the future, staff will return to the City Council for additional funding authorization beyond what is projected here.

EQUAL OPPORTUNITY CONTRACTING INFORMATION:

These contracts are subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and the City's Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

PREVIOUS COUNCIL and/or COMMITTEE ACTION: None.

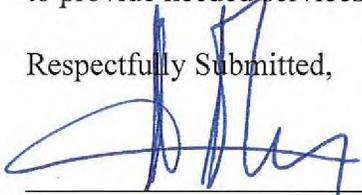
COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

The Purchasing and Contracting Department issued a Request for Bids for the Citywide tree service solicitation on March 20, 2012, and advertised in the *San Diego Daily Transcript* and on the City's website. Staff met with several MAD citizen advisory committees to discuss this tree service bid solicitation in 2012. In addition, staff has kept the Community Forest Advisory Board (CFAB) apprised of the status of the tree services solicitation through verbal staff reports at its meetings during the same time frame, with the most recent discussion at CFAB at its January 2013 meeting.

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

Key stakeholders in this process are members of the public; users of parks, streets, and open spaces; water and sewer rate payers; beneficiaries of the Underground Utility Program; public golf course patrons; recreation councils; open space citizen advisory committees; property owners assessed through a MAD; citizen advisory committees for MADs; and CFAB. The services identified in these three contracts are necessary in order to meet legal requirements and to provide needed services for each area.

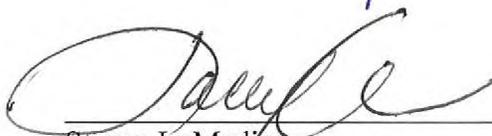
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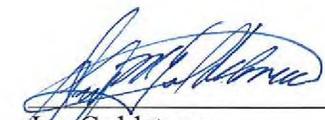
Al Rechany
Interim Purchasing and Contracting Director



Garth "Kip" Sturdevan
Transportation and Storm Water Director



Stacey LoMedico
Park and Recreation Director



Jay Goldstone
Chief Operating Officer

AF/af

Attachments:

1. Five-Year Cost Estimate for Citywide Tree Service Contracts
2. First Contract Year Cost Estimate for Citywide Tree Service Contracts
3. Fiscal Year 2013 Cost Estimate for Citywide Tree Service Contracts
4. Annual Cost Estimate for Citywide Tree Service Contracts by Vendor and Funding Source
5. Fiscal Year 2013 Cost Estimate for Citywide Tree Service Contracts by Vendor and Funding Source
6. Five-Year Cost Estimate for Citywide Tree Service Contracts by Vendor and Funding Source
7. Summary of Five-Year Cost Estimate for Citywide Tree Service Contracts by Vendor and Funding Source
8. Citywide Tree Service Contracts Funding Sources Accounting Information
9. Tabulation and Analysis of Tree Services Bids Received
10. Comparison of Proposed New Tree Service Contracts and Existing/Expiring Tree Service Contracts by Unit Task Costs and Hourly Labor Rate
11. Original Bid No. 10023410-12-Q Solicitation with Addenda A through G
12. Atlas Environmental Services, Inc. Tree Service Bid Submission
13. Aztec Landscaping, Inc. Tree Service Bid Submission
14. West Coast Arborists, Inc. Tree Service Bid Submission
15. City Response to West Coast Arborists, Inc. Bid Protest
16. City Response to Community Forest Advisory Board (CFAB) Regarding Bidding Concerns Raised by West Coast Arborists, Inc.
17. Human Resources Department approvals of Tree Service Contracts

**ATTACHMENT 1
FIVE-YEAR COST ESTIMATE FOR CITYWIDE TREE SERVICE CONTRACT
TREE SERVICES BID #10023410-12-Q**

UPDATED FEBRUARY 8, 2013

Contingency/Inflation Factor: **5.00%**

<u>Vendor Name & Sections Awarded</u>	<u>Annual Amount</u>	<u>FY 2013</u> <u>Amount</u> <i>Assume 3/1/13</i> <i>Start Date</i>	<u>FY 2014</u> <u>Amount</u>	<u>FY 2015</u> <u>Amount</u>	<u>FY 2016</u> <u>Amount</u>	<u>FY 2017</u> <u>Amount</u>	<u>FY 2018</u> <u>Amount</u> <i>Assume 2/28/18</i> <i>End Date</i>	<u>TOTAL</u>
Atlas Environmental								
Category A - Tree Trimming Rights of Way	\$1,271,071	\$849,485	\$1,064,775	\$1,118,013	\$1,173,914	\$1,232,610	\$862,827	\$6,301,624
Category C - Tree Trimming Parks & Grounds	\$1,014,157	\$462,584	\$1,064,865	\$1,118,108	\$1,174,013	\$1,232,714	\$862,900	\$5,915,184
Category G - As-Needed Hourly Services and Category H - Emergency Callout	<u>\$139,958</u>	<u>\$44,750</u>	<u>\$146,956</u>	<u>\$154,304</u>	<u>\$162,019</u>	<u>\$170,120</u>	<u>\$119,084</u>	<u>\$797,232</u>
Subtotal	\$2,425,186	\$1,356,819	\$2,276,595	\$2,390,425	\$2,509,946	\$2,635,444	\$1,844,811	\$13,014,040
Aztec Landscaping								
Category B - Tree Trimming Open Space	<u>\$625,215</u>	<u>\$223,400</u>	<u>\$656,476</u>	<u>\$689,300</u>	<u>\$723,765</u>	<u>\$759,953</u>	<u>\$531,967</u>	<u>\$3,584,859</u>
Subtotal	\$625,215	\$223,400	\$656,476	\$689,300	\$723,765	\$759,953	\$531,967	\$3,584,859
West Coast Arborists								
Category D - Tree Preservation	\$7,000	\$7,000	\$7,350	\$7,718	\$8,103	\$8,509	\$5,956	\$44,635
Category E - Tree Removal	\$191,258	\$90,149	\$200,821	\$210,862	\$221,405	\$232,475	\$162,733	\$1,118,445
Category F - Tree Planting	\$135,000	\$25,667	\$141,750	\$148,838	\$156,279	\$164,093	\$114,865	\$751,493
Optional Tree Inventory	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Subtotal	\$333,258	\$122,816	\$349,921	\$367,417	\$385,788	\$405,077	\$283,554	\$1,914,573
TOTAL	\$3,383,659	\$1,703,035	\$3,282,992	\$3,447,142	\$3,619,499	\$3,800,474	\$2,660,331	\$18,513,472

NOTES:

1. Actual contract term will be determined by signing of Memoranda of Agreement between City and three contractors (Atlas, Aztec, West Coast Arborists). Thus, the start date, option renewal date, and termination date may vary from what is assumed in this table. Total contract term will not exceed 5 years as a result of this action.
2. Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 2

FIRST CONTRACT YEAR COST ESTIMATE FOR CITYWIDE TREE SERVICE CONTRACT

TREE SERVICES BID# 10023410-12-Q

UPDATED FEBRUARY 8, 2013

Department or Program	Category A Tree Trimming Street Trees, Public Rights of Way, and Parkway Landscaping	Category B Tree Trimming Open Space and Undeveloped Areas	Category C Tree Trimming Parks, Greenbelts, Library Grounds, Golf Courses, and Turf	Category D Tree Preservation Installation of Root Pruning, Trimming & Barrier	Category E Tree Removal All Areas	Category F Tree Planting All Areas	Category G As-Needed Services Certified Arborist, Utility Specialist, Certified Tree Worker, Biologist	Category H Emergency Callout All Areas	Optional Category Tree Inventory (Optional Service)	TOTAL ANNUAL Tree Services for All Categories
	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost
Vendor Name --->	ATLAS	AZTEC	ATLAS	WCA	WCA	WCA	ATLAS	ATLAS	WCA	
General Fund										
Park and Recreation Dept							Combined Categories G and H:			
Community Parks I Division	\$9,000	\$0	\$176,300	\$0	\$14,000	\$0		\$9,700	\$0	\$209,000
Community Parks II Division	\$0	\$0	\$180,000	\$0	\$10,000	\$0		\$10,000	\$0	\$200,000
Developed Regional Parks Division										
Balboa Park	\$0	\$0	\$180,000	\$0	\$10,000	\$0		\$10,000	\$0	\$200,000
Mission Bay Park	\$0	\$0	\$90,000	\$0	\$5,000	\$0		\$5,000	\$0	\$100,000
Citywide Park Maintenance	\$0	\$0	\$36,000	\$0	\$2,000	\$0		\$2,000	\$0	\$40,000
Shoreline Parks	\$0	\$0	\$8,100	\$0	\$450	\$0		\$450	\$0	\$9,000
Open Space Division										
Open Space Lands Management	\$0	\$30,000	\$0	\$0	\$35,000	\$0		\$5,000	\$0	\$70,000
Gas Tax Medians Program	\$16,000	\$0	\$0	\$0	\$2,000	\$0		\$2,000	\$0	\$20,000
Transportation and Storm Water Dept										
Street Division	\$285,000	\$0	\$0	\$5,000	\$0	\$0		\$10,000	\$0	\$300,000
Street Division - Onetime funding approved by Council Resolution R-307976 on January 29, 2013	\$257,000	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$257,000
Storm Water Division	\$9,000	\$0	\$0	\$0	\$500	\$0		\$500	\$0	\$10,000
San Diego Public Library Dept	\$0	\$0	\$33,300	\$0	\$1,850	\$0		\$1,850	\$0	\$37,000
Real Estate Assets Dept	\$0	\$0	\$1,800	\$0	\$100	\$0		\$100	\$0	\$2,000
Subtotal	\$576,000	\$30,000	\$705,500	\$5,000	\$80,900	\$0		\$56,600	\$0	\$1,454,000
Public Utilities Enterprise Fund										
Public Utilities Dept										
Reservoirs	\$0	\$13,500	\$0	\$0	\$750	\$0		\$750	\$0	\$15,000
Wastewater Treatment and Disposal - Muni	\$0	\$0	\$30,000	\$0	\$0	\$0		\$0	\$0	\$30,000
Wastewater Treatment and Disposal - Metro	\$0	\$0	\$47,500	\$0	\$0	\$0		\$0	\$0	\$47,500
Water Operations	\$0	\$0	\$4,500	\$0	\$250	\$0		\$250	\$0	\$5,000
Subtotal	\$0	\$13,500	\$82,000	\$0	\$1,000	\$0		\$1,000	\$0	\$97,500
Underground Utility Surcharge Fund										
Underground Utility Program Subtotal	\$35,000	\$0	\$0	\$2,000	\$27,000	\$135,000		\$1,000	\$0	\$200,000
Golf Course Enterprise Fund										
Park and Recreation Dept										
Balboa Park	\$0	\$0	\$45,000	\$0	\$2,500	\$0		\$2,500	\$0	\$50,000
Mission Bay	\$0	\$0	\$22,500	\$0	\$1,250	\$0		\$1,250	\$0	\$25,000
Torrey Pines - North	\$0	\$0	\$9,000	\$0	\$500	\$0		\$500	\$0	\$10,000
Torrey Pines - South	\$0	\$0	\$36,000	\$0	\$2,000	\$0		\$2,000	\$0	\$40,000
Subtotal	\$0	\$0	\$112,500	\$0	\$6,250	\$0		\$6,250	\$0	\$125,000
Maintenance Assessment District Funds:										
Park and Recreation Dept										
Bay Terraces - Parkside MAD	\$0	\$0	\$1,800	\$0	\$100	\$0		\$100	\$0	\$2,000
Bay Terraces - Honey Drive MAD	\$0	\$900	\$0	\$0	\$50	\$0		\$50	\$0	\$1,000
Black Mountain Ranch South MAD	\$27,000	\$0	\$0	\$0	\$1,500	\$0		\$1,500	\$0	\$30,000
Calle Cristobal MAD	\$27,000	\$0	\$0	\$0	\$1,500	\$0		\$1,500	\$0	\$30,000
Camino Santa Fe MAD	\$13,500	\$0	\$0	\$0	\$750	\$0		\$750	\$0	\$15,000
Campus Point MAD	\$0	\$4,500	\$0	\$0	\$250	\$0		\$250	\$0	\$5,000

ATTACHMENT 2

FIRST CONTRACT YEAR COST ESTIMATE FOR CITYWIDE TREE SERVICE CONTRACT

TREE SERVICES BID# 10023410-12-Q

UPDATED FEBRUARY 8, 2013

Department or Program	Category A Tree Trimming Street Trees, Public Rights of Way, and Parkway Landscaping	Category B Tree Trimming Open Space and Undeveloped Areas	Category C Tree Trimming Parks, Greenbelts, Library Grounds, Golf Courses, and Turf	Category D Tree Preservation Installation of Root Pruning, Trimming & Barrier	Category E Tree Removal All Areas	Category F Tree Planting All Areas	Category G As-Needed Services Certified Arborist, Utility Specialist, Certified Tree Worker, Biologist	Category H Emergency Callout All Areas	Optional Category Tree Inventory (Optional Service)	TOTAL ANNUAL Tree Services for All Categories
	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost	Estimated Annual Cost
Vendor Name --->	ATLAS	AZTEC	ATLAS	WCA	WCA	WCA	ATLAS	ATLAS	WCA	
Carmel Mountain Ranch MAD	\$13,500	\$0	\$0	\$0	\$750	\$0		\$750	\$0	\$15,000
Carmel Valley MAD	\$46,800	\$63,000	\$47,700	\$0	\$8,750	\$0		\$8,750	\$0	\$175,000
Carmel Valley Neighborhood #10 MAD	\$13,000	\$0	\$0	\$0	\$1,500	\$0		\$500	\$0	\$15,000
Coral Gate MAD	\$12,150	\$0	\$0	\$0	\$675	\$0		\$675	\$0	\$13,500
Coronado View MAD	\$0	\$1,800	\$0	\$0	\$100	\$0		\$100	\$0	\$2,000
Eastgate Technology Park MAD	\$18,000	\$0	\$0	\$0	\$1,000	\$0		\$1,000	\$0	\$20,000
El Cajon Boulevard MAD	\$27,000	\$0	\$0	\$0	\$1,500	\$0		\$1,500	\$0	\$30,000
First San Diego River Improvement Project MAD	\$0	\$3,600	\$0	\$0	\$200	\$0		\$200	\$0	\$4,000
Gateway Center East MAD	\$5,625	\$16,875	\$0	\$0	\$1,250	\$0		\$1,250	\$0	\$25,000
Genesee Ave/North Torrey Pines Rd MAD	\$22,500	\$0	\$0	\$0	\$1,250	\$0		\$1,250	\$0	\$25,000
Hillcrest/University Avenue MAD	\$1,350	\$0	\$0	\$0	\$75	\$0		\$75	\$0	\$1,500
Kings Row/Village at Euclid MAD	\$0	\$0	\$1,800	\$0	\$100	\$0		\$100	\$0	\$2,000
La Jolla Village Drive MAD	\$6,750	\$0	\$0	\$0	\$375	\$0		\$375	\$0	\$7,500
Linda Vista MAD	\$14,175	\$0	\$0	\$0	\$788	\$0		\$788	\$0	\$15,750
Mira Mesa MAD	\$45,000	\$0	\$0	\$0	\$2,500	\$0		\$2,500	\$0	\$50,000
Miramar Ranch North MAD	\$50,400	\$14,400	\$7,200	\$0	\$4,000	\$0		\$4,000	\$0	\$80,000
Mission Boulevard MAD	\$16,200	\$0	\$0	\$0	\$900	\$0		\$900	\$0	\$18,000
North Park MAD	\$27,000	\$0	\$0	\$0	\$1,500	\$0		\$1,500	\$0	\$30,000
Ocean View Hills MAD	\$22,500	\$22,500	\$0	\$0	\$2,500	\$0		\$2,500	\$0	\$50,000
Otay International Center MAD	\$16,200	\$0	\$0	\$0	\$900	\$0		\$900	\$0	\$18,000
Pacific Highlands Ranch MAD	\$24,300	\$0	\$0	\$0	\$1,350	\$0		\$1,350	\$0	\$27,000
Park Village MAD	\$13,500	\$1,800	\$0	\$0	\$850	\$0		\$850	\$0	\$17,000
Peñasquitos East MAD	\$10,800	\$2,700	\$0	\$0	\$750	\$0		\$750	\$0	\$15,000
Rancho Bernardo MAD	\$18,000	\$0	\$0	\$0	\$1,000	\$0		\$1,000	\$0	\$20,000
Robinhood Ridge MAD	\$6,750	\$0	\$0	\$0	\$375	\$0		\$375	\$0	\$7,500
Sabre Springs MAD	\$18,450	\$900	\$0	\$0	\$1,075	\$0		\$1,075	\$0	\$21,500
Scripps-Miramar Ranch MAD	\$6,271	\$275,940	\$31,357	\$0	\$17,420	\$0		\$17,420	\$0	\$348,409
Stonecrest MAD	\$22,500	\$22,500	\$0	\$0	\$2,500	\$0		\$2,500	\$0	\$50,000
Talmadge MAD	\$2,250	\$0	\$0	\$0	\$125	\$0		\$125	\$0	\$2,500
Tierrasanta MAD	\$54,000	\$140,400	\$21,600	\$0	\$12,000	\$0		\$12,000	\$0	\$240,000
Torrey Highlands MAD	\$10,800	\$7,200	\$0	\$0	\$1,000	\$0		\$1,000	\$0	\$20,000
Torrey Hills MAD	\$30,600	\$2,700	\$2,700	\$0	\$2,000	\$0		\$2,000	\$0	\$40,000
University Heights MAD	\$4,500	\$0	\$0	\$0	\$250	\$0		\$250	\$0	\$5,000
Washington Street MAD	\$9,000	\$0	\$0	\$0	\$500	\$0		\$500	\$0	\$10,000
Webster/Federal Blvd MAD	\$2,700	\$0	\$0	\$0	\$150	\$0		\$150	\$0	\$3,000
Subtotal	\$660,071	\$581,715	\$114,157	\$0	\$76,108	\$0		\$75,108	\$0	\$1,507,159
GRAND TOTAL, All Funds	\$1,271,071	\$625,215	\$1,014,157	\$7,000	\$191,258	\$135,000		\$139,958	\$0	\$3,383,659

NOTE: Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 3

FISCAL YEAR 2013 COST ESTIMATE FOR CITYWIDE TREE SERVICE CONTRACT

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

Department or Program	Category A Tree Trimming Street Trees, Public Rights of Way, and Parkway Landscaping	Category B Tree Trimming Open Space and Undeveloped Areas	Category C Tree Trimming Parks, Greenbelts, Library Grounds, Golf Courses, and Turf	Category D Tree Preservation Installation of Root Pruning, Trimming & Barrier	Category E Tree Removal All Areas	Category F Tree Planting All Areas	Category G As-Needed Services Certified Arborist, Utility Specialist, Certified Tree Worker, Biologist	Category H Emergency Callout All Areas	Optional Category Tree Inventory (Optional Service)	TOTAL ANNUAL Tree Services for All Categories
	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost
Vendor Name --->	ATLAS	AZTEC	ATLAS	WCA	WCA	WCA	ATLAS	ATLAS	WCA	
General Fund										
Park and Recreation Dept							Combined Categories G and H:			
Community Parks I Division	\$0	\$0	\$95,000	\$0	\$5,000	\$0		\$0	\$0	\$100,000
Community Parks II Division	\$0	\$0	\$95,000	\$0	\$5,000	\$0		\$0	\$0	\$100,000
Developed Regional Parks Division										
Balboa Park	\$0	\$0	\$58,500	\$0	\$3,500	\$0		\$5,000	\$0	\$67,000
Mission Bay Park	\$0	\$0	\$26,750	\$0	\$1,750	\$0		\$5,000	\$0	\$33,500
Citywide Park Maintenance	\$0	\$0	\$11,750	\$0	\$750	\$0		\$1,000	\$0	\$13,500
Shoreline Parks	\$0	\$0	\$2,500	\$0	\$150	\$0		\$350	\$0	\$3,000
Open Space Division										
Open Space Lands Management	\$0	\$10,000	\$0	\$0	\$11,750	\$0		\$1,750	\$0	\$23,500
Gas Tax Medians Program	\$20,000	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$20,000
Transportation and Storm Water Dept										
Street Division	\$285,000	\$0	\$0	\$5,000	\$0	\$0		\$10,000	\$0	\$300,000
Street Division - Onetime funding approved by Council Resolution R-307976 on January 29, 2013	\$257,000	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$257,000
Storm Water Division	\$9,000	\$0	\$0	\$0	\$500	\$0		\$500	\$0	\$10,000
San Diego Public Library Dept	\$0	\$0	\$11,750	\$0	\$650	\$0		\$0	\$0	\$12,400
Real Estate Assets Dept	\$0	\$0	\$650	\$0	\$50	\$0		\$0	\$0	\$700
Subtotal	\$571,000	\$10,000	\$301,900	\$5,000	\$29,100	\$0		\$23,600	\$0	\$940,600
Public Utilities Enterprise Fund										
Public Utilities Dept										
Reservoirs	\$0	\$4,500	\$0	\$0	\$250	\$0		\$250	\$0	\$5,000
Wastewater Treatment and Disposal - Muni	\$0	\$0	\$30,000	\$0	\$0	\$0		\$0	\$0	\$30,000
Wastewater Treatment and Disposal - Metro	\$0	\$0	\$47,500	\$0	\$0	\$0		\$0	\$0	\$47,500
Water Operations	\$0	\$0	\$1,500	\$0	\$250	\$0		\$150	\$0	\$1,900
Subtotal	\$0	\$4,500	\$79,000	\$0	\$500	\$0		\$400	\$0	\$84,400
Underground Utility Surcharge Fund										
Underground Utility Program Subtotal	\$12,000	\$0	\$0	\$2,000	\$27,000	\$25,667		\$1,000	\$0	\$67,667
Golf Course Enterprise Fund										
Park and Recreation Dept										
Balboa Park	\$0	\$0	\$15,833	\$0	\$833	\$0		\$0	\$0	\$16,666
Mission Bay	\$0	\$0	\$7,917	\$0	\$417	\$0		\$0	\$0	\$8,334
Torrey Pines - North	\$0	\$0	\$3,167	\$0	\$167	\$0		\$0	\$0	\$3,334
Torrey Pines - South	\$0	\$0	\$12,667	\$0	\$667	\$0		\$0	\$0	\$13,334
Subtotal	\$0	\$0	\$39,584	\$0	\$2,084	\$0		\$0	\$0	\$41,668
Maintenance Assessment District Funds:										
Park and Recreation Dept										
Bay Terraces - Parkside MAD	\$0	\$0	\$600	\$0	\$50	\$0		\$100	\$0	\$750
Bay Terraces - Honey Drive MAD	\$0	\$300	\$0	\$0	\$50	\$0		\$50	\$0	\$400
Black Mountain Ranch South MAD	\$9,500	\$0	\$0	\$0	\$1,000	\$0		\$500	\$0	\$11,000
Calle Cristobal MAD	\$9,500	\$0	\$0	\$0	\$1,000	\$0		\$500	\$0	\$11,000
Camino Santa Fe MAD	\$5,000	\$0	\$0	\$0	\$500	\$0		\$250	\$0	\$5,750
Campus Point MAD	\$0	\$1,500	\$0	\$0	\$150	\$0		\$150	\$0	\$1,800

ATTACHMENT 3

FISCAL YEAR 2013 COST ESTIMATE FOR CITYWIDE TREE SERVICE CONTRACT

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

Department or Program	Category A Tree Trimming Street Trees, Public Rights of Way, and Parkway Landscaping	Category B Tree Trimming Open Space and Undeveloped Areas	Category C Tree Trimming Parks, Greenbelts, Library Grounds, Golf Courses, and Turf	Category D Tree Preservation Installation of Root Pruning, Trimming & Barrier	Category E Tree Removal All Areas	Category F Tree Planting All Areas	Category G As-Needed Services Certified Arborist, Utility Specialist, Certified Tree Worker, Biologist	Category H Emergency Callout All Areas	Optional Category Tree Inventory (Optional Service)	TOTAL ANNUAL Tree Services for All Categories
	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost	FY 2013 Cost
Vendor Name --->	ATLAS	AZTEC	ATLAS	WCA	WCA	WCA	ATLAS	ATLAS	WCA	
Carmel Mountain Ranch MAD	\$5,000	\$0	\$0	\$0	\$250	\$0		\$250	\$0	\$5,500
Carmel Valley MAD	\$15,600	\$21,000	\$16,000	\$0	\$2,950	\$0		\$2,950	\$0	\$58,500
Carmel Valley Neighborhood #10 MAD	\$4,300	\$0	\$0	\$0	\$500	\$0		\$200	\$0	\$5,000
Coral Gate MAD	\$4,000	\$0	\$0	\$0	\$250	\$0		\$250	\$0	\$4,500
Coronado View MAD	\$0	\$600	\$0	\$0	\$50	\$0		\$50	\$0	\$700
Eastgate Technology Park MAD	\$6,000	\$0	\$0	\$0	\$600	\$0		\$400	\$0	\$7,000
El Cajon Boulevard MAD	\$9,500	\$0	\$0	\$0	\$250	\$0		\$250	\$0	\$10,000
First San Diego River Improvement Project MAD	\$0	\$1,300	\$0	\$0	\$100	\$0		\$100	\$0	\$1,500
Gateway Center East MAD	\$2,300	\$5,500	\$0	\$0	\$450	\$0		\$250	\$0	\$8,500
Genesee Ave/North Torrey Pines Rd MAD	\$7,750	\$0	\$0	\$0	\$400	\$0		\$200	\$0	\$8,350
Hillcrest/University Avenue MAD	\$600	\$0	\$0	\$0	\$50	\$0		\$50	\$0	\$700
Kings Row/Village at Euclid MAD	\$0	\$0	\$600	\$0	\$50	\$0		\$50	\$0	\$700
La Jolla Village Drive MAD	\$2,000	\$0	\$0	\$0	\$375	\$0		\$125	\$0	\$2,500
Linda Vista MAD	\$4,685	\$0	\$0	\$0	\$390	\$0		\$175	\$0	\$5,250
Mira Mesa MAD	\$15,500	\$0	\$0	\$0	\$850	\$0		\$325	\$0	\$16,675
Miramar Ranch North MAD	\$13,000	\$4,800	\$7,000	\$0	\$1,375	\$0		\$525	\$0	\$26,700
Mission Boulevard MAD	\$5,350	\$0	\$0	\$0	\$500	\$0		\$150	\$0	\$6,000
North Park MAD	\$27,000	\$0	\$0	\$0	\$1,500	\$0		\$1,500	\$0	\$30,000
Ocean View Hills MAD	\$22,500	\$22,500	\$0	\$0	\$2,500	\$0		\$2,500	\$0	\$50,000
Otay International Center MAD	\$5,600	\$0	\$0	\$0	\$250	\$0		\$150	\$0	\$6,000
Pacific Highlands Ranch MAD	\$14,000	\$0	\$0	\$0	\$800	\$0		\$200	\$0	\$15,000
Park Village MAD	\$4,100	\$600	\$0	\$0	\$850	\$0		\$250	\$0	\$5,800
Peñasquitos East MAD	\$3,700	\$900	\$0	\$0	\$250	\$0		\$150	\$0	\$5,000
Rancho Bernardo MAD	\$6,000	\$0	\$0	\$0	\$350	\$0		\$350	\$0	\$6,700
Robinhood Ridge MAD	\$2,225	\$0	\$0	\$0	\$125	\$0		\$150	\$0	\$2,500
Sabre Springs MAD	\$6,350	\$300	\$0	\$0	\$350	\$0		\$200	\$0	\$7,200
Scripps-Miramar Ranch MAD	\$5,250	\$92,000	\$10,500	\$0	\$6,000	\$0		\$2,500	\$0	\$116,250
Stonecrest MAD	\$8,000	\$7,500	\$0	\$0	\$850	\$0		\$500	\$0	\$16,850
Talmadge MAD	\$2,250	\$0	\$0	\$0	\$125	\$0		\$125	\$0	\$2,500
Tierrasanta MAD	\$20,200	\$46,800	\$6,500	\$0	\$4,000	\$0		\$2,500	\$0	\$80,000
Torrey Highlands MAD	\$3,800	\$2,400	\$0	\$0	\$350	\$0		\$125	\$0	\$6,675
Torrey Hills MAD	\$10,350	\$900	\$900	\$0	\$700	\$0		\$500	\$0	\$13,350
University Heights MAD	\$1,500	\$0	\$0	\$0	\$100	\$0		\$100	\$0	\$1,700
Washington Street MAD	\$3,175	\$0	\$0	\$0	\$175	\$0		\$50	\$0	\$3,400
Webster/Federal Blvd MAD	\$900	\$0	\$0	\$0	\$50	\$0		\$50	\$0	\$1,000
Subtotal	\$266,485	\$208,900	\$42,100	\$0	\$31,465	\$0		\$19,750	\$0	\$568,700
GRAND TOTAL, All Funds - FY 2013	\$849,485	\$223,400	\$462,584	\$7,000	\$90,149	\$25,667		\$44,750	\$0	\$1,703,035

NOTE: Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 4
ANNUAL COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q
 UPDATED FEBRUARY 8, 2013

<u>Funding Source</u>	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>Total</u>
<u>General Fund</u>				
Park and Recreation Dept				
Community Parks I Division	\$195,000	\$0	\$14,000	\$209,000
Community Parks II Division	\$190,000	\$0	\$10,000	\$200,000
Developed Regional Parks Division	\$0	\$0	\$0	\$0
Balboa Park	\$190,000	\$0	\$10,000	\$200,000
Mission Bay Park	\$95,000	\$0	\$5,000	\$100,000
Citywide Park Maintenance	\$38,000	\$0	\$2,000	\$40,000
Shoreline Parks	\$8,550	\$0	\$450	\$9,000
Open Space Division	\$0	\$0	\$0	\$0
Open Space Lands Management	\$5,000	\$30,000	\$35,000	\$70,000
Gas Tax Medians Program	\$18,000	\$0	\$2,000	\$20,000
Transportation and Storm Water Dept	\$0	\$0	\$0	\$0
Street Division	\$295,000	\$0	\$5,000	\$300,000
Street Division - Onetime funding approved by Council Resolution R-307976 on January 29, 2013	\$257,000	\$0	\$0	\$257,000
Storm Water Division	\$9,500	\$0	\$500	\$10,000
San Diego Public Library Dept	\$35,150	\$0	\$1,850	\$37,000
Real Estate Assets Dept	<u>\$1,900</u>	<u>\$0</u>	<u>\$100</u>	<u>\$2,000</u>
Subtotal	\$1,338,100	\$30,000	\$85,900	\$1,454,000
<u>Public Utilities Enterprise Fund</u>				
Public Utilities Dept				
Reservoirs	\$750	\$13,500	\$750	\$15,000
Wastewater Treatment & Disposal - Muni	\$30,000	\$0	\$0	\$30,000
Wastewater Treatment & Disposal - Metro	\$47,500	\$0	\$0	\$47,500
Water Operations	<u>\$4,750</u>	<u>\$0</u>	<u>\$250</u>	<u>\$5,000</u>
Subtotal	\$83,000	\$13,500	\$1,000	\$97,500
<u>Underground Utility Surcharge Fund</u>				
Underground Utility Program Subtotal	\$36,000	\$0	\$164,000	\$200,000
<u>Golf Course Enterprise Fund</u>				
Park and Recreation Dept				
Balboa Park	\$47,500	\$0	\$2,500	\$50,000
Mission Bay	\$23,750	\$0	\$1,250	\$25,000
Torrey Pines - North	\$9,500	\$0	\$500	\$10,000
Torrey Pines - South	<u>\$38,000</u>	<u>\$0</u>	<u>\$2,000</u>	<u>\$40,000</u>
Subtotal	\$118,750	\$0	\$6,250	\$125,000
<u>Maintenance Assessment District Funds:</u>				
Park and Recreation Dept				
Bay Terraces - Parkside MAD	\$1,900	\$0	\$100	\$2,000

ATTACHMENT 4
ANNUAL COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q
 UPDATED FEBRUARY 8, 2013

<u>Funding Source</u>	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>Total</u>
Bay Terraces - Honey Drive MAD	\$50	\$900	\$50	\$1,000
Black Mountain Ranch South MAD	\$28,500	\$0	\$1,500	\$30,000
Calle Cristobal MAD	\$28,500	\$0	\$1,500	\$30,000
Camino Santa Fe MAD	\$14,250	\$0	\$750	\$15,000
Campus Point MAD	\$250	\$4,500	\$250	\$5,000
Carmel Mountain Ranch MAD	\$14,250	\$0	\$750	\$15,000
Carmel Valley MAD	\$103,250	\$63,000	\$8,750	\$175,000
Carmel Valley Neighborhood #10 MAD	\$13,500	\$0	\$1,500	\$15,000
Coral Gate MAD	\$12,825	\$0	\$675	\$13,500
Coronado View MAD	\$100	\$1,800	\$100	\$2,000
Eastgate Technology Park MAD	\$19,000	\$0	\$1,000	\$20,000
El Cajon Boulevard MAD	\$28,500	\$0	\$1,500	\$30,000
First San Diego River Improvement Project MAD	\$200	\$3,600	\$200	\$4,000
Gateway Center East MAD	\$6,875	\$16,875	\$1,250	\$25,000
Genesee Ave/North Torrey Pines Rd MAD	\$23,750	\$0	\$1,250	\$25,000
Hillcrest/University Avenue MAD	\$1,425	\$0	\$75	\$1,500
Kings Row/Village at Euclid MAD	\$1,900	\$0	\$100	\$2,000
La Jolla Village Drive MAD	\$7,125	\$0	\$375	\$7,500
Linda Vista MAD	\$14,963	\$0	\$788	\$15,750
Mira Mesa MAD	\$47,500	\$0	\$2,500	\$50,000
Miramar Ranch North MAD	\$61,600	\$14,400	\$4,000	\$80,000
Mission Boulevard MAD	\$17,100	\$0	\$900	\$18,000
North Park MAD	\$28,500	\$0	\$1,500	\$30,000
Ocean View Hills MAD	\$25,000	\$22,500	\$2,500	\$50,000
Otay International Center MAD	\$17,100	\$0	\$900	\$18,000
Pacific Highlands Ranch MAD	\$25,650	\$0	\$1,350	\$27,000
Park Village MAD	\$14,350	\$1,800	\$850	\$17,000
Peñasquitos East MAD	\$11,550	\$2,700	\$750	\$15,000
Rancho Bernardo MAD	\$19,000	\$0	\$1,000	\$20,000
Robinhood Ridge MAD	\$7,125	\$0	\$375	\$7,500
Sabre Springs MAD	\$19,525	\$900	\$1,075	\$21,500
Scripps-Miramar Ranch MAD	\$55,049	\$275,940	\$17,420	\$348,409
Stonecrest MAD	\$25,000	\$22,500	\$2,500	\$50,000
Talmadge MAD	\$2,375	\$0	\$125	\$2,500
Tierrasanta MAD	\$87,600	\$140,400	\$12,000	\$240,000
Torrey Highlands MAD	\$11,800	\$7,200	\$1,000	\$20,000
Torrey Hills MAD	\$35,300	\$2,700	\$2,000	\$40,000
University Heights MAD	\$4,750	\$0	\$250	\$5,000
Washington Street MAD	\$9,500	\$0	\$500	\$10,000
Webster/Federal Blvd MAD	<u>\$2,850</u>	<u>\$0</u>	<u>\$150</u>	<u>\$3,000</u>
Subtotal	\$849,336	\$581,715	\$76,108	\$1,507,159
Grand Total	\$2,425,186	\$625,215	\$333,258	\$3,383,659

NOTE: Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 5
FY 2013 COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q
 UPDATED FEBRUARY 8, 2013

<u>Funding Source</u>	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>Total</u>
<i>Assume Start Date of March 1, 2013</i>				
<u>General Fund</u>				
Park and Recreation Dept				
Community Parks I Division	\$95,000	\$0	\$5,000	\$100,000
Community Parks II Division	\$95,000	\$0	\$5,000	\$100,000
Developed Regional Parks Division				
Balboa Park	\$63,500	\$0	\$3,500	\$67,000
Mission Bay Park	\$31,750	\$0	\$1,750	\$33,500
Citywide Park Maintenance	\$12,750	\$0	\$750	\$13,500
Shoreline Parks	\$2,850	\$0	\$150	\$3,000
Open Space Division				
Open Space Lands Management	\$1,750	\$10,000	\$11,750	\$23,500
Gas Tax Medians Program	\$20,000	\$0	\$0	\$20,000
Transportation and Storm Water Dept				
Street Division	\$295,000	\$0	\$5,000	\$300,000
Street Division - Onetime funding approved by Council Resolution R-307976 on January 29, 2013	\$257,000	\$0	\$0	\$257,000
Storm Water Division	\$9,500	\$0	\$500	\$10,000
San Diego Public Library Dept	\$11,750	\$0	\$650	\$12,400
Real Estate Assets Dept	<u>\$650</u>	<u>\$0</u>	<u>\$50</u>	<u>\$700</u>
Subtotal	\$896,500	\$10,000	\$34,100	\$940,600
<u>Public Utilities Enterprise Fund</u>				
Public Utilities Dept				
Reservoirs	\$250	\$4,500	\$250	\$5,000
Wastewater Treatment & Disposal - Muni	\$30,000	\$0	\$0	\$30,000
Wastewater Treatment & Disposal - Metro	\$47,500	\$0	\$0	\$47,500
Water Operations	<u>\$1,650</u>	<u>\$0</u>	<u>\$250</u>	<u>\$1,900</u>
Subtotal	\$79,400	\$4,500	\$500	\$84,400
<u>Underground Utility Surcharge Fund</u>				
Underground Utility Program Subtotal	\$13,000	\$0	\$54,667	\$67,667
<u>Golf Course Enterprise Fund</u>				
Park and Recreation Dept				
Balboa Park	\$15,833	\$0	\$833	\$16,666
Mission Bay	\$7,917	\$0	\$417	\$8,334
Torrey Pines - North	\$3,167	\$0	\$167	\$3,334
Torrey Pines - South	<u>\$12,667</u>	<u>\$0</u>	<u>\$667</u>	<u>\$13,334</u>
Subtotal	\$39,584	\$0	\$2,084	\$41,668
<u>Maintenance Assessment District Funds:</u>				
Park and Recreation Dept				
Bay Terraces - Parkside MAD	\$700	\$0	\$50	\$750

ATTACHMENT 5
FY 2013 COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q
 UPDATED FEBRUARY 8, 2013

<u>Funding Source</u>	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>Total</u>
Bay Terraces - Honey Drive MAD	\$50	\$300	\$50	\$400
Black Mountain Ranch South MAD	\$10,000	\$0	\$1,000	\$11,000
Calle Cristobal MAD	\$10,000	\$0	\$1,000	\$11,000
Camino Santa Fe MAD	\$5,250	\$0	\$500	\$5,750
Campus Point MAD	\$150	\$1,500	\$150	\$1,800
Carmel Mountain Ranch MAD	\$5,250	\$0	\$250	\$5,500
Carmel Valley MAD	\$34,550	\$21,000	\$2,950	\$58,500
Carmel Valley Neighborhood #10 MAD	\$4,500	\$0	\$500	\$5,000
Coral Gate MAD	\$4,250	\$0	\$250	\$4,500
Coronado View MAD	\$50	\$600	\$50	\$700
Eastgate Technology Park MAD	\$6,400	\$0	\$600	\$7,000
El Cajon Boulevard MAD	\$9,750	\$0	\$250	\$10,000
First San Diego River Improvement Project MAD	\$100	\$1,300	\$100	\$1,500
Gateway Center East MAD	\$2,550	\$5,500	\$450	\$8,500
Genesee Ave/North Torrey Pines Rd MAD	\$7,950	\$0	\$400	\$8,350
Hillcrest/University Avenue MAD	\$650	\$0	\$50	\$700
Kings Row/Village at Euclid MAD	\$650	\$0	\$50	\$700
La Jolla Village Drive MAD	\$2,125	\$0	\$375	\$2,500
Linda Vista MAD	\$4,860	\$0	\$390	\$5,250
Mira Mesa MAD	\$15,825	\$0	\$850	\$16,675
Miramar Ranch North MAD	\$20,525	\$4,800	\$1,375	\$26,700
Mission Boulevard MAD	\$5,500	\$0	\$500	\$6,000
North Park MAD	\$28,500	\$0	\$1,500	\$30,000
Ocean View Hills MAD	\$25,000	\$22,500	\$2,500	\$50,000
Otay International Center MAD	\$5,750	\$0	\$250	\$6,000
Pacific Highlands Ranch MAD	\$14,200	\$0	\$800	\$15,000
Park Village MAD	\$4,350	\$600	\$850	\$5,800
Peñasquitos East MAD	\$3,850	\$900	\$250	\$5,000
Rancho Bernardo MAD	\$6,350	\$0	\$350	\$6,700
Robinhood Ridge MAD	\$2,375	\$0	\$125	\$2,500
Sabre Springs MAD	\$6,550	\$300	\$350	\$7,200
Scripps-Miramar Ranch MAD	\$18,250	\$92,000	\$6,000	\$116,250
Stonecrest MAD	\$8,500	\$7,500	\$850	\$16,850
Talmadge MAD	\$2,375	\$0	\$125	\$2,500
Tierrasanta MAD	\$29,200	\$46,800	\$4,000	\$80,000
Torrey Highlands MAD	\$3,925	\$2,400	\$350	\$6,675
Torrey Hills MAD	\$11,750	\$900	\$700	\$13,350
University Heights MAD	\$1,600	\$0	\$100	\$1,700
Washington Street MAD	\$3,225	\$0	\$175	\$3,400
Webster/Federal Blvd MAD	<u>\$950</u>	<u>\$0</u>	<u>\$50</u>	<u>\$1,000</u>
Subtotal	\$328,335	\$208,900	\$31,465	\$568,700
Grand Total	\$1,356,819	\$223,400	\$122,816	\$1,703,035

NOTE: Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 6
FIVE-YEAR COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>TOTAL</u>
<u>FY 2013 (Assume work begins March 1, 2013)</u>				
General Fund	\$896,500	\$10,000	\$34,100	\$940,600
Public Utilities Fund	\$79,400	\$4,500	\$500	\$84,400
Underground Utility Surcharge Fund	\$13,000	\$0	\$54,667	\$67,667
Golf Course Enterprise Fund	\$39,584	\$0	\$2,084	\$41,668
Maintenance Assessment Districts Funds	<u>\$328,335</u>	<u>\$208,900</u>	<u>\$31,465</u>	<u>\$568,700</u>
TOTAL	\$1,356,819	\$223,400	\$122,816	\$1,703,035
 <u>Annualized Cost without CPI or LWO Increases</u>				
General Fund	\$1,338,100	\$30,000	\$85,900	\$1,454,000
Public Utilities Fund	\$83,000	\$13,500	\$1,000	\$97,500
Underground Utility Surcharge Fund	\$36,000	\$0	\$164,000	\$200,000
Golf Course Enterprise Fund	\$118,750	\$0	\$6,250	\$125,000
Maintenance Assessment Districts Funds	<u>\$849,336</u>	<u>\$581,715</u>	<u>\$76,108</u>	<u>\$1,507,159</u>
TOTAL	\$2,425,186	\$625,215	\$333,258	\$3,383,659

Contingency/Inflation Factor: 5.00%

ATTACHMENT 6
FIVE-YEAR COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>TOTAL</u>
<u>FY 2014</u>				
General Fund	\$1,135,155	\$31,500	\$90,195	\$1,256,850
Public Utilities Fund	\$87,150	\$14,175	\$1,050	\$102,375
Underground Utility Surcharge Fund	\$37,800	\$0	\$172,200	\$210,000
Golf Course Enterprise Fund	\$124,688	\$0	\$6,563	\$131,250
Maintenance Assessment Districts Funds	<u>\$891,803</u>	<u>\$610,801</u>	<u>\$79,913</u>	<u>\$1,582,517</u>
TOTAL	\$2,276,595	\$656,476	\$349,921	\$3,282,992
<u>FY 2015</u>				
General Fund	\$1,191,913	\$33,075	\$94,705	\$1,319,693
Public Utilities Fund	\$91,508	\$14,884	\$1,103	\$107,494
Underground Utility Surcharge Fund	\$39,690	\$0	\$180,810	\$220,500
Golf Course Enterprise Fund	\$130,922	\$0	\$6,891	\$137,813
Maintenance Assessment Districts Funds	<u>\$936,393</u>	<u>\$641,341</u>	<u>\$83,909</u>	<u>\$1,661,643</u>
TOTAL	\$2,390,425	\$689,300	\$367,417	\$3,447,142

ATTACHMENT 6
FIVE-YEAR COST ESTIMATE BY VENDOR AND FUNDING SOURCE
TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>TOTAL</u>
<u>FY 2016</u>				
General Fund	\$1,251,508	\$34,729	\$99,440	\$1,385,677
Public Utilities Fund	\$96,083	\$15,628	\$1,158	\$112,868
Underground Utility Surcharge Fund	\$41,675	\$0	\$189,851	\$231,525
Golf Course Enterprise Fund	\$137,468	\$0	\$7,235	\$144,703
Maintenance Assessment Districts Funds	<u>\$983,213</u>	<u>\$673,408</u>	<u>\$88,104</u>	<u>\$1,744,725</u>
TOTAL	\$2,509,946	\$723,765	\$385,788	\$3,619,499
<u>FY 2017</u>				
General Fund	\$1,314,084	\$36,465	\$104,412	\$1,454,961
Public Utilities Fund	\$100,887	\$16,409	\$1,216	\$118,512
Underground Utility Surcharge Fund	\$43,758	\$0	\$199,343	\$243,101
Golf Course Enterprise Fund	\$144,341	\$0	\$7,597	\$151,938
Maintenance Assessment Districts Funds	<u>\$1,032,373</u>	<u>\$707,078</u>	<u>\$92,510</u>	<u>\$1,831,961</u>
TOTAL	\$2,635,444	\$759,953	\$405,077	\$3,800,474

**ATTACHMENT 6
 FIVE-YEAR COST ESTIMATE BY VENDOR AND FUNDING SOURCE
 TREE SERVICES BID #10023410-12-Q**

UPDATED FEBRUARY 8, 2013

	<u>Atlas Environmental</u>	<u>Aztec Landscaping</u>	<u>West Coast Arborists</u>	<u>TOTAL</u>
<u>FY 2018</u>				
General Fund	\$919,859	\$25,526	\$73,088	\$1,018,473
Public Utilities Fund	\$70,621	\$11,487	\$851	\$82,958
Underground Utility Surcharge Fund	\$30,631	\$0	\$139,540	\$170,171
Golf Course Enterprise Fund	\$101,039	\$0	\$5,318	\$106,357
Maintenance Assessment Districts Funds	\$722,661	\$494,955	\$64,757	\$1,282,373
TOTAL	\$1,844,811	\$531,967	\$283,554	\$2,660,331
GRAND TOTAL	\$13,014,040	\$3,584,859	\$1,914,573	\$18,513,472

NOTE: Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 7

SUMMARY OF FIVE-YEAR COST ESTIMATE BY VENDOR AND FUNDING SOURCE

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

Sort by Funding Source and Fiscal Year

Funding Source	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	\$940,600	\$1,256,850	\$1,319,693	\$1,385,677
Public Utilities Funds	\$84,400	\$102,375	\$107,494	\$112,868
Underground Utility Surcharge Fund	\$67,667	\$210,000	\$220,500	\$231,525
Golf Course Enterprise Fund	\$41,668	\$131,250	\$137,813	\$144,703
Maintenance Assessment Districts Funds	<u>\$568,700</u>	<u>\$1,582,517</u>	<u>\$1,661,643</u>	<u>\$1,744,725</u>
TOTAL	\$1,703,035	\$3,282,992	\$3,447,142	\$3,619,499
Funding Source	FY 2017	FY 2018	TOTAL-FY 13-18	% SHARE
General Fund	\$1,454,961	\$1,018,473	\$7,376,253	39.84%
Public Utilities Funds	\$118,512	\$82,958	\$608,607	3.29%
Underground Utility Surcharge Fund	\$243,101	\$170,171	\$1,142,964	6.17%
Golf Course Enterprise Fund	\$151,938	\$106,357	\$713,729	3.86%
Maintenance Assessment Districts Funds	<u>\$1,831,961</u>	<u>\$1,282,373</u>	<u>\$8,671,919</u>	<u>46.84%</u>
TOTAL	\$3,800,474	\$2,660,331	\$18,513,472	100.00%

NOTE: Rounding may result in minor (\$1 or less) discrepancies in subtotals.

ATTACHMENT 8
FUNDING SOURCES ACCOUNTING INFORMATION
TREE SERVICES BID #10023410-12-Q
 UPDATED FEBRUARY 8, 2013

Department or Program	ACCOUNTING INFORMATION					
	Fund	Functional Area	Cost Center	Internal Order	G/L Acct	FY 2013 Encumbrance
General Fund						
Park and Recreation Dept						
Community Parks I Division	100000		1714121301	N/A	512197	\$100,000
Community Parks II Division	100000		1714131301	N/A	512197	\$100,000
Developed Regional Parks Division						
Balboa Park	100000		1714141212	N/A	512197	\$67,000
Mission Bay Park	100000		1714141313	N/A	512197	\$33,500
Citywide Park Maintenance	100000		1714141114	N/A	512197	\$13,500
Shoreline Parks	100000		1714141413	N/A	512197	\$3,000
Open Space Division						
Open Space Lands Management	100000		1714151118	N/A	512197	\$23,500
Gas Tax Medians Program	100000		1714151211	21000900	512197	\$20,000
Transportation and Storm Water Dept						
Street Division	100000	OTHR-00000000-TR	2116110016	N/A	512197	\$300,000
Street Division - Onetime funding approved by Council Resolution R-307976 on January 29, 2013	100000	OTHR-00000000-TR	2116110016	N/A	512197	\$257,000
Storm Water Division	100000		2116121112	N/A	512197	\$10,000
San Diego Public Library Dept	100000	OTHR-00000000-CL	1713110014	N/A	512197	\$12,400
Real Estate Assets Dept	100000		1613000013	N/A	512197	\$700
Public Utilities Enterprise Fund						
Public Utilities Dept						
Reservoirs	700011	OTHR-00000000-WU	2013131312	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Muni: Pump Station #64	700000		2011111212	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Muni: Pump Station #65	700000		2011111213	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Muni: Peñasquitos Pump Station	700000		2011111211	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Muni: East Mission Gorge	700000		2011111214	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Muni: San Pasqual	700000		2011111215	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Muni: MOC 1	700000		2011111311	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: Pump Station #1	700001		2012111211	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: Pump Station #2	700001		2012111212	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: Grove Avenue Pump Station	700001		2012111213	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: Otay River Pump Station	700001		2012111214	N/A	512197	\$2,500
Wastewater Treatment and Disposal - Metro: North City Reclamation Plant	700001		2012111215	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: Metropolitan Biosolids Center Plant	700001		2012111216	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: Point Loma Plant	700001		2012111217	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: South Bay Plant	700001		2012111218	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: MOC 2	700001		2012111311	N/A	512197	\$5,000
Wastewater Treatment and Disposal - Metro: MOC 3	700001		2012111312	N/A	512197	\$5,000
Water Operations	700011		2013131216	N/A	512197	\$1,900
Underground Utility Surcharge Fund						
Underground Utility Program Subtotal	200217		2116000012	21002641	512197	\$67,667
Golf Course Enterprise Fund						
Park and Recreation Dept						
Balboa Park	700043		1714161212	N/A	512197	\$16,666
Mission Bay	700043		1714161312	N/A	512197	\$8,334

ATTACHMENT 8
FUNDING SOURCES ACCOUNTING INFORMATION
TREE SERVICES BID #10023410-12-Q
 UPDATED FEBRUARY 8, 2013

Department or Program	ACCOUNTING INFORMATION					
	Fund	Functional Area	Cost Center	Internal Order	G/L Acct	FY 2013 Encumbrance
Torrey Pines - North	700043		1714161119	N/A	512197	\$3,334
Torrey Pines - South	700043		1714161118	N/A	512197	\$13,334
Maintenance Assessment District Funds:						
Park and Recreation Dept						
Bay Terraces - Parkside MAD	200091		1714151638	N/A	512197	\$750
Bay Terraces - Honey Drive MAD	200092		1714151639	N/A	512197	\$400
Black Mountain Ranch South MAD	200083		1714151636	N/A	512197	\$11,000
Calle Cristobal MAD	200045		1714151614	N/A	512197	\$11,000
Camino Santa Fe MAD	200081		1714151635	N/A	512197	\$5,750
Campus Point MAD	200031		1714151604	N/A	512197	\$1,800
Carmel Mountain Ranch MAD	200048		1714151617	N/A	512197	\$5,500
Carmel Valley MAD	200033		1714151606	N/A	512197	\$58,500
Carmel Valley #10 MAD	200062		1714151624	N/A	512197	\$5,000
Coral Gate MAD	200071		1714151631	N/A	512197	\$4,500
Coronado View MAD	200040		1714151611	N/A	512197	\$700
Eastgate Technology Park MAD	200044		1714151613	N/A	512197	\$7,000
El Cajon Boulevard MAD	200095		1714151642	N/A	512197	\$10,000
First San Diego River Improvement Project MAD	200053		1714151619	N/A	512197	\$1,500
Gateway Center East MAD	200046		1714151615	N/A	512197	\$8,500
Genesee Ave/North Torrey Pines Rd MAD	200068		1714151629	N/A	512197	\$8,350
Hillcrest/University Avenue MAD	200094		1714151641	N/A	512197	\$700
Kings Row/Village at Euclid MAD	200065		1714151626	N/A	512197	\$700
La Jolla Village Drive MAD	200052		1714151618	N/A	512197	\$2,500
Linda Vista MAD	200056		1714151620	N/A	512197	\$5,250
Mira Mesa MAD	200037		1714151608	N/A	512197	\$16,675
Miramar Ranch North MAD	200047		1714151616	N/A	512197	\$26,700
Mission Boulevard MAD	200032		1714151605	N/A	512197	\$6,000
North Park MAD	200063		1714151625	N/A	512197	\$30,000
Ocean View Hills MAD	200096		1714151643	N/A	512197	\$50,000
Otay International Center MAD	200058		1714151622	N/A	512197	\$6,000
Pacific Highlands Ranch MAD	200099		1714151646	N/A	512197	\$15,000
Park Village MAD	200042		1714151612	N/A	512197	\$5,800
Peñasquitos East MAD	200039		1714151610	N/A	512197	\$5,000
Rancho Bernardo MAD	200038		1714151609	N/A	512197	\$6,700
Robinhood Ridge MAD	200097		1714151644	N/A	512197	\$2,500
Sabre Springs MAD	200035		1714151607	N/A	512197	\$7,200
Scripps-Miramar Ranch MAD	200028		1714151602	N/A	512197	\$116,250
Stonecrest MAD	200067		1714151628	N/A	512197	\$16,850
Talmadge MAD	200076		1714151633	N/A	512197	\$2,500
Tierrasanta MAD	200030		1714151603	N/A	512197	\$80,000
Torrey Highlands MAD	200074		1714151632	N/A	512197	\$6,675
Torrey Hills MAD	200070		1714151630	N/A	512197	\$13,350
University Heights MAD	200093		1714151640	N/A	512197	\$1,700
Washington Street MAD	200057		1714151621	N/A	512197	\$3,400
Webster/Federal Blvd MAD	200066		1714151627	N/A	512197	\$1,000
TOTAL - FY 2013 ENCUMBRANCES						\$1,703,035

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

A. TREE TRIMMING PUBLIC RIGHTS-OF-WAY, STREET TREES, AND LANDSCAPED PARKWAYS

Estimated No. of Trees: 16,924

SECTION A LOW BID: ATLAS 57.12% Savings over West Coast

			Bid Rank:					
			1	2	3	4	5	N/A
Tree Type	Unit of Measure	Description	Atlas Environmental	California Tree Service	West Coast Arborists	United Pacific Services	Aztec Landscaping	Davey Resource Group
Pruning Per Tree:								
Date Palm	EA	1 to 2 yrs of growth	\$47.50	\$85.00	\$59.00	\$120.00	\$182.00	N/B
Date Palm	EA	Over 2 yrs of growth	\$58.00	\$138.00	\$120.00	\$165.00	\$303.70	N/B
Queen Palm	EA	1 to 2 yrs of growth	\$22.50	\$25.00	\$22.00	\$30.00	\$94.95	N/B
Queen Palm	EA	Over 2 yrs of growth	\$27.50	\$35.00	\$30.00	\$38.00	\$94.95	N/B
Fan Palm	EA	1 to 2 yrs of growth	\$26.50	\$28.00	\$30.00	\$35.00	\$94.95	N/B
Fan Palm	EA	Over 2 yrs of growth	\$38.75	\$45.00	\$59.00	\$49.00	\$242.00	N/B
Shade	EA	Per Tree	\$46.50	\$55.00	\$120.00	\$65.00	\$237.00	N/B
Grid Pruning (Routine Trimming):								
Date Palm	EA	1 to 2 yrs of growth	\$45.00	\$75.00	\$59.00	\$115.00	\$60.40	N/B
Date Palm	EA	Over 2 yrs of growth	\$56.00	\$125.00	\$120.00	\$155.00	\$121.30	N/B
Queen Palm	EA	1 to 2 yrs of growth	\$21.25	\$22.00	\$22.00	\$28.00	\$20.25	N/B
Queen Palm	EA	Over 2 yrs of growth	\$26.50	\$30.00	\$30.00	\$36.00	\$22.25	N/B
Fan Palm	EA	1 to 2 yrs of growth	\$24.50	\$24.00	\$30.00	\$34.00	\$20.25	N/B
Fan Palm	EA	Over 2 yrs of growth	\$38.00	\$42.00	\$59.00	\$48.00	\$101.00	N/B
Shade	EA	Per Tree	\$36.50	\$55.00	\$69.00	\$39.00	\$189.90	N/B
All Tree Types	HR	Per person-hour rate (multiply for multi-person crew)	\$44.44	\$59.00	\$50.00	\$38.30	\$55.00	N/B
TOTAL COST			\$559.44	\$843.00	\$879.00	\$995.30	\$1,839.90	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Estimated No. of Trees: 10,689

SECTION B LOW BID: AZTEC 19.22% Savings over Atlas

Tree Type	Unit of Measure	Description	Bid Rank:					
			1	2	3	4	N/A	N/A
			Aztec Landscaping	Atlas Environmental	West Coast Arborists	California Tree Service	United Pacific Services	Davey Resource Group
Palm – All Types	HR	Per person-hour rate (multiply for multi-person crew)	\$38.30	\$46.88	\$47.50	\$50.00	N/B	N/B
Shade	HR	Per person-hour rate (multiply for multi-person crew)	\$38.30	\$44.44	\$47.50	\$50.00	N/B	N/B
TOTAL COST			\$76.60	\$91.32	\$95.00	\$100.00	N/B	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

C. TREE TRIMMING PARKS, GOLF COURSES, GREENBELTS, AND LOTS ADJACENT TO PUBLIC BUILDINGS

Estimated No. of Trees: 15,972

SECTION C LOW BID: ATLAS 50.36% Savings over Aztec

Tree Type	Unit of Measure	Description	Bid Rank:					
			1	2	3	4	N/A	N/A
			Atlas Environmental	California Tree Service	West Coast Arborists	Aztec Landscaping	United Pacific Services	Davey Resource Group
Date Palm	EA	Per Tree - 1 to 2 years of growth	\$45.00	\$85.00	\$59.00	\$242.95	N/B	N/B
Date Palm	EA	Per Tree - over 2 years of growth	\$58.00	\$138.00	\$120.00	\$444.00	N/B	N/B
Queen Palm	EA	Per Tree - 1 to 2 yrs of growth	\$22.50	\$25.00	\$22.00	\$47.40	N/B	N/B
Queen Palm	EA	Per Tree - Over 2 yrs of growth	\$27.50	\$35.00	\$30.00	\$47.40	N/B	N/B
Fan Palm	EA	Per Tree - 1 to 2 yrs of growth	\$26.50	\$28.00	\$30.00	\$118.60	N/B	N/B
Fan Palm	EA	Per Tree - Over 2 yrs of growth	\$35.00	\$44.00	\$59.00	\$189.90	N/B	N/B
Shade	EA	Per Tree	\$47.00	\$55.00	\$120.00	\$284.80	N/B	N/B
All Tree Types	HR	Per person-hour rate for tasks in section C (multiply for multi-person crew)	\$44.44	\$50.00	\$59.00	\$38.30	N/B	N/B
TOTAL COST			\$305.94	\$460.00	\$499.00	\$1,413.35	N/B	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

D. ALL AREAS – TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Estimated No. of Trees: Preservation 50; Preservation Root Pruning 50; Trimming 50; Barrier Installation 50

SECTION D LOW BID: ATLAS 15.41% Savings over California Tree

Tree Type	Unit of Measure	Description	Bid Rank:					
			1	2	3	4	N/A	N/A
			Atlas Environmental	California Tree Service	West Coast Arborists	Aztec Landscaping	United Pacific Services	Davey Resource Group
All Tree Types	EA	Complete tree trimming of various species of trees	\$38.00	\$50.00	\$69.00	\$284.80	N/B	N/B
All Tree Types	HR	Per person-hourly rate (will multiply for multi-person crew)	\$44.44	\$50.00	\$59.00	\$38.30	N/B	N/B
All Tree Types	1 LF	Complete root pruning of various species of trees	\$8.75	\$3.00	\$12.00	\$7.30	N/B	N/B
All Tree Types	1 LF	Complete root barrier installation	\$4.99	\$8.00	\$16.00	\$9.50	N/B	N/B
TOTAL COST			\$96.18	\$111.00	\$156.00	\$339.90	N/B	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

E. ALL AREAS TREE REMOVAL Estimated No. of Trees: 497

SECTION E LOW BID: WCA 54.20% Savings over Atlas

Tree Type	Unit of Measure	Description	Bid Rank:					
			California Tree Service	1 West Coast Arborists	2 Atlas Environmental	3 Aztec Landscaping	N/A United Pacific Services	N/A Davey Resource Group
Date Palm	1 ft BTH	Removal cost per Brown Trunk Height	\$20.00	\$25.00	\$48.00	\$70.20	N/B	N/B
Queen (Coco Palm)	1 ft BTH	Removal cost per Brown Trunk Height	\$10.00	\$12.00	\$21.00	\$36.90	N/B	N/B
Fan Palm	1 ft BTH	Removal cost per Brown Trunk Height	\$10.00	\$15.00	\$32.00	\$46.50	N/B	N/B
Shade	1 dia in	Trees averaging 15" in diameter at 4' above ground level	\$15.95	\$19.00	\$14.50	\$49.40	N/B	N/B
All Types	1 BF	Milled wood in accordance with attached specifications	\$1.00	\$4.00	\$0.15	\$1.00	N/B	N/B
TOTAL COST			\$56.95	\$75.00	\$115.65	\$204.00	N/B	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

F. ALL AREAS-TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A

Estimated No. of Trees: 530

SECTION F LOW BID: WCA 13.36% Savings over Atlas

Tree Type	Unit of Measure	Description	Bid Rank:					
			1 West Coast Arborists	2 Atlas Environmental	3 California Tree Service	4 Aztec Landscaping	N/A United Pacific Services	N/A Davey Resource Group
Date Palm	1 ft BTH	Cost per Brown Trunk Height	\$150.00	\$85.00	\$150.00	\$283.80	N/B	N/B
Queen Palm	1 ft BTH	Cost per Brown Trunk Height	\$40.00	\$85.00	\$39.50	\$39.90	N/B	N/B
Fan Palm	1 ft BTH	Cost per Brown Trunk Height	\$30.00	\$85.00	\$35.00	\$50.50	N/B	N/B
Shade	EA	15 Gallon	\$125.00	\$92.50	\$90.00	\$77.20	N/B	N/B
Shade	EA	24 Inch Box	\$225.00	\$218.00	\$290.00	\$215.70	N/B	N/B
Shade	EA	36 Inch Box	\$400.00	\$500.00	\$650.00	\$896.20	N/B	N/B
Shade	EA	48 Inch Box	\$700.00	\$850.00	\$950.00	\$1,550.80	N/B	N/B
All Tree Types	HR	Per person-hour rate for tasks in section F (will multiply for multi-person crew)	\$59.00	\$44.44	\$50.00	\$38.30	N/B	N/B
TOTAL COST			\$1,729.00	\$1,959.94	\$2,254.50	\$3,152.40	N/B	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

G. AS NEEDED SERVICES, HOURLY COST

SECTION G LOW BID: ATLAS 20.54% Savings over California Tree

			Bid Rank:					
			1	2	3	4	5	N/A
Tree Type	Unit of Measure	Description	Atlas Environmental	California Tree Service	Aztec Landscaping	West Coast Arborists	Davey Resource Group	United Pacific Services
All Tree Types	HR	Certified Arborist	\$25.00	\$50.00	N/B	\$59.00	\$47.95	N/B
All Tree Types	HR	Utility Specialist	\$25.00	N/B	\$45.00	\$59.00	\$47.95	N/B
All Tree Types	HR	Certified Tree Worker	\$44.44	\$50.00	\$45.00	\$59.00	\$95.00	N/B
All Tree Types	HR	Biologist	\$30.00	\$50.00	\$80.00	\$59.00	\$95.00	N/B
TOTAL COST			\$124.44	\$150.00	\$170.00	\$236.00	\$285.90	N/B

H. EMERGENCY CALLOUT

SECTION H LOW BID: ATLAS 8.49% Savings over Aztec

			Bid Rank:					
			1	2	3	4	5	N/A
Tree Type	Unit of Measure	Description	Atlas Environmental	Aztec Landscaping	West Coast Arborists	California Tree Service	United Pacific Services	Davey Resource Group
All Tree Types	HR	Cost per person per hour for emergency response	\$45.00	\$48.82	\$90.00	\$95.00	N/B	N/B
TOTAL COST			\$45.00	\$48.82	\$90.00	\$95.00	N/B	N/B

ATTACHMENT 9

TABULATION AND ANALYSIS OF BIDS RECEIVED

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable

N/B = No Bid Received

Low Bid by Category with Equal Weight to Each Task

NOTE: California Tree Service Bid Not Responsive for not having a Pest Control Business License.

OPTIONAL SERVICE AS-NEEDED

TREE INVENTORYING AND DATABASE

OPTIONAL LOW BID: WCA 87.50% Savings over Aztec

Tree Type	Unit of Measure	Description	Bid Rank:					
			1	2	2	4	5	N/A
			West Coast Arborists	Aztec Landscaping	United Pacific Services	Atlas Environmental	California Tree Service	Davey Resource Group
N/A	Per Tree	Conduct Tree Inventory	\$2.00	\$3.75	\$3.75	\$4.00	\$6.00	N/B
TOTAL COST			\$2.00	\$3.75	\$3.75	\$4.00	\$6.00	N/B

SUMMARY OF COSTS AND WINNING VENDOR

<u>Type of Service</u>	<u>Vendor Name</u>	<u>Unit of Measure</u>	<u>Rate</u>
<u>Tree Trimming</u>			
A. Rights of Way	Atlas Environmental	Hourly Rate	\$44.44
B. Open Space	Aztec Landscaping	Hourly Rate	\$38.30
C. Parks/Bldgs	Atlas Environmental	Hourly Rate	\$44.44
<u>Other Tree Services</u>			
D. Preservation	Atlas Environmental	Hourly Rate	\$44.44
E. Removal	West Coast Arborists	Average Cost Per Tree*	\$17.75
F. Planting	West Coast Arborists	Hourly Rate	\$59.00
G. As Needed Services			
Biologist	Atlas Environmental	Hourly Rate	\$30.00
Arborist	Atlas Environmental	Hourly Rate	\$25.00
Utility Specialist	Atlas Environmental	Hourly Rate	\$25.00
Cert Tree Worker	Atlas Environmental	Hourly Rate	\$44.44
H. Emergency Callout	Atlas Environmental	Hourly Rate	\$45.00

* The tree removal price varies by type of tree. Specific pricing is provided in the detail of Section E.

ATTACHMENT 10

COMPARISON OF COSTS - OLD VS. NEW BIDS

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable - item was not part of bid solicitation

Tree Type	Unit of Measure	Description	Winning Bid	Existing/Expiring Bids								Savings		
			Atlas Environmental	West Coast Arborists	West Coast Arborists	West Coast Arborists	West Coast Arborists	So Cal Tree Care Inc	Atlas Environmental	Atlas Environmental	One Tripp Tree Trimming	Average Cost - Existing/ Expiring Bids	Difference between Winning and Existing Bids	Percent Savings - Winning and Existing Bids
			10023410-12-Q	8649-07-Y	9056-08-Q	9489-09-Q	9216-08-Q	9679-09-Q	8648-07-Y	7730-06-Y	7661-06-Y		Positive # = Savings	Positive # = Savings

A. TREE TRIMMING PUBLIC RIGHTS-OF-WAY, STREET TREES, AND LANDSCAPED PARKWAYS

Estimated No. of Trees: 16,924

Pruning Per Tree:														
Date Palm	EA	1 to 2 yrs of growth	\$47.50	\$57.88	N/A	\$100.00	N/A	N/A	N/A	N/A	N/A	\$78.94	\$31.44	66.19%
Date Palm	EA	Over 2 yrs of growth	\$58.00	N/A	N/A	\$150.00	N/A	N/A	N/A	N/A	N/A	\$150.00	\$92.00	158.62%
Date Palm	EA	Per Tree	N/A	N/A	N/A	\$51.41	\$150.00	N/A	N/A	N/A	N/A	\$100.71	N/A	N/A
Queen Palm	EA	1 to 2 yrs of growth	\$22.50	\$57.88	N/A	\$30.00	N/A	N/A	N/A	N/A	N/A	\$43.94	\$21.44	95.29%
Queen Palm	EA	Over 2 yrs of growth	\$27.50	N/A	N/A	\$45.00	N/A	N/A	N/A	N/A	N/A	\$45.00	\$17.50	63.64%
Queen Palm	EA	Per Tree	N/A	N/A	N/A	\$15.42	\$44.00	N/A	N/A	N/A	N/A	\$29.71	N/A	N/A
Fan Palm	EA	1 to 2 yrs of growth	\$26.50	\$57.88	N/A	\$50.00	N/A	N/A	N/A	N/A	N/A	\$53.94	\$27.44	103.55%
Fan Palm	EA	Over 2 yrs of growth	\$38.75	N/A	N/A	\$75.00	N/A	N/A	N/A	N/A	N/A	\$75.00	\$36.25	93.55%
Fan Palm	EA	Per Tree	N/A	N/A	N/A	\$25.70	\$44.00	N/A	N/A	N/A	N/A	\$34.85	N/A	N/A
Shade	EA	Per Tree	\$46.50	\$260.40	\$88.41	N/A	\$47.70	N/A	N/A	N/A	N/A	\$132.17	\$85.67	184.24%
Shade	EA	Per Tree - 0" to 6" Diameter at Breast Height (DBH)	N/A	\$57.05	N/A	N/A	\$55.00	N/A	N/A	N/A	N/A	\$56.03	N/A	N/A
Shade	EA	Per Tree - 7" to 16" Diameter at Breast Height (DBH)	N/A	\$142.63	N/A	N/A	\$137.50	N/A	N/A	N/A	N/A	\$140.07	N/A	N/A
Shade	EA	Per Tree - 17" to 24" Diameter at Breast Height (DBH)	N/A	\$222.51	N/A	N/A	\$214.50	N/A	N/A	N/A	N/A	\$218.51	N/A	N/A
Shade	EA	Per Tree - Over 24" Diameter at Breast Height (DBH)	N/A	\$399.37	N/A	N/A	\$385.00	N/A	N/A	N/A	N/A	\$392.19	N/A	N/A
Grid Pruning (Routine Trimming):														
Date Palm	EA	1 to 2 yrs of growth	\$45.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Date Palm	EA	Over 2 yrs of growth	\$56.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Queen Palm	EA	1 to 2 yrs of growth	\$21.25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Queen Palm	EA	Over 2 yrs of growth	\$26.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fan Palm	EA	1 to 2 yrs of growth	\$24.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fan Palm	EA	Over 2 yrs of growth	\$38.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shade	EA	Per Tree	\$36.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hourly Rate:														
All Tree Types	HR	Per person-hour rate (multiply for multi-person crew)	\$44.44	\$62.76	\$52.63	\$46.30	\$47.70	\$41.09	\$52.93	\$49.02	\$53.48	\$50.74	\$6.30	14.17%

ATTACHMENT 10

COMPARISON OF COSTS - OLD VS. NEW BIDS

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable - item was not part of bid solicitation

Tree Type	Unit of Measure	Description	Winning Bid	Existing/Expiring Bids								Savings		
			Atlas Environmental	West Coast Arborists	West Coast Arborists	West Coast Arborists	West Coast Arborists	So Cal Tree Care Inc	Atlas Environmental	Atlas Environmental	One Tripp Tree Trimming	Average Cost - Existing/ Expiring Bids	Difference between Winning and Existing Bids	Percent Savings - Winning and Existing Bids
			10023410-12-Q	8649-07-Y	9056-08-Q	9489-09-Q	9216-08-Q	9679-09-Q	8648-07-Y	7730-06-Y	7661-06-Y		Positive # = Savings	Positive # = Savings

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Estimated No. of Trees: 10,689

Palm – All Types	HR	Per person-hour rate (multiply for multi-person crew)	\$38.30	\$62.76	\$52.63	\$46.30	\$47.70	\$41.09	\$52.93	\$49.02	\$53.48	\$50.74	\$12.44	32.47%
Shade	HR	Per person-hour rate (multiply for multi-person crew)	\$38.30	\$62.76	\$52.63	\$46.30	\$47.70	\$41.09	\$52.93	\$49.02	\$53.48	\$50.74	\$12.44	32.47%

C. TREE TRIMMING PARKS, GOLF COURSES, GREENBELTS, AND LOTS ADJACENT TO PUBLIC BUILDINGS

Estimated No. of Trees: 15,972

Date Palm	EA	Per Tree - 1 to 2 years of growth	\$45.00	N/A	N/A	N/A								
Date Palm	EA	Per Tree - over 2 years of growth	\$58.00	N/A	N/A	N/A								
Queen Palm	EA	Per Tree - 1 to 2 yrs of growth	\$22.50	N/A	N/A	N/A								
Queen Palm	EA	Per Tree - Over 2 yrs of growth	\$27.50	N/A	N/A	N/A								
Fan Palm	EA	Per Tree - 1 to 2 yrs of growth	\$26.50	N/A	N/A	N/A								
Fan Palm	EA	Per Tree - Over 2 yrs of growth	\$35.00	N/A	N/A	N/A								
Shade	EA	Per Tree	\$47.00	N/A	N/A	N/A								
All Tree Types	HR	Per person-hour rate for tasks in section C (multiply for multi-person crew)	\$44.44	\$62.76	\$52.63	\$46.30	\$47.70	\$41.09	\$52.93	\$49.02	\$53.48	\$50.74	\$6.30	14.17%

D. ALL AREAS – TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Estimated No. of Trees: Preservation 50; Preservation Root Pruning 50; Trimming 50; Barrier Installation 50

All Tree Types	EA	Complete tree trimming of various species of trees	\$38.00	N/A	N/A	N/A								
All Tree Types	HR	Per person-hourly rate (will multiply for multi-person crew)	\$44.44	\$62.76	\$52.63	\$46.30	\$47.70	\$41.09	\$52.93	\$49.02	\$53.48	\$50.74	\$6.30	14.17%

ATTACHMENT 10

COMPARISON OF COSTS - OLD VS. NEW BIDS

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable - item was not part of bid solicitation

Tree Type	Unit of Measure	Description	Winning Bid	Existing/Expiring Bids								Savings		
			Atlas Environmental	West Coast Arborists	West Coast Arborists	West Coast Arborists	West Coast Arborists	So Cal Tree Care Inc	Atlas Environmental	Atlas Environmental	One Tripp Tree Trimming	Average Cost - Existing/ Expiring Bids	Difference between Winning and Existing Bids	Percent Savings - Winning and Existing Bids
			10023410-12-Q	8649-07-Y	9056-08-Q	9489-09-Q	9216-08-Q	9679-09-Q	8648-07-Y	7730-06-Y	7661-06-Y		Positive # = Savings	Positive # = Savings
All Tree Types	1 LF	Complete root pruning of various species of trees	\$8.75	N/A	\$9.89	N/A	N/A	N/A	N/A	N/A	N/A	\$9.89	\$1.14	13.07%
All Tree Types	1 LF	Complete root barrier installation	\$4.99	N/A	\$15.16	N/A	N/A	N/A	N/A	N/A	N/A	\$15.16	\$10.17	203.75%
Palms	1 LF	Palm skinning	N/A	N/A	N/A	\$11.00	N/A	N/A	N/A	N/A	N/A	\$11.00	N/A	N/A

E. ALL AREAS TREE REMOVAL

Estimated No. of Trees: 497

Date Palm	1 ft BTH	Removal cost per Brown Trunk Height	\$25.00	N/A										
Queen (Coco Palm)	1 ft BTH	Removal cost per Brown Trunk Height	\$12.00	N/A										
Fan Palm	1 ft BTH	Removal cost per Brown Trunk Height	\$15.00	N/A										
Shade	1 dia in	Trees averaging 15" in diameter at 4' above ground level	\$19.00	N/A										
Stump Removal	1 dia in	Stump removal per diameter inch	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
All Types	1 Board Foot	Milled wood in accordance with attached specifications	\$4.00	N/A										

F. ALL AREAS-TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A

Estimated No. of Trees: 530

Date Palm	1 ft BTH	Cost per Brown Trunk Height	\$150.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Queen Palm	1 ft BTH	Cost per Brown Trunk Height	\$40.00	N/A	N/A	\$85.68	N/A	N/A	N/A	N/A	N/A	\$85.68	\$45.68	114.21%
Fan Palm	1 ft BTH	Cost per Brown Trunk Height	\$30.00	N/A	N/A	\$85.68	N/A	N/A	N/A	N/A	N/A	\$85.68	\$55.68	185.61%
Shade	EA	15 Gallon with tree provided by vendor	\$125.00	\$104.20	\$98.94	N/A	\$54.21	N/A	N/A	N/A	N/A	\$85.78	(\$39.22)	-31.37%
Shade	EA	15 Gallon with 90-day maintenance period	N/A	\$171.16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$171.16	N/A	N/A
Shade	EA	15 Gallon with tree provided by City	N/A	\$79.88	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$79.88	N/A	N/A

ATTACHMENT 10

COMPARISON OF COSTS - OLD VS. NEW BIDS

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable - item was not part of bid solicitation

Tree Type	Unit of Measure	Description	Winning Bid	Existing/Expiring Bids								Savings		
			Atlas Environmental	West Coast Arborists	West Coast Arborists	West Coast Arborists	West Coast Arborists	So Cal Tree Care Inc	Atlas Environmental	Atlas Environmental	One Tripp Tree Trimming	Average Cost - Existing/ Expiring Bids	Difference between Winning and Existing Bids	Percent Savings - Winning and Existing Bids
			10023410-12-Q	8649-07-Y	9056-08-Q	9489-09-Q	9216-08-Q	9679-09-Q	8648-07-Y	7730-06-Y	7661-06-Y		Positive # = Savings	Positive # = Savings
Shade	EA	24 Inch Box with tree provided by vendor	\$225.00	\$256.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$256.73	\$31.73	14.10%
Shade	EA	24 Inch Box with 90-day maintenance period	N/A	\$313.78	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$313.78	N/A	N/A
Shade	EA	24 Inch Box with tree provided by City	N/A	\$171.16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$171.16	N/A	N/A
Shade	EA	36 Inch Box with tree provided by vendor	\$400.00	\$911.82	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$911.82	\$511.82	127.96%
Shade	EA	36 Inch Box with 90-day maintenance period	N/A	\$969.89	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$969.89	N/A	N/A
Shade	EA	36 Inch Box with tree provided by City	N/A	\$542.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$542.00	N/A	N/A
Shade	EA	48 Inch Box with tree provided by vendor	\$700.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
All Tree Types	HR	Per person-hour rate for tasks in section F (will multiply for multi-person crew)	\$59.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

G. AS NEEDED SERVICES, HOURLY COST

All Tree Types	HR	Certified Arborist	\$25.00	N/A										
All Tree Types	HR	Utility Specialist	\$25.00	N/A										
All Tree Types	HR	Certified Tree Worker	\$44.44	N/A										
All Tree Types	HR	Biologist	\$30.00	N/A										

H. EMERGENCY CALLOUT

All Tree Types	HR	Cost per person per hour for emergency response	\$45.00	\$95.09	N/A	N/A	\$47.70	\$62.61	\$52.93	\$49.02	\$106.95	\$69.05	\$24.05	53.44%
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**OPTIONAL SERVICE AS-NEEDED
TREE INVENTORYING AND DATABASE**

N/A	Per Tree	Conduct Tree Inventory including Developing Inventory Databases	\$2.00	N/A										
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ATTACHMENT 10

COMPARISON OF COSTS - OLD VS. NEW BIDS

TREE SERVICES BID #10023410-12-Q

UPDATED FEBRUARY 8, 2013

N/A = Not Applicable - item was not part of bid solicitation

Tree Type	Unit of Measure	Description	Winning Bid	Existing/Expiring Bids								Savings	
			Atlas Environmental	West Coast Arborists	West Coast Arborists	West Coast Arborists	West Coast Arborists	So Cal Tree Care Inc	Atlas Environmental	Atlas Environmental	One Tripp Tree Trimming	Average Cost - Existing/ Expiring Bids	Difference between Winning and Existing Bids
			10023410-12-Q	8649-07-Y	9056-08-Q	9489-09-Q	9216-08-Q	9679-09-Q	8648-07-Y	7730-06-Y	7661-06-Y	Positive # = Savings	Positive # = Savings

SUMMARY OF COST COMPARISON - HOURLY RATE

Type of Service	Unit of Measure	Winning Vendor Name	Hourly Rate - Winning Contract Bid	Average Hourly Rate - Prior Contracts	Percentage Savings	Annual Anticipated Expenditures	Labor Hours - Winning Bid	Labor Hours - Prior Contracts	Additional Buying Power - Labor Hours
Tree Trimming									
A. Rights of Way	Hourly Rate	Atlas Environmental	\$44.44	\$50.74	14.17%	\$1,271,071.20	28,601.96	25,051.91	3,550.05
B. Open Space	Hourly Rate	Aztec Landscaping	\$38.30	\$50.74	32.47%	\$625,215.00	16,324.15	12,322.54	4,001.61
C. Parks/Bldgs	Hourly Rate	Atlas Environmental	\$44.44	\$50.74	14.17%	\$1,014,156.90	22,820.81	19,988.31	2,832.50
Other Tree Services									
D. Preservation	Hourly Rate	Atlas Environmental	\$44.44	\$50.74	14.17%	\$7,000.00	157.52	137.96	19.55
	Average Cost Per								
E. Removal	Tree*	West Coast Arborists	\$17.75	N/A	N/A	\$191,257.95	10,775.10	N/A	N/A
F. Planting	Hourly Rate	West Coast Arborists	\$59.00	N/A	N/A	\$135,000.00	2,288.14	N/A	N/A
G. As Needed Svcs									
Biologist	Hourly Rate	Atlas Environmental	\$30.00	N/A	N/A	N/A	N/A	N/A	N/A
Arborist	Hourly Rate	Atlas Environmental	\$25.00	N/A	N/A	N/A	N/A	N/A	N/A
Utility Specialist	Hourly Rate	Atlas Environmental	\$25.00	N/A	N/A	N/A	N/A	N/A	N/A
Cert Tree Worker	Hourly Rate	Atlas Environmental	\$44.44	N/A	N/A	N/A	N/A	N/A	N/A
H. Emergency Callout	Hourly Rate	Atlas Environmental	\$45.00	\$69.05	53.44%	\$139,957.95	3,110.18	2,026.95	1,083.23
Average, All Categories			\$37.98	\$54.40	43.22%	\$3,383,659.00	84,077.85	59,527.67	11,486.95
Estimated Potential Savings on New Hourly Rate vs. Old Average Hourly Rate:						\$1,462,505.19			

If expenditures occur as projected, the annual cost of the initial term (\$3,306,159) is 43.22% or \$1,429,008 less than historic bids have been for the same work.

* The tree removal price varies by type of tree. Specific pricing is provided in the detail of Section E.

** Rounding may result in minor (\$1 or less) discrepancies in subtotals.

Assumptions:

1. The pricing agreements for the various existing and expiring bids do not typically clarify the location of work. If no location is specifically called, then this chart assumes that the service can be provided at that cost at any location (i.e., public rights of way, open space, parkland, City facilities, etc.).
2. An attempt was made to convert costs listed on the source documents for a consistent comparison of units of measure (i.e., hourly rate vs. hourly rate, per tree rate vs. per tree rate, linear feet vs. linear feet, etc.). This process may have resulted in some estimation errors.
3. Queen palms are defined to include coco palms. Date palms are defined to include phoenix palms and Canary Island palms. Fan palms include California fan palms and Mexican fan palms. Shade trees are defined to include broadleaf trees.
4. Pricing agreements analyzed here do not reference grid pruning, but it is possible grid pruning was contemplated in the original pricing.
5. Certain items were not bid exactly the same way between bid solicitations. This analysis attempts to make reasonable comparisons based on available data from prior solicitations.



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 10023410-12-Q

REQUEST FOR BID

Closing Date: April 11, 2012
@ 3:00 pm

Subject: Furnish the City of San Diego with CITYWIDE TREE MAINTENANCE.

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection – See Page 11 for Details.

Company _____

Name _____

[PRINT OR TYPE]

Federal Tax I.D. No. _____

Street Address _____

Signature* _____

City _____

Title _____

State _____ Zip Code _____

Date _____

Tel. No. _____ Fax No. _____

***Authorized Signature:** The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.

E-Mail _____

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No

If Yes, under what Permit # _____

The City's Standard Payment Terms are Net 30 Days. However the City will accept the following payment terms and they will be considered for bid evaluation:

City of San Diego Business Tax Certificate #: _____

1% 20 days____, 2% 20 days____, 3% 20 days____, 4% 20 days____, 5% 20 days____, 10% 20 days____, 15% 20 days____, 20% 20 days____.

Please check terms offered if other than Net 30 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
- 2) All information on this Request for Bid cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) All bidders must complete and submit the Contractor/Vendor Registration Form with their bid.
- 5) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

FRANK MORENO, CPPB/bl9, Senior Procurement Specialist

Phone: (619) 235-5212

Fax: (619) 533-3226

E-mail: FMoreno@sandiego.gov

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I. PRICING

NOTE: All costs including labor, overhead, materials, traffic control services, equipment, etc. Shall be included in the rates quoted.

A. TREE TRIMMING PUBLIC RIGHTS-OF WAY, STREET TREES, LANDSCAPED PARKWAYS

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$
DATE PALM	EA	PER TREE Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE 1 to 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$
FAN PALM	EA	PER TREE 1 to 2 years of growth	\$
FAN PALM	EA	PER TREE Over 2 years of growth	\$
DATE PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
DATE PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$

Tree Type	U/M	Description	UNIT COST
FAN PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
FAN PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$
SHADE	EA	PER TREE	\$
SHADE	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON –HOUR RATE FOR TASKS IN SECTION A (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION A: \$ _____

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Tree Type	U/M	Description	UNIT COST
PALM – ALL TYPES	HR	PER PERSON – HOUR RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$
SHADE	HR	PER PERSON –HOUR RATE (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION B: \$ _____

C. TREE TRIMMING PARKS AND GREENBELTS

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$
DATE PALM	EA	PER TREE Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE 1-2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$
FAN PALM	EA	PER TREE 1-2 years of growth	\$
FAN PALM	EA	PER TREE Over 2 years of growth	\$
DATE PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
DATE PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) 1-2 years of growth	\$
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$
FAN PALM	EA	GRID PRUNING (Routine Trimming) 1 -2 years of growth	\$
FAN PALM	EA	GRID PRUNING Over 2 years of growth	\$

Tree Type	U/M	Description	UNIT COST
SHADE	EA	PER TREE	\$
SHADE	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION C (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION C: \$ _____

D. ALL AREAS - TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	1 EA	COMPLETE TREE TRIMMING OF VARIOUS SPECIES OF TREES	\$
	HR	PER PERSON – HOURLY RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$
ALL TREE TYPES	1 LF	COMPLETE ROOT PRUNING OF VARIOUS SPECIES OF TREES	\$
ALL TREE TYPES	1 LF	COMPLETE ROOT BARRIER INSTALLATION	\$

TOTAL SECTION D: \$ _____

E. ALL AREAS TREE REMOVAL

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
QUEEN (COCO) PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
FAN PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
SHADE	1 DIA IN	TREES AVERAGING 15" IN DIAMETER AT 4' ABOVE GROUND LEVEL	\$
ALL TYPES / MILLING	1 BF	MILLED WOOD, IN ACCORDANCE WITH ATTACHED SPECIFICATIONS	\$

TOTAL SECTION E: \$ _____

F. ALL AREAS – TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Cost per Brown Trunk Height	\$
QUEEN PALM	1 FT BTH	Cost per Brown Trunk Height	\$
FAN PALM	1 FT BTH	Cost per Brown Trunk Height	\$
SHADE	EA	15 GAL	\$
SHADE	EA	24 INCH	\$
SHADE	EA	36 INCH	\$
SHADE	EA	48 INCH	\$

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$

TOTAL SECTION F: \$ _____

G. EXTRAORDINARY LABOR

THE CITY ESTIMATES 1,000 HOURS FOR WORK OUTSIDE SCOPE OF WORK FOR THIS CONTRACT AS MAY BE REQUIRED.

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$
1	HR	Utility Specialist	\$
1	HR	Certified Tree Worker	\$
1	HR	Laborer	\$

TOTAL SECTION G: \$ _____

NOTE: The cost of the one thousand (1,000) hours of extraordinary labor will be added to the bid price to determine the overall low Bidder.

TOTAL SECTIONS A-G: \$ _____

OPTIONAL SERVICE AS NEEDED

TREE INVENTORYING AND DATABASE

U/M	Description	Unit Cost
PER TREE	Conduct Tree Inventory including Developing Inventory Databases	\$

This is not subject to annual increases, whether CPI or LWO and will not be used in the evaluation of award.

II. SPECIFIC PROVISIONS

A. MANDATORY PRE-BID CONFERENCE

All Bidders must attend the pre-bid conference of the proposed Citywide Tree Maintenance contract. The pre-bid conference will be held at the **San Diego Concourse, 202 C Street, MS57C, San Diego, CA, 92101 on Thursday, March 29, 2012 at 9:30 AM.**

DIRECTIONS: From 202 C Street (City Hall):

C Street is where the trolley tracks are located in front of City Hall. You will walk north through the glass doors Breezeway into the Courtyard. You will then climb stairs immediately on your left where you will see a sign for the Silver Room.

Please give yourselves time to find this meeting location as those arriving late will NOT be allowed to participate in the bid process.

Bidders are responsible for verifying site conditions and size of areas to be serviced, which includes City of San Diego boundaries for this contract. Failure to do so will not relieve the Contractor of their responsibility to perform in accordance with these specifications. No additional compensation or relief from any obligations of the contract will be granted because of lack of knowledge of areas covered.

Bids will not be accepted from Bidders who do not attend the mandatory pre-bid conference, nor from Bidders who arrive after the pre-bid conference has started. For further information contact Frank Moreno at (619)533-3226. Allow one (1) hour for the pre-bid conference.

Questions regarding this bid must be submitted in writing to the City of San Diego, Purchasing & Contracting Department, Attn: Frank Moreno, 1200 Third Avenue, Suite 200, San Diego, CA 92101; or by fax to (619) 533-3226; or by email to FMoreno@sandiego.gov, no later than 5:00 p.m. on **Thursday, April 5, 2012.**

B. LICENSES

To perform the work described in these specifications, the Bidder must hold a current C-27, C-61 (D49) State Contractor's License. This proper license determination has been made by the City. Any Contractor holding a different license who feels qualified to bid on this work must notify the City Purchasing Agent in writing at least seven (7) days prior to the bid closing. A review of the job will be made, and the City's decision as to the propriety of such license will be final.

The Contractor is required to have an International Society of Arboriculture (ISA) Certified Arborist available on site at all times. The Certified Arborist may be a working supervisor.

The Contractor may be, if requested by the Contract Administrator, required to have International Society of Arboriculture (ISA) Certified Tree Workers performing work in trees as specified.

The Contractor must possess the above licenses and certification at the time of bid submittal.

	License Number	Expiration Date	Name
C-27 Contractor's License			
State of California Contractor's License C-61 (D49)	Class: No:		
International Society of Arboriculture (I.S.A.) Certified Arborist	Class: No:		
International Society of Arboriculture (I.S.A.) Certified Tree Worker			
Qualified Applicator Certificate			
Pest Control Business License			
Pest Control Advisor			

Reference Standards:

1. American National Standards Institute (ANSI) A300 Pruning Standards
2. ANSI Z133.1 Safety Standards
3. ISA Best Management Practices: Tree Pruning
4. Standard Specifications for Public Works Construction
5. Greenbook
6. San Diego Municipal Code §142.0401 et.seq, Landscape Regulations
7. Council Policy 200-05, Planting of Trees on City Streets
8. Council Policy 200-09, Street Tree Plan – Central Business District
9. Council Policy 900-19, Tree Protection
10. City of San Diego Specifications

C. SUBMITTALS

1. BID SUBMITTAL

Bids must be returned in a sealed envelope to the Purchasing & Contracting Department, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The bid number and closing date/time must be referenced on the outside of the envelope (lower left corner). Bids must be received by the Purchasing Reception Desk prior to bid closing at 3:00 p.m. on bid closing date. Faxed bids will not be accepted.

The original and two (2) copies of bid, including any attachments, shall be submitted.

2. SUBMITTALS REQUIRED WITH BID

Failure to provide the required submittals with the bid may be cause for the bid to be rejected as non-responsive.

- a. Contractor's License Information (as specified in Section II, paragraph B).
- b. Bidder's References (as specified in Section II, paragraph I).
- c. Bidder's Statement of Subcontractors (as specified in Section II, paragraph I).
- d. Bidder's Statement of Available Equipment (as specified in Section II, paragraph I).
- e. Bidder's Statement of Financial Responsibility (as specified in Section II, paragraph I).
- f. Contractor Standards (as specified in Section II, paragraph L).
- g. Equal Benefits (as specified in Section II, paragraph O).
- h. Contractor Information (use form in Forms Section).
- i. Contractor/Vendor Registration Form (use form in Forms Section).
- j. Equal Opportunity Contracting Program (EOCP) (use form in Forms Section).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.

- a. Insurance Requirements as specified in Section II, paragraph G.
- b. Taxpayer Identification Number (W-9) as specified in City of San Diego General Provisions, Section C, paragraph 15, if not currently on file.
- c. Business Tax Certificate as specified in Section II, paragraph J, if not currently on file.

4. SUBMITTALS REQUIRED PRIOR TO COMMENCEMENT OF WORK

- d. Monthly Work Schedule (use form in Forms Section).
- e. Weekly Work Schedule (use form in Forms Section).
- f. Site Inspection Punch List (use form in Forms Section).
- g. Street/Sidewalk Blockage Report (use form in Forms Section).

D. AWARD

This bid shall be awarded on an item by item basis, or in any group or combination of items, or as a lot, as may be in the best interest of the City. Factors to be considered may include, but are not limited to Bidder's qualifications, experience performing work of comparable size and scope, references, equipment, the operational requirements of the City, and any other factors which are in the City's best interest.

E. CONTRACT PERIOD

The initial contract shall be for a period of one (1) year with options to renew for four (4) additional one (1) year periods.

F. OPTION TO RENEW

After the initial one (1) year contract period, the City reserves the option to renew the contract up to four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

The City will not grant an option, if the contractor requests a price increase which exceeds the average percentage variant for the previous twelve months in the Consumer Price Index for All Urban Consumers (CPI-U) for the San Diego area as published by the Bureau of Labor Statistics, or 5.0%, whichever is less. If a price increase is requested, the bidder must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City and the City reserves the right to accept or reject.

This section will not be considered in the evaluation for award.

The City may also desire to extend a contract on a month-to-month basis upon expiration of the current contract period, not to exceed five (5) years cumulatively, under the terms and conditions of the current contract unless modified in writing. The renewal is contingent on a mutual agreement between the City and the contractor with such agreement to be confirmed in writing prior to the expiration of the contract period.

G. INSURANCE REQUIREMENTS

Insurance. The winning Bidder/Proposer shall not begin any work under the Contract resulting from this solicitation until it has: (a) obtained, and upon the City's request provided to the City, insurance certificates reflecting evidence of all insurance required in below; however, the City reserves the right to request, and the Consultant shall submit, copies of any policy upon reasonable request by the City; (b) obtained City approval of each insurance company or companies; and (c) confirmed that all policies contain the specific provisions required below. Bidder/Proposer's liabilities, including but not limited to Bidder/Proposer's indemnity obligations, under the Contract resulting from this solicitation, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of the Contract resulting from this solicitation and Bidder/Proposer's failure to maintain or renew coverage or to provide evidence of renewal during the term of the Contract resulting from this solicitation may be treated as a material breach of contract by the City. The Bidder/Proposer shall not modify any policy or endorsement thereto which increases the City's exposure to loss for the duration of the Contract resulting from this solicitation.**Deductibles.** All deductibles on any policy shall be the responsibility of the Bidder/Proposer and shall be disclosed to the City at the time the evidence of insurance is provided.

Acceptability of Insurers. Except for the State Compensation Insurance Fund, all insurance required by the Contract resulting from this solicitation or in the Special General Conditions shall only be carried by insurance companies with a rating of at least "A-, VI" by A.M. Best Company, that are authorized by the California Insurance Commissioner to do business in the State of California, and that have been approved by the City.

The City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Eligible Surplus Lines Insurers (LESLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

Reservation of Rights. The City reserves the right, from time to time, to review the Bidder/Proposer's insurance coverage, limits, deductible and self-insured retentions to determine if they are acceptable to the City. The City will reimburse the Bidder/Proposer for the cost of the additional premium for any coverage requested by the City in excess of that required by the Contract resulting from this solicitation without overhead, profit, or any other markup.

Additional Insurance. The Bidder/Proposer may obtain additional insurance not required by the Contract resulting from this solicitation.

Excess Insurance. All policies providing excess coverage to the City shall follow the form of the primary policy or policies including but not limited to all endorsements.

Types of Insurance. At all times during the term of the Contract resulting from this solicitation, the Bidder/Proposer shall maintain insurance coverage as follows:

1. **Commercial General Liability.** Commercial General Liability (CGL) Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$1,000,000.00 (one million) per occurrence and subject to an annual aggregate of \$2,000,000.00 (two million). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

Required Endorsements. The following endorsements to the policies of insurance are required to be provided to the City before any work is initiated under the Contract resulting from this solicitation.

Commercial General Liability Insurance Endorsements

ADDITIONAL INSURED. To the fullest extent allowed by law including but not limited to California Insurance Code Section 11580.04, the policy or policies must be endorsed to include as an Insured the City of San Diego and its respective elected officials, officers, employees, agents and representatives with respect to liability arising out of (a) ongoing operations performed by you or on your behalf, (b) your products, (c) your work, including but not limited to your completed operations performed by you or on your behalf, or (d) premises owned, leased, controlled or used by you.

PRIMARY AND NON-CONTRIBUTORY COVERAGE. The policy or policies must be endorsed to provide that the insurance afforded by the Commercial General Liability policy or policies is primary to any insurance or self-insurance of the City of San Diego and its elected officials, officers, employees, agents and representatives as respects operations of the Named Insured. Any insurance maintained by the City of San Diego and its elected officials, officers, employees, agents and representatives shall be in excess of Bidder/Proposer's insurance and shall not contribute to it.

SEVERABILITY OF INTEREST. The policy or policies must be endorsed to provide that the Bidder/Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability and shall provide cross-liability coverage.

- Commercial Automobile Liability.** For all of the Bidder/Proposer's automobiles including owned, hired and non-owned automobiles, the Bidder/Proposer shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1,000,000.00 (one million) per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).

Required Endorsements. The following endorsements to the policies of insurance are required to be provided to the City before any work is initiated under the Contract resulting from this solicitation.

Automobile Liability Insurance Endorsements

ADDITIONAL INSURED. To the fullest extent allowed by law including but not limited to California Insurance Code Section 11580.04, the policy or policies must be endorsed to include as an Insured the City of San Diego and its respective elected officials, officers, employees, agents and representatives with respect to liability arising out of automobile owned, leased, hired or borrowed by or on behalf of the Bidder/Proposer.

SEVERABILITY OF INTEREST. The policy or policies must be endorsed to provide that Bidder/Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability and shall provide cross-liability coverage.

- Workers' Compensation.** For all of the Bidder/Proposer's employees who are subject to the Contract resulting from this solicitation and to the extent required by the applicable state or federal law, the Bidder/Proposer shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide a minimum of \$1,000,000.00 (one million) of employers' liability coverage, and the Bidder/Proposer shall provide an endorsement that the insurer waives the right of subrogation against the City and its respective elected officials, officers, employees, agents and representatives.

Required Endorsements. The following endorsements to the policies of insurance are required to be provided to the City before any work is initiated under the Contract resulting from this solicitation.

Worker's Compensation and Employer's Liability Insurance Endorsements

WAIVER OF SUBROGATION. The Worker's Compensation policy or policies must be endorsed to provide that the insurer will waive all rights of subrogation against the City and its respective elected officials, officers, employees, agents and representatives for losses paid under the terms of this policy or these policies which arise from work performed by the Named Insured for the City.

H. PERFORMANCE BOND

The Contractor shall be required to furnish the City of San Diego with a surety bond executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego, in a sum equal to 100% of the Contract price, conditional for the performance of the Contract.

The performance bond shall be submitted to Purchasing & Contracting within ten (10) days of request. **Failure to provide the bond within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive.** The bond shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

I. REFERENCE/QUALIFICATIONS

Bidders are required to demonstrate successful performance of tree maintenance work of similar size and scope as required of this contract in the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work of this contract.

Contractor shall have knowledge of Multiple Species Conservation Program (MSCP) and allowable activities for all areas covered by this contract, especially lands that are part of the Multiple Habitat Planning Area (MHPA).

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

1. Bidder's References (use form in Forms Section).
2. Bidder's Statement of Subcontractors (use form in Forms Section).
3. Bidder's Statement of Available Equipment (use form in Forms Section).
4. Bidder's Statement of Financial Responsibility (use form in Forms Section).

The City reserves the right to reject any bid when, in its opinion; the Bidder cannot perform the contract in accordance with specifications contained herein.

J. BUSINESS TAX CERTIFICATE

Any company doing business with the City of San Diego is required to comply with Section 31.0301 of the San Diego Municipal Code regarding Business Tax. For more information please visit the City of San Diego website at www.sandiego.gov/ or call (619) 615-1500.

The City requires that each vendor to provide a copy of their Business Tax Certificate, or a copy of their application receipt. Failure to provide the required documents within ten (10) business days of the City's request may result in a Bid being declared non-responsive and rejected.

K. LIVING WAGE

Any contract awarded from this solicitation will be subject to the City of San Diego's Living Wage Ordinance [LWO], Chapter 2, Article 2, Division 42 of the San Diego Municipal Code [SDMC], which went into effect on July 1, 2006. The provisions of the LWO apply to "any service contract, including any applicable subcontract, entered into, awarded, amended, renewed, or extended on or after July 1, 2006." (SDMC § 22.4210.) Rules Implementing the Living Wage Ordinance may be found at www.sandiego.gov/purchasing/ or by request from Purchasing & Contracting Department by calling (619) 236-6000.

L. CONTRACTOR STANDARDS

This bid is subject to the Contractor Standards clause of the Municipal Code, Chapter 2, Article 2, Division 32, adopted by Ordinance No. 0-19383. All Bidders are required to complete and return with their bid the Contractor Standards Pledge of Compliance included with this Request for Bid. The Contractor Standards Rules and Regulations are available at www.sandiego.gov/purchasing or by request from the Purchasing & Contracting Department by calling (619) 236-6000.

M. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated January 3, 2005, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing & Contracting Department by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid.

N. SMALL EMERGING LOCAL BUSINESS PROGRAM

Prime vendors/contractors/consultants are encouraged to take positive steps to diversify and expand their Small Local Business Enterprises (SLBE)/ Emerging Local Business Enterprises (ELBE) solicitation base and to offer contracting opportunities to all eligible small emerging local businesses. To support its Equal Opportunity Contracting commitment, the City has established participation level(s) as defined in the following website, <http://www.sandiego.gov/eoc/boc/slbe.shtml>.

1. All professional services (non-Architectural/Engineering) contracts valued over \$50,000 or more have a voluntary SLBE/ELBE goal of 20%. Details can be found in the website above.
1. For all goods and services contracts valued over \$50,000, the City shall apply a 2% bid discount for either: 1) SLBE/ELBE prime contractors or 2) Prime contractors meeting the 20% voluntary SLBE/ELBE goal. The discount will not apply if the award to the discounted bidder would result in a total contract cost of \$10,000 in excess of the low, non-discounted bidder. Details can be found in the website above.

O. EQUAL BENEFITS

Effective January 1, 2011, any contract awarded from this solicitation is subject to the City of San Diego's Equal Benefits Ordinance [EBO], Chapter 2, Article 2, Division 43 of the San Diego Municipal Code [SDMC].

In accordance with the EBO, contractors must certify they will provide and maintain equal benefits as defined in SDMC §22.4302 for the duration of the contract [SDMC §22.4304(f)] (use form in Forms Section). Failure to maintain equal benefits is a material breach of the contract [SDMC §22.4304(e)]. Contractors must notify employees of their equal benefits policy at the time of hire and during open enrollment periods and must post a copy of the following statement in an area frequented by employees:

During the performance of a contract with the City of San Diego, this employer will provide equal benefits to its employees with spouses and its employees with domestic partners.

Contractors also must give the City access to documents and records sufficient for the City to verify the contractors are providing equal benefits and otherwise complying with EBO requirements.

Full text of the EBO and the Rules Implementing the Equal Benefits Ordinance are posted on the City's website at www.sandiego.gov/purchasing/ or can be requested from the Equal Benefits Program at (619) 533-3948.

P. DEFINITIONS

Where "as directed", "as required", "as permitted", "approved", "acceptance", or words of similar import are used, it shall be understood that the direction, requirement, permission, approval, or acceptance of the Contract Administrator is intended unless otherwise stated. As used herein "provide" shall be understood to mean "provide complete in place", that is, "furnish and install"; the word "site" as used hereinafter shall be understood to mean the location receiving the service. The use of the words "shall" and "may" shall be understood to mean mandatory and permissive respectively. The use of the word "pruning" shall include the practices sometimes referred to as "trimming".

1. Contractor – The successful Bidder, Bidder(s) or Proposer(s) awarded the contract, and/or any person employed by the Contractor(s) working under this contract.
2. Contract Administrator – The contract administrator is a City of San Diego employee who serves as the primary contact between the City and contractor, authorizes specific tasks and work activities, and may assign the authority to an appointed designee.
3. Emergency – The contractor shall have the capability to receive and to respond immediately to calls of an urgent nature outside of normal working hours; this is classified as an emergency.

Reprioritization of tree work during normal working hours will not constitute an emergency. Calls of an emergency nature placed by the Contract Administrator shall be referred to the Contractor for immediate disposition. A twenty-four (24) hour emergency telephone number shall be provided by the Contractor for this purpose. Emergency work shall be started within two (2) hours of the emergency service call placed by the Contract Administrator and shall be completed as soon as possible.

If not responding within two (2) hour callout, Contractor may be responsible for any damages directly resulting from the delayed response, over the two (2) hours time frame allowed. Failure to comply within the time frame specified may result in deductions and/or termination of contract.

4. Purchasing Agent – The Purchasing Agent has the meaning defined in the City Charter and San Diego Municipal Code [Chap 02 Art 02 Div 05, Purchasing Agent](#).
5. Sub-contractor – This contract may require sub-contractors, which are independent contractors hired by the successful contractor(s) to perform specific, specialty services as may be required. The City considers them as the “Contractor’s” employees for all purpose and intent utilized in this contract.
6. BTH – Brown Trunk Height – Measurement of palm trees for purposes of planting and removal. Measurement is the length of palm trunk from soil level of ground or top of container to the lowest live uncut palm frond.
7. DBH - Diameter at Breast Height – Measurement of diameter of trunk or bole of shade tree measured in USA at 4.5 feet above level ground. If multiple trunks at this height, each of the trunk measurements are taken and the sum of the measurements shall be considered the total diameter.
8. BF – Board Foot – Defined by industry standard for the volume of wood in USA as one (1) foot length x one (1) foot width x one (1) inch thick.

9. Grid Pruning – A “Grid Trim Cycle” designates specific areas where all trees along a roadway (varying in size and health) which are maintained in said designated area and trimmed on a pre-scheduled basis throughout the year.
10. Parkway – The portion of the street between the face of the curb, (or edge of the traveled way), and the right-of-way line.
11. Public Right-of-Way – The property dedicated for public roadway including pedestrian and vehicular travel.
12. Shade Trees – Includes but not limited to broadleaf, pine, eucalyptus, etc, all other non-palm species.

III. GENERAL SPECIFICATIONS

A. SCOPE

Complete tree maintenance services for all areas covered by the City of San Diego's responsibility. The Contractor shall provide all equipment, labor, and materials necessary for performing maintenance according to the following specifications. The City estimates \$ 3 Million dollars annually on tree maintenance citywide activities.

B. CONTRACT SITE LOCATIONS

Sites to be maintained under the terms of this contract are listed below:

- Citywide, includes but not limited to all City Owned, Leased properties, Public Rights-of-Way, Open Space, and all current and future areas required to be serviced and or maintained by the City of San Diego Staff and/or Contractors.

C. QUALITY OF WORK

All work shall be performed in accordance with the best tree maintenance practices, and shall be in keeping with the high aesthetic level of the facilities being maintained. The Contract Administrator shall periodically inspect all maintenance operations and approve or reject the work performed and methods or materials used.

D. CONTRACTOR'S RESPONSIBILITIES

1. Company Representative

A company representative, authorized to discuss matters related to this contract, must be available during normal business hours, Monday through Friday. All calls from the Contract Administrator shall be returned within a one (1) hour period.

2. Emergency Calls

The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours and outside of normal working hours. Calls of an emergency nature received by the Contract Administrator shall be referred to the Contractor for immediate disposition.

Emergency calls relating to tree maintenance shall be referred to the Contractor. A twenty-four (24) hour emergency telephone number shall be provided by the Contractor for this purpose.

3. Reporting of Damages

Contractor's personnel will immediately report any hazards, damages, defects, leaks, power outages, or any other problems or irregularities to the Contract Administrator.

4. Staffing

Contractor(s) staff shall include the following skilled personnel:

- Certified Arborist
- Certified Tree Laborers
- Truck Driver/Laborer

a. Supervision

The Contractor shall furnish sufficient supervisory and working personnel capable of promptly accomplishing on schedule, and to the satisfaction of the Contract Administrator, all work required under this contract during the regular and prescribed hours.

A minimum of one (1) qualified field supervisor shall be on the job at all times work is being performed to provide the necessary supervision to ensure work is completed as specified under the contract. This field supervisor must have at least three (3) years of experience with tree maintenance. A resume of the assigned field supervisor must be submitted upon request. Payroll records may be utilized to verify experience. The field supervisor must be employed by the successful Bidder at the time this contract is awarded. Any changes in field supervisors must be submitted in writing to the Contract Administrator.

In addition, the supervisor shall inspect all areas under the contract a minimum of once a week. These inspections shall include a written punch list (to be completed by the non-working supervisor) of deficient items and dates of correction. Punch lists are to be given to the Contract Administrator on a weekly basis. Date and time to be determined by the Contract Administrator upon award.

5. Physical Ability to Perform Work

All such personnel shall be physically able to do their assigned work.

6. Proper Conduct

The Contractor and his/her employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public.

7. Uniforms

Contractor's staff shall work in neat and clean uniforms. The Contractor will furnish their employees with a shirt, or some other type of upper body wear, bearing the company's identification (a safety vest with the company identification on back will be considered as an adequate company identifier). Appropriate uniform shall be worn at all times, while on the job site. Failure to do so may result in termination of contract.

8. Removal of Employee

The Contract Administrator may require the Contractor to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable, whose continued employment on the job is considered to be contrary to the best interest of the City of San Diego.

9. Communication Skills

Contractor shall ensure that all on-site supervisors can communicate in English both verbally and in writing. Supervisor will be capable of completing, in English, legible written forms and will be capable of understanding oral and/or written instructions in English.

10. Safety Requirements

All work under this contract shall be performed in such manner as to provide maximum safety to the public and, where applicable, to comply with all safety standards required by OSHA. The Contract Administrator reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this contract.

11. Hazardous Conditions

The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from Contractor's operations. Any hazardous conditions noted by the Contractor which are not a result of the Contractor's operations shall be immediately reported to the Contract Administrator.

12. Hazardous Wastes Disposal Procedure

In all areas covered by this contract, the Contractor and/or Contractor's subordinate staff, upon finding illegally dumped debris which might reasonably be considered hazardous to the health and/or safety of Contractor's staff, the public, the landscape environment and/or adjacent properties, shall adhere to the following procedures:

- a. Cordon off the area where the material has been found, to the extent possible.

- b. Immediately call 911 (Fire Department) and provide all relevant information possible:
 - 1) Finder's name and company;
 - 2) Specific location of material;
 - 3) Try to determine:
 - Number, size, and types of containers
 - Description of labels
 - Spillage to soil, pavement, water
 - Description: solid, liquid, color
 - Any danger to public
- c. Inform the appropriate supervisor and the City Contract Administrator as soon as possible.
- d. Remain at site until the Fire Department arrives.
- e. Do not move, touch, or sniff any of the material.

13. Use of Chemicals

The Contractor shall submit sample labels and Material Safety Data Sheets for all chemicals proposed for use under this contract for approval by the Contract Administrator. Materials included shall be limited to disease and pest control chemicals approved by the State of California Department of Agriculture. The use of any chemical shall be based on the recommendations of a licensed pest control advisor. Annual PCA Pesticide Recommendations are required for each pesticide proposed to be used under this contract for this specific site and shall be submitted to the Contract Administrator. The use of chemicals shall conform to the current San Diego County Department of Agriculture regulations. No chemical pesticide shall be applied until its use is approved, in writing, by the Contract Administrator as appropriate for the purpose and area proposed.

A Monthly Pesticide Use Report shall be submitted monthly with the Contractor's invoices for payment. This report shall include a statement of all applications of pesticides, detailing the chemical used, undiluted quantity, rate of application, are in which used, applicator's name and the date and purpose of the application. For months in which no pesticides are applied, state "No Pesticide Used" on the Monthly Pesticide Use Report.

14. Litter

a. Contractor Generated Trash/Cuttings

The Contractor shall promptly remove all debris generated by Contractor's tree maintenance services. Immediately after working in areas of public streets and park walks, gutters, driveways, and paved areas, the Contractor shall clean them with suitable equipment.

E. FAILURE TO PERFORM SATISFACTORILY

It is agreed and understood that if the Contractor fails to perform the work as specified herein, the City will pay only for the amount of service actually received, as determined by the Contract Administrator, with an appropriate downward adjustment in contract price. Such adjustments may be in accordance with the Pricing Page or the Schedule of Task Costs provided herein by the Contractor.

The City shall provide inspection of the work area to ensure that maintenance is adequate and that all work complies with these specifications. Discrepancies and deficiencies will be noted on Field Inspection Notices (FIN) and shall be corrected within the time frame specified. If the Contractor fails to take corrective action within the noted time frame on the Field Inspection Notice, the City may withhold payment and/or proceed with termination of the contract. Billing adjustments for unsatisfactory service shall be a permanent retention of the estimated monthly cost for work that is incomplete or deficient as stated herein.

Contract Compliance:

In the event contractor(s) fail to meet contract requirements, including timelines, as defined within these bid specifications may result in the following actions taken:

1. First offense – written warning by the Contract Administrator.
2. Second offense – financial deductions taken by the Contract Administrator
3. If further contract compliance issues persist, Purchasing & Contracting may issue a notice to CURE per General Provisions G-2a which states the following:

“The City may, by written notice of default to the Contractor, terminate the whole, or in part of, this Contract, provided that Contractor fails to CURE such default within ten (10) days after receipt of such notice....”

F. PAYMENTS WITHHELD

The City may withhold payment to such extent as may be necessary to protect the City from loss due to:

1. Work required in the specifications which is defective, incomplete, or not performed.
2. Claims filed against the City for damage caused by the Contractor's acts or omissions, or reasonable evidence indicating probable filing of such claims.
3. Failure of the Contractor to make payments properly to Subcontractors for materials or labor.
4. A reasonable doubt that the contract can be completed for the balance then unpaid.

G. INVOICING PROCEDURES

Contractor shall be paid monthly, in arrears, for work performed satisfactorily. Billing shall be in accordance with the current Pricing Agreement, allowing for City approved adjustments if any. Invoices shall be submitted to the Contract Administrator or designee, at the address specified on the Purchase Order(s).

One (1) invoice identified as the original invoice and one (1) identified invoice copy shall be submitted by the 10th of the following month work was performed. The invoice shall reference the purchase order number, include a description of the work performed by location.

Any extra-ordinary work to include the location work was performed shall be provided and Contractor must attach written authorization from Contract Administrator approving extra-ordinary work. Failure to do so will result in payment being withheld for such services.

A Monthly Pesticide Use Report shall also be submitted in accordance with Section III, paragraph D, item 13, Use of Chemicals. This report shall accompany the above invoice.

ADDITIONAL as may be required by using departments:

Payment shall be made to the Contractor on a monthly basis for all work performed to the satisfaction of the Contract Administrator within thirty (30) days of invoicing by the Contractor.

The Contractor shall be required to provide one (1) monthly invoice in triplicate for all work performed. Billing is to be by address and include tree species, caliper, variety (botanical and common), trim/removal/planting or preservation date, condition, and appropriate data acceptable to the Contract Administrator.

This shall be supplied on IBM compatible electronic format along with hard copies. The computer format shall be Microsoft Excel at the discretion of the Contract Administrator.

The Contractor shall have developed a complete and comprehensive computer software program that is compatible and linkable to the City SAP System. The program should have specialized reports designed specifically for City representatives' needs. The program should be developed based on the needs of the City and allow the City to modify and structure to program specific to our needs. The user-friendly program should allow the City to generate a variety of reports quickly. The Contractor shall provide routine maintenance, archive, backup, restore and disaster recovery procedures as may be requested by the City.

The Contractor shall provide complete technical support rapidly with experienced staff available to the City during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday. The Contractor shall be readily available by telephone, e-mail or may respond to the City's location within a timely manner.

IV. MAINTENANCE SPECIFICATIONS

A. SCOPE

Provide complete tree maintenance of all areas within the City of San Diego's responsibility.

B. SCHEDULING OF WORK

The Contractor shall conduct the work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.

Routine work shall be started within five (5) working days after work is assigned unless mutually agreed upon by both parties. The contractor shall coordinate all scheduling of work with the Contract Administrator and shall notify the Contract Administrator twenty-four (24) hours in advance of the start date and location of any assigned work.

Any changes in scheduling shall be reported, in writing, to the Contract Administrator immediately. This schedule shall include routine work as well as infrequent operations as may be required.

Emergency work shall be started within one (1) hour after work is assigned. The contractor shall coordinate all scheduling of work with the Contract Administrator.

Failure to comply within the time frames specified for routine and emergency work may result in deductions and/or termination of contract if condition persists.

Local Office and Working Hours:

The Contractor shall maintain a local office within San Diego County with a competent company representative who can be reached during normal working hours and who is authorized to discuss matters pertaining to this contract with the Contract Administrator.

An answering service in conjunction with the pager for the designated company representative is **not** sufficient to fulfill this requirement. A mobile telephone also shall **not** fulfill the requirement for a local office.

All calls from the Contract Administrator or designated appointee(s) shall be returned within a one (1) hour period.

“Normal working hours” shall be Monday through Friday from 7:00 a.m. and 5:00 p.m. No emergency rate shall be charged during these hours. Redeployment of tree crews from one job to a higher priority job in another part of the community shall not be considered an emergency. The Contract Administrator may grant, on an individual basis, permission to perform contract maintenance at other hours. No maintenance functions that generate excess noise, e.g., operations of power equipment which would cause annoyance to residents of the area, shall be commenced before 8:00 a.m.

“Emergency working hours” shall be from 5:00 p.m. to 7:00 a.m. the following day, plus weekends (Saturday and Sunday) and official City holidays.

C. PUBLIC INTERACTION

Contractor shall directly communicate and coordinate with homeowners prior to the initiation of any scheduled work.

1. Contractors shall work with members of the public and property owners in a professional manner.

Interaction with the public includes the following:

- a. Scope of work
 - b. Length of time needed to complete work
 - c. Potential impacts, including:
 - d. Potential loss of privacy as trees are trimmed/removed
 - e. Increased noise associated with the removal operation itself
 - f. Public’s tendency to “direct” the crews with additional or unauthorized work, which the contractor shall NOT perform without authorization from the Contract Administrator
2. If a member of the public or private property owner becomes unruly or disrespectful while discussing the work, contractor shall disengage from conversation and alert Contract Administrator immediately. Contract Administrator shall handle discussion(s) from that point forward.
 3. If a member of the public attempts to interact with the Contractor in an active work zone, Contractor shall notify the Contract Administrator immediately if their presence creates a safety risk. If the member of the public refuses to leave the work site, then the Contractor’s personnel shall immediately leave the work site, proceed to an alternate work site, and notify the Contract Administrator immediately.
 4. In instances where fallen tree limbs or trunks have impacted private property, Contractor may need to move private property (fences, chairs, tables, etc.) in order to conduct tree removal work.

Contractor shall be liable for damages to any private property during the discharge of this activity.

D. METHOD OF PERFORMING WORK

1. Tree Trimming

- a. All trees shall be maintained in their natural shapes. Pruning shall follow A.N.S.I. 300 Standards and be performed in such a manner as to promote the best growth habits, appearance, and health of the tree, and to prevent encroachment which blocks vision or is in any manner deemed undesirable by the Contract Administrator. Trees shall not be topped or shaped into balls. Drop crotch work shall be done only when directed or approved by Contract Administrator.
- b. Good horticultural and safety practices shall be used at all times, with pruning for a natural-looking shape with branches growing radically outward and upward. No formal pruning or shearing shall be permitted without written authorization from the Contract Administrator.
- c. The Contractor shall bring to the attention of the Contract Administrator within 24 hours any tree that shows any signs of cracking branch collars, root heaving or leaning, or is in any manner a safety hazard. The Contractor shall be responsible for the complete removal of those trees as authorized by the Contract Administrator.
- d. All trees shall be trimmed per specifications or as directed by the Contract Administrator.
- e. Trimming shall require removal of low branches overhanging residential streets to a height above the street grade of fourteen (14) feet unless otherwise directed. Low branches overhanging sidewalks and parkways shall be trimmed to a height of eight (8) feet.
- f. At the direction of the Contract Administrator, tree trimming shall include the removal of all dead, broken, diseased, insect-infested branches and stubs larger than one-half (1/2) inch in diameter throughout the tree. Exceptions may be made for specific species.
- g. Shorten the length of limbs which extend beyond the natural perimeter of an otherwise symmetrical form.
- h. Prune end branches to lighten end weights where such overburden appears likely to cause breakage of limbs. Remove cross limbs and water sprouts (suckers).
- i. Thin areas of heavy growth to reduce pressure on the tree from wind.
- j. Final pruning cuts shall be made without leaving a stub. They shall be made in a manner to favor the earliest covering of the wound with callous growth. This

requires that the wound be as small as practicable, that the cut be reasonably flush within the branch bark collar, and that the cambium tissues at the edge of the cut be alive and healthy. Extremely flush cuts which produce large wounds and weaken the tree at the cut shall not be made.

- k. Pruning and cutting tools shall be maintained sharpened to a condition which results in leaving an unabraded cambium edge on final cuts. Such tools shall also be kept clean and free from infectious materials.
- l. The use of climbing spurs or spike shoes shall not be permitted except for removals or as approved by the contract administrator.
- m. Trimming of the trees shall provide adequate clearance from street lights or signs.
- n. Trim tree limbs to clear all adjacent structures minimum of five (5) feet.
- o. "Lion Tailing" of limbs of trees shall not be permitted.
- p. Trees shall be trimmed in such a manner to promote a strong central leader.
- q. Smaller trees encountered with stakes and ties shall be trimmed to promote an upward strong central leader and, if stable, shall have stakes and ties removed.
- r. The Contractor shall exercise precautions as necessary when working adjacent to aerial and subterranean utilities. In the event that aerial utility wires present a hazard to the Contractor's personnel or others near the work site, work is to immediately cease and the Contractor shall notify San Diego Gas & Electric or the appropriate utility. Work shall then commence in accordance with instructions from the utility company. Contractor shall notify Contract Administrator of such occurrences that may affect scheduling of work.
- s. No more than 20% of the crown shall be removed within an annual growing season. The percentage of foliage removed shall be adjusted according to age, health, and species considerations. Stressed trees are less tolerant of pruning and leaf area, and removal should be minimal. In cases where more than 20% of the crown needs to be removed, such as to reduce the potential for structural failure, a qualified arborist shall make an assessment of the amount of pruning needed to abate the hazard. When possible, such pruning should be scheduled over a two- or three-year period. Pruning should be minimal on species prone to water sprout development. For such species, pruning during the summer months may reduce the potential for water sprout development. For species susceptible to sunburn injury, pruning shall not expose bark tissue of the trunk and scaffold branches to sunlight levels that lead to injury.
- t. Topping is not an acceptable pruning practice.

- u. Palm pruning should be limited to the removal of dead, broken, and strongly chlorotic fronds. Live, healthy fronds should not be removed. Fronds should be severed close to the petiole base without damaging living trunk tissue. Palm fruit, flowers, and loose petiole bases should be removed if deemed to be a safety risk. A disinfectant (such as Clorox or rubbing alcohol) shall be used on pruning tools before and after pruning individual trees. Climbing spikes or spurs shall not be used to climb palms for pruning.

2. Palm Trimming

- a. Queen Palms, (Coco); (Syagrus Romanzoffiana and Cocos Plumosa):

Removal of all dead fronds, loose petioles, flower spikes, seed stalks, seed clusters, sheaths, foreign growth and similar vegetative material(s) from the crown shaft of the palm. Loose petioles are those which may be removed by pulling with reasonable force. When properly trimmed, the lowest remaining fronds shall be live and not below horizontal tree trimming.

- b. Fan Palms, ((Brahea (Erythea) Washingtonia and Filifera)):

Removal of all dead fronds, necessary live fronds, loose wraps, flower spikes, seed stalks, seed clusters, sheaths, foreign growth and similar vegetative material(s) from the crownshaft of the palm. When properly trimmed, the lowest remaining fronds shall be live and horizontal.

- c. Date Palms, ((Phoenix Canariensis (Canary Island Date Palm), Phoenix Dactylifera and Phoenix Reclinata)):

Removal of all dead fronds, necessary live fronds, tips of old butt stubs four (4) inches or longer, flower spikes, seed stalks, seed clusters, foreign growth and similar vegetative material(s) from the crownshaft of the palm. When properly trimmed, the lowest remaining fronds shall be live and horizontal. Any remaining seed clusters, sheaths, flower spikes and flower buds that do not hang out at the lower most two (2) rows of fronds must be left intact. Butts cut from Date Palms shall be cut close and perpendicular to the base of the frond.

To control the spread of disease the following shall be practiced:

- 1) All pruning tools shall be disinfected before being used to trim a date palm.
- 2) All tools shall be disinfected between trees being trimmed when several date palms are timed in succession. Disinfecting shall consist of immersing pruning tools in a solution of equal parts of household bleach

(5.2% sodium hypochlorite) and water for a minimum of five (5) minutes before re-use.

- 3) Climbing palms prohibited, exception may be made on a case by case basis only with prior approval by the Contract Administrator.

d. Overhead Utility Lines:

Contractor shall trim all palms adjacent to energized power transmission lines in accordance with the appropriate California safety regulations for line clearance operations. Contractor shall exercise precautions as necessary when working adjacent to aerial and subterranean utilities. In the event aerial utility wires present a hazard to Contractor's personnel or others near the work site, work is to immediately cease and the Contractor shall notify San Diego Gas and Electric at (800) 611-7343, as well as the Contract Administrator. Work shall then commence in accordance with instructions from the utility company and Contract Administrator. Subject occurrences shall be hi-lighted by placing an asterisk adjacent to each address where occurred.

e. Minimum Height for Palms to be Trimmed:

Contractor shall NOT trim any palm with less than six (6) feet of brown trunk.

3. Open Space Tree Trimming

- a. Tree trimming with mechanized equipment shall not be performed during bird nesting season, (generally between March 15 and September 15 each year), within designated sensitive habitat areas without a bird survey conducted by a qualified biologist as approved by the Contract Administrator.
- b. Any chipping of tree debris may be cast in place upon authorization of the Contract Administrator.
- c. Contractor shall have knowledge of working in eucalyptus woodlands and understand the specific needs in those areas.
- d. Contractor shall have knowledge of eucalyptus trees and their unique behavior due to shallow roots, lack of irrigation, potential root rot not readily visible above grade, and potential instability on slopes and areas adjacent to private property. Eucalyptus trees may continue to live and grow even after the trunk is removed, so proper treatment of the stump may be necessary to eliminate future re-growth.
- e. Contractor shall utilize proper pruning and trimming techniques in eucalyptus woodlands, including:
 - 1) Uniform pruning achieving balance

- 2) Removal of any suckers/volunteers that emerge from stumps
 - 3) Stump grinding
 - 4) Herbicide treatments (Contractors shall have available a Qualified Applicator either on staff or as a sub-contractor that can apply herbicide to eucalyptus stumps to prevent re-growth.)
- f. Contractor(s) shall have an arborist on staff who can identify dead and/or damaged eucalyptus trees and can write a report if needed and upon Contractor approval for any proposed removals.
- g. Contractor(s) shall promptly remove all debris generated by Contractor's pruning, trimming, and other work required in the specifications of this contract with immediate priority after working in areas of public streets. Work site shall be swept "broom clean" and all other areas, where practical shall be raked clean.
- h. Debris and litter shall be disposed of either at City landfills, open to the public, or dispose of chips in any other legal manner. If Contractor(s) dispose of debris in any other manner, they shall abide by all Federal, State, and local laws, and shall assume all liability for correct disposal methods. Methods of disposal must be approved by the Contract Administrator. The Contractor shall be responsible for paying any and all fees associated with the disposal of tree debris under the terms of this contract. It is highly encouraged that the Contractor make any and all necessary attempts to recycle green material.
- i. Hazardous litter, including but not limited to wire, broken glass, jagged metal, and similar kinds of litter, shall be immediately picked up and removed from the site by the Contractor upon notice or observation thereof.
- j. Contractor shall use caution and care while working in wild land habitats. Much of the tree work performed in the Open Space will be labor intensive with poor access, steep slopes, etc. Access via private property is not always available. Open Space access through locked gates is frequent, but not always available. The Open Space is intended as a wildlife corridor. Rattlesnakes, bees, wasps, and poison oak are present here, as well as other forms of wildlife indigenous to the area. Therefore, Contractor(s) are advised to be cautious when working in the area. Contractor(s) must use good judgment in determining the best method of doing the work and removing the debris. Safety and liability concerns supersede speed and/or ease of doing the job.
- k. Contractor(s) shall be aware of the potential for the discovery of unexploded ordnance in the Tierrasanta community and in surrounding environments as Tierrasanta was once a part of the U.S. Navy's bombing range. Ordnance detection efforts have been completed in the area, and known live ordnances have been removed. On occasion, hikers, maintenance contractors and builders discover ordnances. In the event any is discovered during the course of

performing this contract, contractor(s) shall treat the unexploded ordnance in the following manner without exception:

- 1) Mark the location where discovered
- 1) Do not touch, move or cause to be moved
- 2) Notify the San Diego Fire Department immediately at 911
- 3) Notify the Deputy Director of the Open Space Division of the Park and Recreation Department at 619-685-1323, and the Tierrasanta Open Space Manager, Jan Eby, at 619-685-1354.

4. Milling Specifications

As may be requested by the Contract Administrator as milling services are not mandatory.

In an effort to reduce waste from the urban forest, the City will require the Contractor to mill suitable logs from tree removals and create usable lumber. The benefit of diverting greenwaste from landfills and creating a useful wood product is environmentally conscious and provides alternative wood resources. The goals are to have the City of San Diego receive a usable wood product at a minimal expense, and the Contractor to divert dumping fees, both as a step toward environmental preservation. The method by which the Contractor will provide usable lumber is as follows:

- a. Prior to the commencement of work, the Contractor and the City will meet to establish a criterion that determines which logs can be made into usable lumber. The criterion shall define tree species, sizing, and tree characteristics necessary for creating lumber.
- b. Logs suitable for milling shall be those that have a caliper between 12" and 36" in diameter, with a length of a minimum of 4' and a maximum of 20' long, and be as vertically straight as possible. The City shall determine if a tree is not suitable for milling.
- c. Logs shall be "clear," free of significant decay, and with minimal lateral branches and/or stubs.
- d. The Contractor shall have the necessary equipment to remove the logs in these sizes (i.e., cranes, loaders, etc.).
- e. Contractor shall be capable of salvaging tree logs designated by the Contract Administrator or designee for milling into lumber to be used as a recycled wood product and dried to a moisture content of 6-8% for use as furniture, interior wood, or for use at the City's discretion.
- f. Milled logs shall be produced into lumber with a thickness of 4-8 quarters (4 quarters equals 1") or at a thickness designated by the City.

- g. The lumber shall be kiln dried to the specifications requested by the City, typically 6-8% moisture content and shall be non-graded.
 - h. Milling operations shall be performed at the Contractor's site and delivered to the City's designated location between ninety (90) and one hundred eighty (180) calendar days.
 - i. The standard unit measure is a board foot. A board foot is a section 1" thick by 12" in width by 12" in length.
 - j. Payment shall be made based on a "per board foot" price and shall include all hauling and delivery charges.
5. Tree Preservation/Root Pruning

As may be requested by the Contract Administrator as tree preservation/root pruning services are not mandatory.

Root Pruning (sidewalk side)

- a. Contractor shall root prune the trees as noted in Appendix A and coordinate the scheduling within one (1) week of the concrete repair work start schedule.
- b. Contractor is responsible for getting a utility mark-out prior to start of work.
- c. Roots shall be cut following removal of the existing sidewalk and prior to installation of the new sidewalk.
- d. Work includes cutting all roots necessary to a depth of twelve (12) inches along the edge of the new sidewalk for a distance of ten (10) linear feet. In cases where the sidewalk will not be replaced, roots shall be lineal cut no further than three (3) inches from edge of the existing sidewalk toward tree for a length of ten (10) linear feet.

Root Pruning (curb side)

- a. Contractor shall root prune the trees as noted in Appendix A and coordinate the scheduling within one (1) week of the concrete repair work start schedule.
- b. Roots shall be cut following removal of the existing curb and prior to installation of the new curb when practical.
- c. Contractor is responsible for getting a utility mark-out prior to start of work.
- d. Work includes cutting all roots necessary to a depth of twenty one (21) inches along the edge of the new curb line in order to provide a forming area for the new curb. This shall be done for a distance of ten (10) linear feet on the curb side of the tree. In cases where the curb will not be replaced, roots shall be

lineal cut no further than three (3) inches from edge of the existing sidewalk toward tree for a length of ten (10) linear feet.

Root Barrier

- The root guard shall be placed in the trench along the sidewalk or curb ten (10) linear feet as noted in Appendix A. Guard shall be polyethylene plastic type lb-18-2 and lb-12-2, as manufactured by Deep Root Control Products, or equal. Root barriers shall be installed per manufacturer's instructions.

Root Pruning/Barrier Equipment

- All cuts shall be made with a root cutting machine such as Vemeer or Doscocil, Inc, or equal which shall be approved by the Contract Administrator prior to use. Cuts shall be made clean as to cause minimum damage to the tree. Any shredded roots shall be cut clean to the nearest root node.

Scheduling work for Root Barrier/Pruning

- a. Contractor shall accomplish Root Barrier and Root Pruning work required between the hours of 7:00 am and 5:00 pm, Monday through Friday and coordinate all scheduling with the Contract Administrator in order to ensure production schedules for concrete repairs coincide with tree maintenance.
 - b. Upon award of contract, the Contract Administrator will provide the Contractor with an annual schedule of trees to be maintained during the contract period.
 - c. Contractor shall report to the Contract Administrator, in writing, by Monday's at 9:00 am, the count, species and location of all trees trimmed, roots pruned and barriers installed in the preceding week and work schedule for the current week. Any changes in scheduling shall be reported in writing to the Contract Administrator immediately.
 - d. Contractor shall conduct work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.
 - e. Contractor shall endeavor to maintain good public relations at all times and work shall be conducted in a manner which will cause the least possible interference with or annoyance to the public.
6. Equipment

Contractor shall be responsible to bring all necessary equipment to each job site to complete the required work in a timely manner in a neat and orderly fashion.

- a. A tower truck shall be required in medians, right-of-ways, and at other sites where the trees can be reached without driving or parking on turf areas.
 - b. Contractor(s) shall have camera equipment available to take and send photos and/or video of property damage caused by City trees that have fallen due to accidents, storms, etc. These photos should be taken at the Contract Administrator's request prior to clean up and removal of tree debris.
 - c. Other equipment required includes but is not limited to
 - Crane – 16-ton with minimum 110-foot reach (if requested by the Contract Administrator, a crane shall be required for the removal of any branch 12" in diameter or larger).
 - ATV with trailer
 - Stump grinders
 - Climbing equipment
 - Power chain saws
 - Hand pruners
 - Large commercial brush chipper
 - At minimum a 1-1/2 ton truck with enclosed box for hauling brush and chips
 - d. All equipment shall be in good working condition at all times. Blowers, brooms, rakes, scoop shovels and all other necessary hand tools are also required for debris clean-up. Contractor shall provide, at contractor's expense, plywood for use as necessary to prevent damage to areas including, but not limited to, turf areas, asphalt paving, concrete paving, decomposed granite, curbs, trails or private property. All damage caused by the Contractor's activities shall be repaired at the Contractor's expense. All repairs shall adhere to City of San Diego standards and/or as directed by the Contract Administrator.
7. Identification of Safety Concerns
- a. As safety concerns are identified while working in the field, Contractor(s) shall report them immediately to the Contract Administrator.
 - b. Dial 911 if the safety concern is urgent.

8. Facility Maintenance

- Areas Surrounding Worksite

The Contractor shall remove all generated debris from paved and unpaved areas surrounding worksite. Any damage or repairs required shall be reported within twenty-four (24) hours to the Contract Administrator. See Service Frequencies Schedule.

9. Traffic Control Plans

On those occasions when the requested work requires a street, sidewalk, alley, or bikeway to be blocked, wholly or partially, the Contractor is to comply with the traffic control plans as prescribed in Chapter 5 of the Caltrans Traffic Manual Traffic Control for Construction and Maintenance Work Zones. Information and the required written notices shall be obtained from the City of San Diego Traffic Engineering Division, Plan Check Counter, 1222 First Avenue, San Diego, CA 92101, phone (619) 446-5284. The required written notice must be filed prior to commencing work in the impacted area. A sample form is included at the end of the Request for Bid.

Contractor(s) shall have the ability to produce traffic control plans and submit plans to the City's Development Services Department in the event a permit is required per the Contract Administrator.

10. "No Parking" Signage

City Ordinance prohibits signs on trees, lamp posts, and utility posts. Signs on posts driven into the ground are unacceptable. "No Parking" signs must be of the tripod, removable type that rest on the ground. The Contractor shall use only approved signs and post them on City property (parkway).

The Contractor shall be responsible for the following:

- a. Post San Diego Police regulation "No Parking" signs that contain the following information:
 - 1) "No Parking".
 - 2) The day and time (8:00 a.m. to 5:00 p.m.) of restriction; and
 - 3) The Contractor's phone number where they may be reached during normal working hours.
- b. The Contractor shall post "No Parking" signs, twenty-four (24) hours in advance of commencing work.

Notify the San Diego Police Department, Traffic Division (619) 495-7800, of said posting

E. INSPECTION & DISEASE / PEST CONTROL

As may be requested by the Contract Administrator as pest control services are not mandatory.

The Contractor shall regularly inspect all trees for presence of disease, pests, splits and breakages. The Contractor shall advise the Contract Administrator immediately if disease, insect, or rodent infestation is found; Contractor shall identify the damage, disease, insect, or rodent and specify control measures to be taken. Upon approval of the Contract Administrator, the Contractor shall implement the approved control measures, exercising extreme caution in the application of all sprays, dusts, or other materials utilized. Approved control measures shall be continued until the disease, insect or rodent is controlled to the satisfaction of the Contract Administrator. The Contractor shall utilize all safeguards necessary during disease, insects, or rodent control operations to ensure safety of the public and the employees of the Contractor, in accordance with current standard practices accepted by the State of California Department of Food and Agriculture.

Bee Nests

In the event a nest or hive is encountered during operations, Contractor shall report the location by street address immediately to the Contract Administrator. Contractor shall arrange to have the nest eliminated within five (5) working days after notification and proceed with maintenance after removal is complete.

All individuals who supervise the mixing and application of herbicides, pesticides, and rodenticides shall possess valid Qualified Applicators Certificate for Category B issued to them by the State Department of Food and Agriculture and submit to the Contract Administrator within thirty (30) days of expiration a copy of the valid certificate.

V. REQUIREMENTS UNIQUE TO THIS CONTRACT

OPTIONAL TREE INVENTORY & DATABASE SERVICES SPECIFICATIONS

A. OVERVIEW

If requested by the Contract Administrator, the Contractor will collect a tree inventory a specified, defined area within the City of San Diego as part of this contract. The data should be collected by address and should include tree species, land type, diameter at breast height, crown height, botanical and common names, and other information as recommended by the City of San Diego. Areas open for data collection may include, but not limited to public rights of way (“street trees”), public parks and open spaces, golf courses, greenbelts, slopes, and/or other City-owned facilities.

B. REFERENCES AND QUALIFICATIONS FOR OPTIONAL TREE INVENTORIES & DATABASE SERVICES

The City does not require that this service be provided for all maintenance areas of this contract, but may be required as an option for areas requesting this service, cost to be reflected on bidders submittal SECTION I for PRICING.

For this service, Contractor shall have a minimum of five (5) years experience in collecting tree inventories and developing inventory databases. Reports shall be required in accordance with needs outlined by the Contract Administrator and should be generated expeditiously. The program should be developed based on the needs of the City with ability of allowing the City to modify and structure program specifically to meet the City’s needs.

Contractor shall provide routine maintenance, archive, backup, restore and maintain disaster recovery procedures as may be requested by the Contract Administrator. Contractor shall provide complete technical support rapidly with experienced staff available during the hours of 7:00 am to 5:00 pm Monday through Friday. Contractor shall be readily available by telephone, E-mail or may respond in person to the City’s designated site within a timely manner per Contract Administrator’s direction.

C. TREE INVENTORY PROGRAM

At the Contract Administrator’s request, the Contractor will provide the City of San Diego with access to a record keeping system consisting of an on-line software program that allows the City to maintain information about its tree population, including the description of each tree by species, height, diameter, work history, and tree and planting site location. The tree inventory software program may be a Microsoft Access database program, which can be incorporated into the City’s maintenance management tracking program. The program shall have the capability to produce detailed listings of tree and site information, work histories, service requests, summary reports, and pictures of City tree species. The tree inventory program must allow for batch update of work histories. The Contractor shall provide complete

software support to the City for the entire term of the contract. At the end of the contract term, the contractor shall provide the inventory in a working electronic format.

As part of this inventory effort, the Contractor will provide the City with recommendations for **tree species, recommended planting locations, and recommended removals. Attributes to be** collected by field personnel may include address, street, facility, species, diameter, crown, height, dollar value, recommended maintenance, overhead utilities, and parkway size and type. The Contractor will also provide the City with various tree inventory reports to accommodate the City's needs. The total cost should include ownership of the software and unlimited software support while under contract for maintenance services.

GPS INVENTORY

As part of an inventory effort, the Contractor shall provide the City with Global Positioning System (GPS) coordinates for each tree inventoried. The address information contained in inventory can be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude within one (1) meter. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs in the City. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and in the software, which will enable the City to connect the inventory to the City's GIS program and create various frequency reports.

D. REPORTS

The Contractor will provide various reports concerning the City's tree inventory, maintenance services, planting program and/or tree policies. These reports may be produced for the Community Forest Advisory Board (CFAB), City Council, and/or various Commissions or Committees. The frequency of reports may be annually, semi-annually or quarterly.

E. SCOPE OF WORK

The project shall include field data collection, data entry, supply of the computer software, and training of City employees on the use of the system; future technical maintenance and support; and as an option, conversion of the existing database. The Contractor, upon award of contract should conduct a preliminary meeting with the Contract Administrator to discuss the City's criteria with regards to all tree attributes to be collected, scheduling and location of fieldwork.

The Contract Administrator will define which areas of the City are to be mapped in consultation with the Contractor. Mapping will likely divide the areas into grids or districts for efficient management of data collection. If needed, the Contract Administrator may provide copies of the following to the Contractor:

- City Maps with Street Legend
- Easement Maps
- Grid Maps
- Street Tree Master Plan with Tree Palette
- Tree Ordinance
- Additional information pertaining to City trees
- Tree Maintenance Schedule
- Information pertaining to City's SanGIS system
- Street Listing on diskette in database or ASCII format

Inventory data collection should be administered by an ISA Certified Arborist who can perform tree data collection and provide a cursory tree evaluation. Field personnel will visit each tree site to obtain information. Attributes to be collected by field personnel include a geographical identification such as district, area number, or name; species identification; size (such as diameter at breast height); and condition evaluation.

The Contract Administrator may ask the Contractor to provide the City with Global Positioning System (GPS) coordinates for each tree inventoried. The information collected can be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and in a software program, which will enable the City to connect the inventory to the GIS program and create various frequency reports.

Attributes to be collected by field personnel may include, but is not limited to:

- Tree Number
- Community Planning Area
- Council District Number
- Facility Number
- Location by Address
- GPS Coordinates
- Location by GIS, x, y State Plane Coordinate (Optional)
- Park Name
- Golf Course Name
- Street Name
- Maintenance Assessment District Name
- Presence of Irrigation System (Yes/No)
- Species by botanical name and common name

- Tree Diameter
- Canopy Spread
- Tree Height
- Dollar Value (as calculated using ISA standards)
- Recommended Maintenance Classification
- Existing Overhead Utilities
- Parkway Size
- Parkway Type
- Public/Private Code

The computer software used for this effort should have the capability of producing reports that can be exported to Microsoft Excel for graphic output for the purpose of displaying the data. It should be capable of linking to ArcView GIS (at least Version 3.2) with automatic data export. The software can also link to separate databases containing work history, work requests, etc.; should be able to manage an unlimited number of records; has the capacity of adding additional tree sites if desired by the Contract Administrator; and allows the tracking of all maintenance performed by the Contract Administrator and/or by contractors. The computer software should allow data inquiries. The resultant mapping files should be shape files compatible with ArcView GIS and should have the capacity to be overlaid as a layer on SanGIS.

VI. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the Bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, _____, certify that my company, _____, has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: _____ Signature: _____

CONTRACTOR INFORMATION FORM

CONTRACTOR: _____

BID NUMBER: _____

CONTRACT TITLE: _____

CONTACT PERSON: 7:00 a.m. to 3:30 p.m. _____

PHONE NUMBER: One (1) Hour Response or Less _____

FAX NUMBER: _____

E-MAIL: _____

CELL PHONE NUMBER: _____

EMERGENCY NUMBER: _____
(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: _____
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: _____

NAME OF IRRIGATION SPECIALIST: _____

NAME OF PESTICIDE USE SUPERVISOR: _____
(Must possess Category B, Qualified Applicators Certificate)

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: _____

DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S M T W TH F S

PRINT NAME: _____

SIGNATURE: _____

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.



City of San Diego Purchasing & Contracting Department Contractor/Vendor Registration Form

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID:
[ID Number will be provided by City]

Firm Info:

Firm Name:
(as reported on W9)

Firm Address:

City: State: Zip:

Phone: Fax:

Taxpayer ID: Business License:

Website:

Contact Info:

Contact Name:

Title:

Email:

Phone: Cell:

Alternate Address (if different from above) to Receive Remittance:

Mailing Address:

City: State: Zip:

Alternate Address (if different from above) to Receive Bid/Contract Opportunities:

Mailing Address:

City: State: Zip:

Contractor Licenses (if applicable)

License Number: License Type:

License Number: License Type:

License Number: License Type:

Contractor/Vendor Registration Form – Page 2

Firm Name:
(as reported on W9)

Product/Services Information:

NIGP Codes:

*find list of available NIGP Codes at <http://www.sandiego.gov/purchasing> OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm* <small>(51% ownership or more)</small> *Required	<input type="checkbox"/> Male	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Female or	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Non-Profit <input type="checkbox"/> Governmental/Municipality/Regulatory Agency <input type="checkbox"/> Utility

Ethnicity:

Ethnicity:

* select one from the following **List of Ethnicities:**

- | |
|---------------------------|
| AFRICAN AMERICAN |
| ASIAN AMERICAN |
| CAUCASIAN AMERICAN |
| HISPANIC AMERICAN |
| NATIVE AMERICAN |
| PACIFIC ISLANDER AMERICAN |

Ownership Classification

Classification:

* select from the following **List of Ownership Classification Codes** (select all that apply):

WBE	(Woman Owned Business Enterprise)
OBE	(Other Business Enterprise)
DBE	(Disadvantaged Business Enterprise)
DVBE	(Disabled Veteran Business Enterprise)
SLBE	(Small Local Business Enterprise)
8(a)	(Small Business Administration 8(a) Enterprise)
SDB	(Small Disadvantaged Business Enterprise)
LBE	(Local Business Enterprise)
MLBE	(Micro Local Business Enterprise)
SBE	(Small Business Enterprise)
MBE	(Minority Business Enterprise)
EBE	(Emerging Business Enterprise)
ELBE	(Emerging Local Business Enterprise)

Certified by an Agency? No Yes (enter Certification Number and Certifying Agency below)

Certification #: Expiration Date:

Agency:

Certification #: Expiration Date:

Agency:

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Please mail this form to: Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

or fax to: 619/236-5904

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance

Effective December 24, 2008, the Council of the City of San Diego adopted Ordinance No. O-19808 to extend the Contractor Standards Ordinance to all contracts greater than \$50,000. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination and to fulfill the requirements of §22.3224(d), each bidder/proposer must complete and submit this *Pledge of Compliance* with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed *Pledge of Compliance* prior to execution of the contract. A submitted *Pledge of Compliance* is a public record and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the *Pledge of Compliance Attachment "A"* and sign each page. The signatory guarantees the truth and accuracy of all responses and statements. Failure to submit this completed *Pledge of Compliance* may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

A. PROJECT TITLE:

B. BIDDER/CONTRACTOR INFORMATION:

Legal Name	DBA		
Street Address	City	State	Zip
Contact Person, Title	Phone	Fax	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?
? Yes ? No

If Yes, use *Pledge of Compliance Attachment "A"* to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner or officer operated a similar business?
? Yes ? No

If Yes, use *Pledge of Compliance Attachment "A"* to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE: Indicate the organizational structure of your firm. Check one only on this page. Use *Pledge of Compliance Attachment "A"* if more space is required.

Corporation Date incorporated: ___/___/___ State of incorporation: _____

List corporation's current officers: President: _____
Vice Pres: _____
Secretary: _____
Treasurer: _____

Is your firm a publicly traded corporation? Yes No

If Yes, name those who own five percent (5%) or more of the corporation's stocks:

Limited Liability Company Date formed: ___/___/___ State of formation: _____

List names of members who own five percent (5%) or more of the company:

Partnership Date formed: ___/___/___ State of formation: _____

List names of all firm partners:

Sole Proprietorship Date started: ___/___/___

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

Joint Venture Date formed: ___/___/___

List each firm in the joint venture and its percentage of ownership:

Note: Each member of a Joint Venture must complete a separate *Contractor Standards Pledge of Compliance* for a Joint Venture's submission to be considered responsive.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances and provide principal contact information.

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executives or management been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement for violating any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?
 Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

- 1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?

Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

- 2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. TYPE OF SUBMISSION: This document is submitted as:

- Initial submission of *Contractor Standards Pledge of Compliance*.
- Update of prior *Contractor Standards Pledge of Compliance* dated ____/____/____.

Complete all questions and sign below. Each *Pledge of Compliance Attachment "A"* page must be signed.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Pledge of Compliance* and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Municipal Code §22.3224:

- (a) To comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.

Print Name, Title
Signature
Date

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

Provide additional information in space below. Use additional *Pledge of Compliance Attachment "A"* pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Contractor Standards Pledge of Compliance* and that I am responsible for completeness and accuracy of responses on this *Pledge of Compliance Attachment "A"* page and all information provided is true to the best of my knowledge.

Print Name, Title

Signature

Date

EQUAL BENEFITS ORDINANCE CERTIFICATION OF COMPLIANCE



For additional information, contact:

CITY OF SAN DIEGO
EQUAL BENEFITS PROGRAM

202 C Street, MS 9A, San Diego, CA 92101
Phone (619) 533-3948 Fax (619) 533-3220

COMPANY INFORMATION

Company Name:	Contact Name:
Company Address:	Contact Phone:
	Contact Email:

CONTRACT INFORMATION

Contract Title:	Start Date:
Contract Number (if no number, state location):	End Date:

SUMMARY OF EQUAL BENEFITS ORDINANCE REQUIREMENTS

The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits as defined in San Diego Municipal Code §22.4302 for the duration of the contract. To comply:

- Contractor shall offer equal benefits to employees with spouses and employees with domestic partners.
 - Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation expenses; employee assistance programs; credit union membership; or any other benefit.
 - Any benefit not offered to an employee with a spouse, is not required to be offered to an employee with a domestic partner.
- Contractor shall post notice of firm's equal benefits policy in the workplace and notify employees at time of hire and during open enrollment periods.
- Contractor shall allow City access to records, when requested, to confirm compliance with EBO requirements.
- Contractor shall submit *EBO Certification of Compliance*, signed under penalty of perjury, prior to award of contract.

NOTE: This summary is provided for convenience. Full text of the EBO and its Rules are posted at www.sandiego.gov/administration.

CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION

Please indicate your firm's compliance status with the EBO. The City may request supporting documentation.

- I affirm compliance with the EBO because my firm (*contractor must select one reason*):
 - Provides equal benefits to spouses and domestic partners.
 - Provides no benefits to spouses or domestic partners.
 - Has no employees.
 - Has collective bargaining agreement(s) in place prior to January 1, 2011, that has not been renewed or expired.
- I request the City's approval to pay affected employees a cash equivalent in lieu of equal benefits and verify my firm made a reasonable effort but is not able to provide equal benefits upon contract award. I agree to notify employees of the availability of a cash equivalent for benefits available to spouses but not domestic partners and to continue to make every reasonable effort to extend all available benefits to domestic partners.

It is unlawful for any contractor to knowingly submit any false information to the City regarding equal benefits or cash equivalent associated with the execution, award, amendment, or administration of any contract. [San Diego Municipal Code §22.4307(a)]

Under penalty of perjury under laws of the State of California, I certify the above information is true and correct. I further certify that my firm understands the requirements of the Equal Benefits Ordinance and will provide and maintain equal benefits for the duration of the contract or pay a cash equivalent if authorized by the City.

Name/Title of Signatory	Signature	Date
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FOR OFFICIAL CITY USE ONLY

Receipt Date:	EBO Analyst:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved – Reason:
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**EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)
PROPOSER REQUIREMENTS**

TABLE OF CONTENTS

- I. City's Equal Opportunity Commitment
- II. Nondiscrimination in Contracting Ordinance
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- VII. Definitions
- VIII. Certification
- IX. List of Attachments
 - AA. Work Force Report
 - BB. Subcontractors List
 - CC. Contract Activity Report

I. City's Equal Opportunity Commitment. The City of San Diego (City) is strongly committed to equal opportunity for employees and Subcontractors of professional service Proposers doing business with the City. The City encourages its Proposers to share this commitment. Prime Proposers are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer consulting opportunities to all eligible Subcontractors.

II. Nondiscrimination in Contracting Ordinance. All Proposers and professional service providers doing business with the City, and their Subcontractors, must comply with requirements of the City's *Nondiscrimination in Contracting Ordinance*, San Diego Municipal Code Sections 22.3501 through 22.3517.

A. Proposal Documents to include Disclosure of Discrimination Complaints. As part of its bid or proposal, Proposer shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Proposer in a legal or administrative proceeding alleging that Proposer discriminated against its employees, Subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

B. Contract Language. The following language shall be included in contracts for City projects between the Proposer and any Subcontractors, vendors, and suppliers:

Proposer shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers. Proposer shall provide equal opportunity for Subcontractors to participate in opportunities. Proposer understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

- C. Compliance Investigations. Upon the City's request, Proposer agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that Proposer has used in the past five (5) years on any of its contracts that were undertaken within County of San Diego, including the total dollar amount paid by Proposer for each subcontract or supply contract. Proposer further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's *Nondiscrimination in Contracting Ordinance*, Municipal Code Sections 22.3501 through 22.3517. Proposer understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Proposer up to and including contract termination, debarment and other sanctions for violation of the provisions of the *Nondiscrimination in Contracting Ordinance*. Proposer further understands and agrees that the procedures, remedies and sanctions provided for in the *Nondiscrimination in Contracting Ordinance* apply only to violations of the *Ordinance*.

III. Equal Employment Opportunity. Proposers shall comply with requirements of San Diego Ordinance No. 18173, Section 22.2701 through 22.2707, Equal Employment Opportunity Outreach Program. Proposers shall submit with their proposal a *Work Force Report* for approval by the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP).

- A. Work Force Report. If based on a review of the *Work Force Report* (Attachment AA) submitted an EOCP staff Work Force Analysis determines there are under representation when compared to County Labor Force Availability data, then the Proposer will also be required to submit an *Equal Employment Opportunity (EEO) Plan* to the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP) for approval
- B. Equal Employment Opportunity Plan. If an *Equal Employment Opportunity Plan* is required, it must include at least the following assurances that:
2. The Proposer will maintain a working environment free of discrimination, harassment, intimidation and coercion at all sites and in all facilities at which the Proposer's employees are assigned to work;
 3. A responsible official is designated to monitor all employment related activity to ensure the Proposer's EEO Policy is being carried out and to submit reports relating to EEO provisions;

4. Proposer disseminates and reviews its EEO Policy with all employees at least once a year, posts the policy statement and EEO posters on all company bulletin boards and job sites, and documents every dissemination review and posting with a written record to identify the time, place, employees present, subject matter, and disposition of meetings;
5. The Proposer reviews, at least annually, all supervisor's adherence to and performance under the EEO Policy and maintains written documentation of these reviews;
6. The Proposer discusses its EEO Policy Statement with Subcontractors with whom it anticipates doing business, includes the EEO Policy Statement in its subcontracts, and provides such documentation to the City upon request;
7. The Proposer documents and maintains a record of all bid solicitations and outreach efforts to and from Subcontractors, Proposer associations and other business associations;
8. The Proposer disseminates its EEO Policy externally through various media, including the media of people of color and women, in advertisements to recruit, maintains files documenting these efforts, and provides copies of these advertisements to the City upon request;
9. The Proposer disseminates its EEO Policy to union and community organizations;
10. The Proposer provides immediate written notification to the City when any union referral process has impeded the Proposer's efforts to maintain its EEO Policy;
11. The Proposer maintains a current list of recruitment sources, including those outreaching to people of color and women, and provides written notification of employment opportunities to these recruitment sources with a record of the organizations' responses;
12. The Proposer maintains a current file of names, addresses and phone numbers of each walk-in applicant, including people of color and women, and referrals from unions, recruitment sources, or community organizations with a description of the employment action taken;
13. The Proposer encourages all present employees, including people of color and women employees, to recruit others;
14. The Proposer maintains all employment selection process information with records of all tests and other selection criteria;
15. The Proposer develops and maintains documentation for on-the-job training opportunities and/or participates in training programs for all of its employees, including people of color and women, and establishes apprenticeship, trainee, and upgrade programs relevant to the Proposer's employment needs;

16. The Proposer conducts, at least annually, an inventory and evaluation of all employees for promotional opportunities and encourages all employees to seek and prepare appropriately for such opportunities;
17. The Proposer ensures the company's working environment and activities are non-segregated except for providing separate or single-user toilets and necessary changing facilities to assure privacy between the sexes;
18. The Proposer establishes and documents policies and procedures to ensure job classifications, work assignments, promotional tests, recruitment and other personnel practices do not have a discriminatory effect; and
19. The Proposer is encouraged to participate in voluntary associations, which assist in fulfilling one or more of its non-discrimination obligations. The efforts of a Proposer association, Proposer/community professional association, foundation or other similar group of which the Proposer is a member will be considered as being part of fulfilling these obligations, provided the Proposer actively participates.

IV. Equal Opportunity Contracting. Prime Proposers are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer contracting opportunities to all eligible Subcontractors. To support its Equal Opportunity Contracting commitment, the City has established a voluntary *Small Emerging Local Business Program participation level*.

A. Small Emerging Local Business Program Participation Level

Prime vendors/contractors/consultants are encouraged to take positive steps to diversify and expand their Small Local Business Enterprises (SLBE)/ Emerging Local Business Enterprises (ELBE) solicitation base and to offer contracting opportunities to all eligible small emerging local businesses. To support its Equal Opportunity Contracting commitment, the City has established participation level(s) as defined in the following website, <http://www.sandiego.gov/eoc/boc/slbe.shtml>.

1. All professional services contracts valued over \$50,000 or more have a voluntary SLBE/ELBE goal of 20%. Details can be found in the website above.
2. For all goods and services contracts valued over \$50,000, the City shall apply a 2% bid discount for either: 1) SLBE/ELBE prime contractors or 2) Prime contractors meeting the 20% voluntary SLBE/ELBE goal. The discount will not apply if the award to the discounted bidder would result in a total contract cost of \$10,000 in excess of the low, non-discounted bidder. Details can be found in the website above.

B. Contract Activity Reports. To permit monitoring of the winning Proposer's commitment to achieving compliance, *Contract Activity Reports* (Attachment BB) reflecting work performed by Subcontractors/Subconsultants/Vendors shall be submitted quarterly for any work covered under an executed contract.

V. **Demonstrated Commitment to Equal Opportunity.** The City seeks to foster a business climate of inclusion and to eliminate barriers to inclusion.

A. Proposers are required to submit the following information with their proposals:

1. Outreach Efforts. Description of Proposer's outreach efforts undertaken on this project to make subcontracting opportunities available to all interested and qualified firms including SLBE/ELBE/DBE/MBE/WBE/DVBE/OBE.
2. Past Participation Levels. Listing of Proposer's Subcontractor participation levels achieved on all private and public projects within the past three (3) years. Include name of project, type of project, value of project, Subcontractor firm's name, percentage of Subcontractor firm's participation, and identification of Subcontractor firm's ownership as a certified Small or Emerging Local Business Enterprise, Woman Business Enterprise, Disadvantaged Business Enterprise, Disabled Veteran Business Enterprise, or Other Business Enterprise.
3. Equal Opportunity Employment. Listing of Proposer's strategies to recruit, hire, train and promote a diverse workforce. These efforts will be considered in conjunction with Proposer's *Workforce Report* as compared to the County's Labor Force Availability.
4. Community Activities. Listing of Proposer's current community activities such as membership and participation in local organizations, associations, scholarship programs, mentoring, apprenticeships, internships, community projects, charitable contributions and similar endeavors.

B. In accordance with the City's Equal Opportunity Commitment, EOCP will evaluate the **Proposer's** demonstrated commitment to equal opportunity including the following factors:

1. Outreach Efforts. Proposer's outreach efforts undertaken and willingness to make meaningful subcontracting opportunities available to all interested and qualified firms on this project including SLBE/ELBE/DBE/MBE/WBE/DVBE/OBE.
2. Past Participation Levels. Proposer's Subcontractor participation levels achieved on all private and public projects within the past three (3) years.
3. Equal Opportunity Employment. Proposer's use of productive strategies to successfully attain a diverse workforce as compared to the County's Labor Force Availability.
4. Community Activities. Proposer's current community activities.

VI. List of Subcontractors/Subconsultants. Proposers are required to submit a *Subcontractor List* with their proposal.

A. Subcontractors List. The *Subcontractor List* (Attachment CC) shall indicate the Name and Address, Scope of Work, Percent of Total Proposed Contract Amount, Dollar Amount of Proposed Subcontract, Certification Status and Where Certified for each proposed Subcontractor/Subconsultant.

1. Subcontractors, Subconsultants and Vendors must be named on the *Subcontractors List* if they receive more than one-half of one percent (0.5%) of the Prime Proposer's fee.

B. Commitment Letters. Proposer shall also submit *Subcontractor Commitment Letters* on Subcontractor's letterhead, no more than one page each, from all proposed Subcontractors to acknowledge their commitment to the team, scope of work, and percent of participation in the project.

VII. Definitions. Certified "**Minority Business Enterprise**" (MBE) means a business which is at least fifty-one percent (51%) owned by African Americans, American Indians, Asians, Filipinos, and/or Latinos and whose management and daily operation is controlled by one or more members of the identified ethnic groups. In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, one or more members of the identified ethnic groups.

Certified "**Women Business Enterprise**" (WBE) means a business which is at least fifty-one percent (51%) owned by one or more women and whose management and daily operation is controlled by the qualifying party(s). In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, one or more women.

Certified "**Disadvantaged Business Enterprise**" (DBE) means a business which is at least fifty-one percent (51%) owned and operated by one or more socially and economically disadvantaged individuals and whose management and daily operation is controlled by the qualifying party(s). In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, socially and economically disadvantaged individuals.

Certified "**Disabled Veteran Business Enterprise**" (DVBE) means a business which is at least fifty-one percent (51%) owned by one or more veterans with a service related disability and whose management and daily operation is controlled by the qualifying party(s).

"**Other Business Enterprise**" (OBE) means any business which does not otherwise qualify as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise.

Emerging Local Business Enterprise (ELBE) – Any for-profit enterprise that is not a broker, that is independently owned and operated; that is not a subsidiary of another business; that meets the definition of a local business; and that is not dominant in its field of operation whose average gross annual receipts in the prior three fiscal years do not exceed:

1. \$2.75 million – Construction
2. \$1.5 million – Specialty Construction
3. \$1.5 million – Goods/Materials/Services
4. 1.0 million – Trucking
5. \$750,000 – Professional Services and Architect/Engineering

If a business has not existed for 3 years, the gross sales limits described above shall be applied based upon the annual averages over the course of the existence of the business.

Local Business Enterprise (LBE) – A firm having a Principal Place of Business and a Significant Employment Presence in San Diego City or County, California that has been in operation for 12 consecutive months and a valid business tax certificate. This definition is subsumed within the definition of Small Local Business Enterprise.

Small Local Business Enterprise (SLBE) – Any for-profit enterprise that is not a broker, that is independently owned and operated; that is not a subsidiary of another business; that meets definition of a local business; and that is not dominant in its field of operation whose average gross annual receipts in the prior three fiscal years do not exceed:

- \$5.0 million – Construction
- \$3.0 million – Specialty Construction
- \$3.0 million – Goods/Materials/Services
- \$2.0 million – Trucking
- \$1.5 million – Professional Services and Architect/Engineering

California State certified Micro and Disabled Veteran Owned business enterprises shall also satisfy the requirements to be defined as a Small Business Enterprise.

If a business has not existed for 3 years, the employment and gross sales limits described above shall be applied based upon the annual averages over the course of the existence of the business.

VIII. Certification.

Below are the EOC – accepted certification agencies along with certifiable groups:

City of San Diego:	ELBE, SLBE
Caltrans:	DBE, SMBE, SWBE
Dept. of General Services:	DVBE
CA Public Utilities Commission:	MBE, WBE

City of Los Angeles:
SD Regional Minority Supplier Diversity Council:

DBE, WBE, MBE
MBE, WBE

IX. List of Attachments.

- AA. Work Force Report
- BB. Subcontractors List
- CC. Contract Activity Report

Attachment AA



City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209

WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: _____

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Name of Company CEO: _____

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Type of Business: _____ Type of License: _____

The Company has appointed: _____

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: _____

Telephone Number: () _____ Fax Number: () _____

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of _____

(Firm Name)

_____ hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this _____ day of _____, 20____

(Authorized Signature)

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column															
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled															
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



CITY OF SAN DIEGO WORK FORCE REPORT

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm’s work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (Black, Hispanic, Asian, American Indian, Filipino) for each occupation. Currently, our CLFA data is taken from the 2000 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm’s work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report.¹ By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county.² If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work

Force Reports representing your firm from each of the three counties.

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report.^{1,3} In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

- ¹ One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- ² Branch Work Force *
- ³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

Exhibit A: Work Force Report Job categories-Administration

Refer to this table when completing your firm’s Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists

Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers
Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry Workers

Exhibit B: Work Force Report Job categories-Trade

Brick, Block or Stone Masons

Brickmasons and Blockmasons
Stonemasons

Carpenters

Carpet, floor and Tile Installers and Finishers

Carpet Installers
Floor Layers, except Carpet, Wood and Hard Tiles
Floor Sanders and Finishers
Tile and Marble Setters

Cement Masons, Concrete Finishers

Cement Masons and Concrete Finishers
Terrazzo Workers and Finishers

Construction Laborers

Drywall Installers, Ceiling Tile Inst

Drywall and Ceiling Tile Installers
Tapers

Electricians

Elevator Installers and Repairers

First-Line Supervisors/Managers

First-line Supervisors/Managers of Construction Trades and Extraction Workers

Glaziers

Helpers, Construction Trade

Brickmasons, Blockmasons, and Tile and Marble Setters
Carpenters
Electricians
Painters, Paperhangers, Plasterers and Stucco
Pipelayers, Plumbers, Pipefitters and Steamfitters
Roofers
All other Construction Trades

Millwrights

Heating, Air Conditioning and Refrigeration Mechanics and Installers
Mechanical Door Repairers
Control and Valve Installers and Repairers
Other Installation, Maintenance and Repair Occupations

Misc. Const. Equipment Operators

Paving, Surfacing and Tamping Equipment Operators
Pile-Driver Operators
Operating Engineers and Other Construction Equipment Operators

Painters, Const. Maintenance

Painters, Construction and Maintenance
Paperhangers

Pipelayers and Plumbers

Pipelayers
Plumbers, Pipefitters and Steamfitters

Plasterers and Stucco Masons

Roofers

Security Guards & Surveillance Officers

Sheet Metal Workers

Structural Iron and Steel Workers

Welding, Soldering and Brazing Workers

Welders, Cutter, Solderers and Brazers
Welding, Soldering and Brazing Machine Setter, Operators and Tenders

Workers, Extractive Crafts, Miners



FRANCHISE UTILITY COMPANY ONLY
MAY NOT BE SUBMITTED BY CONTRACTOR

City Use Only

AUTH. # _____

BY: _____

YES NO

DATE REVIEWED: _____

STREET/SIDEWALK BLOCKAGE REPORT FORM

TO: CITY OF SAN DIEGO, TRAFFIC PERMITS SECTION

DATE: _____

FROM (COMPANY): _____

PHONE NO.: _____

CONTACT PERSON: _____

PHONE NO.: _____

SUBCONTRACTOR: _____

FAX NO.: _____

WE WILL BE WORKING ON THE FOLLOWING CITY STREET:

LOCATION: _____

BETWEEN: _____ AND _____

THOMAS BROS. INDEX – PAGE NO. _____

TYPE OF WORK: _____

- | | | | | | |
|------------------|--------------------------|----------------|--------------------------|-----------|--------------------------|
| LANE CLOSURE | <input type="checkbox"/> | STREET CLOSURE | <input type="checkbox"/> | TRENCHING | <input type="checkbox"/> |
| SIDEWALK CLOSURE | <input type="checkbox"/> | ALLEY CLOSURE | <input type="checkbox"/> | FLAGGING | <input type="checkbox"/> |
| PARKING LANE | <input type="checkbox"/> | DETOUR _____ | <input type="checkbox"/> | | |

START DATE: _____ END DATE: _____

WORK DAYS: MONDAY THROUGH FRIDAY
(NO WORK ON SATURDAYS, SUNDAYS, OR HOLIDAYS UNLESS APPROVED AND NOTED IN "COMMENTS")

WORK HOURS: 8:30 A.M. TO 3:30 P.M. (UNLESS OTHER HOURS ARE PRE-APPROVED)

COMMENTS: _____

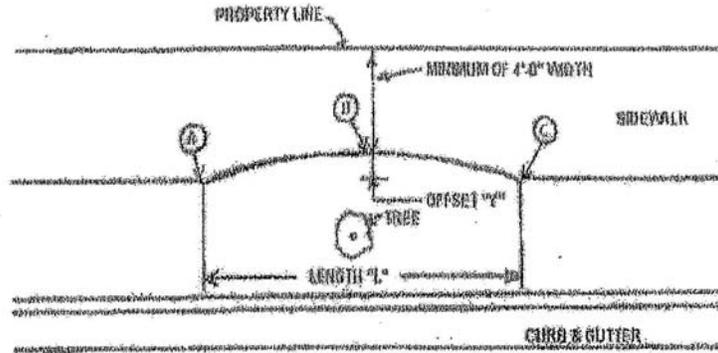
FAX OR MAIL TO:
CITY OF SAN DIEGO
TRAFFIC CONTROL PERMITS SECTION
1222 FIRST AVENUE, M.S. 502
SAN DIEGO, CA 92101
FAX NO. (619) 446-5294

MINIMUM OF FIVE (5) WORKING
DAYS NOTIFICATION REQUIRED
FOR CONSTRUCTION WORK
WHICH AFFECTS TRAFFIC
SIGNALS
CALL: (619) 446-5294

FOR QUESTIONS CALL: (619) 446-5294

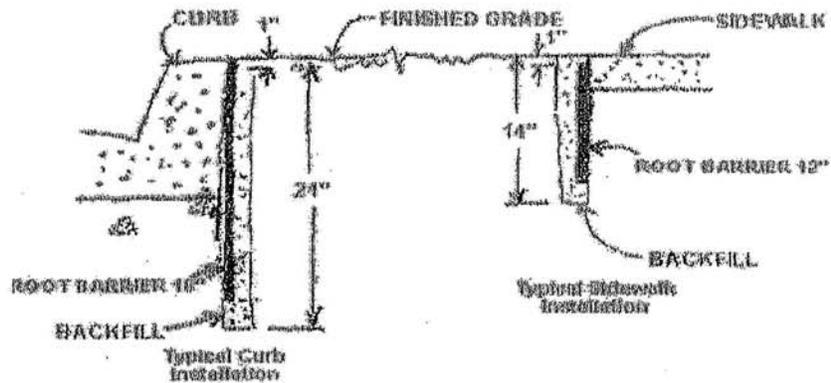
MUST BE SUBMITTED A MINIMUM OF TWO (2) WORKING DAYS PRIOR TO WORK STARTING

APPENDIX A



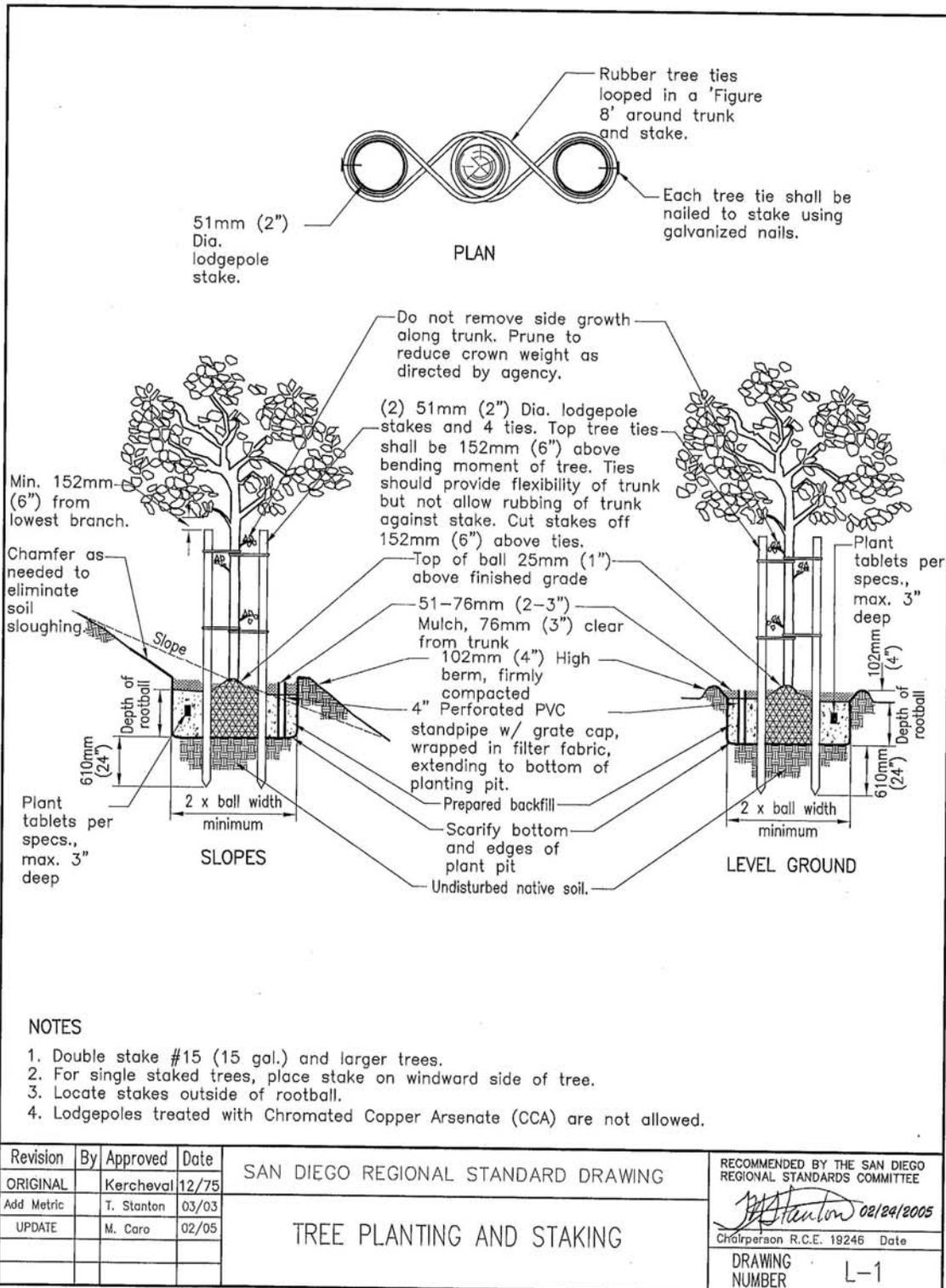
root pruning shall be on a line between points a & b and points b & c
for either side of tree unless otherwise directed
length "x" is 10' unless otherwise directed
offset "y" is 12' unless otherwise directed
notes

1. roots more than 2" in diameter must be pre-approved for removal by the arborist
2. roots shall be cut at the nearest node to encourage roots that grow away from sidewalk
3. roots must be cleanly cut 6" away from new sidewalk edge
4. backfill excavated areas with topsoil



1. root barriers shall be equivalent to the type lb-18-2 and lb-12-2, as manufactured by deep root control products or approved equal.
2. root barriers shall be installed per manufacturers' recommendations, unless otherwise directed.
3. root barriers installed on either the curb side or sidewalk side shall be a continuous 10-foot in length, centered on the tree unless otherwise directed by the city. where trees requiring root barriers are 18 feet or less apart, the barrier shall be installed continuously between said trees.
4. place barrier 1 inch below finished grade against either back of curb or front edge of sidewalk.
5. the barrier shall be installed vertically, or if conditions allow, with the top inclined towards the tree. never with the top inclined away from the tree, as this will encourage upward growth of trees.
6. the raised vertical root deflectors shall be placed facing towards the tree.
7. the root pruning trench shall be backfilled to the top of the barrier.
8. the city shall inspect the tree for stability prior to the backfilling of the root pruning trench.
9. for installation of barrier at driveway apron, install per typical curb installation unless otherwise directed by the city.

ATTACHMENT A



August 2009

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM A

Bid No. 10023410-12-Q

Revised Bid Closing Date: April 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from April 11, 2012 to April 20, 2012 @ 3:00 p.m.**
2. *Delete* the original Request for Bid cover page and *replace* with the attached Addendum A Request for Bid cover page.

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno
Principal Procurement Specialist
(619) 235-5212

April 9, 2012

FM/bl9



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. **10023410-12-Q**

REQUEST FOR BID

Closing Date: **April 20, 2012**

ADDENDUM A

@ **3:00 pm**

Subject: Furnish the City of San Diego with **CITYWIDE TREE MAINTENANCE.**

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection – See Page 11 for Details.

Company _____

Name _____

[PRINT OR TYPE]

Federal Tax I.D. No. _____

Street Address _____

Signature* _____

City _____

Title _____

State _____ Zip Code _____

Date _____

Tel. No. _____ Fax No. _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

E-Mail _____

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

If Yes, under what Permit # _____

The City's Standard Payment Terms are Net 30 Days. However the City will accept the following payment terms and they will be considered for bid evaluation:

City of San Diego Business Tax Certificate #: _____

1% 20 days____, 2% 20 days____, 3% 20 days____, 4% 20 days____, 5% 20 days____, 10% 20 days____, 15% 20 days____, 20% 20 days____.

Please check terms offered if other than Net 30 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
- 2) All information on this Request for Bid cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) All bidders must complete and submit the Contractor/Vendor Registration Form with their bid.
- 5) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

FRANK MORENO, CPPB/b19, Senior Procurement Specialist

Phone: (619) 235-5212

Fax: (619) 533-3226

E-mail: FMoreno@sandiego.gov

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM B

Bid No. 10023410-12-Q

Bid Closing Date: April 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. Delete the original Pricing Pages 6 & 7 and **replace** with Addendum B Pricing Pages 6 and 7. (**NOTE:** Delete “Grid Pruning for all tree types in Section C”).
2. Delete the original Pricing Page 8 and **replace** with Addendum B Pricing Page 8. (**NOTE:** Add reference to “Attachment A” in Section F).
3. Delete the original Pricing Page 9 and **replace** with Addendum B Pricing Pages 9 and 9a. (**NOTE:** For Section G – Extraordinary Labor, for evaluation purposes, we will add the cost per hour for each of the 4 categories listed and average the cost).
4. Delete the original Pricing Page 9 and **replace** with Addendum B Pricing Page 9. (**NOTE:** Add Section H for “Emergency Callout”).
5. Delete the original Specific Provisions Page 12 and **replace** with Addendum B Specific Provisions Page 12. (**NOTE:** Revise text in 2nd sentence and add License for “Utility Specialist”).
6. Delete the original Specific Provisions Page 12 and **replace** with Addendum B Specific Provisions Page 12. (**NOTE:** Add to Reference Standards: #11. “Street Tree Selection Guide”).
7. Delete the original Specific Provisions Page 14 and **replace** with Addendum B Specific Provisions Pages 14 and 14a. (**NOTE:** Change text for paragraph D – Award Clause).
8. Delete the original Specific Provisions Page 18 and **replace** with Addendum B Specific Provisions Pages 18 and 18a. (**NOTE:** Revise Text for paragraph H - Performance Bond).

9. *Delete* the original Specific Provisions Page 19 and *replace* with Addendum B Specific Provisions Pages 19 and 19a. (**NOTE:** Adds Text to Section II, paragraph M, General Provisions).
10. *Delete* the original General Specifications Page 24 and *replace* with Addendum B General Specifications Page 24. (**NOTE:** Change Staffing description from “Certified Tree Laborers” to “Certified Tree Workers” and “Truck Driver/Workers” to “Truck Driver/Laborers”).
11. *Delete* the original Maintenance Specifications Page 34 and *replace* with Addendum B Maintenance Specifications Page 34. (**NOTE:** Change text for paragraph D-1.u to read “A disinfectant (such as Clorox or rubbing alcohol) shall be used on “Date Palm” pruning tools...”).
12. *Delete* the original Maintenance Specifications Page 37 and *replace* with Addendum B Maintenance Specifications Page 37. (**NOTE:** Revise text for paragraph D.4, Milling Specifications to “As Needed by the Contract Administrator”).
13. *Delete* the original Maintenance Specifications Page 38 and *replace* with Addendum B Maintenance Specifications Pages 38 and 38a-38c. (**NOTE:** Add new D.5 text “Tree Removal”; Add new D.6 text “Tree Planting”; and Revise text for paragraph D.5, Tree Preservation/Root Pruning to #7 and “As Needed by the Contract Administrator”).
14. *Delete* the original Maintenance Specifications Page 40 and *replace* with Addendum B Maintenance Specifications Page 40. (**NOTE:** Revise text for paragraph D-6.a, Equipment to: “A tower truck with capability of 90 foot reach shall be required in medians, right-of-ways, and ...”).
15. *Delete* the original Maintenance Specifications Page 42 and *replace* with Addendum B Maintenance Specifications Page 42. (**NOTE:** Revise text for Paragraph E, Inspection & Disease/Pest Control to “As Needed by the Contract Administrator”).
16. *Add* five (5) pages of the attached Addendum B “Street Tree Selection Guide”.
17. *Add* a one (1) page “Map of the Tierrasanta MAD”.

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

April 13, 2012

FM/bl9

C. TREE TRIMMING PARKS AND GREENBELTS

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$
DATE PALM	EA	PER TREE Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE 1-2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$
FAN PALM	EA	PER TREE 1-2 years of growth	\$
FAN PALM	EA	PER TREE Over 2 years of growth	\$
DELETED			

SHADE	EA	PER TREE	\$
DELETED	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION C (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION C: \$ _____

D. ALL AREAS - TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	1 EA	COMPLETE TREE TRIMMING OF VARIOUS SPECIES OF TREES	\$
	HR	PER PERSON – HOURLY RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$
ALL TREE TYPES	1 LF	COMPLETE ROOT PRUNING OF VARIOUS SPECIES OF TREES	\$
ALL TREE TYPES	1 LF	COMPLETE ROOT BARRIER INSTALLATION	\$

TOTAL SECTION D: \$ _____

E. ALL AREAS TREE REMOVAL

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
QUEEN (COCO) PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
FAN PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
SHADE	1 DIA IN	TREES AVERAGING 15" IN DIAMETER AT 4' ABOVE GROUND LEVEL	\$
ALL TYPES / MILLING	1 BF	MILLED WOOD, IN ACCORDANCE WITH ATTACHED SPECIFICATIONS	\$

TOTAL SECTION E: \$ _____

F. ALL AREAS – TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Cost per Brown Trunk Height	\$
QUEEN PALM	1 FT BTH	Cost per Brown Trunk Height	\$
FAN PALM	1 FT BTH	Cost per Brown Trunk Height	\$
SHADE	EA	15 GAL	\$
SHADE	EA	24 INCH	\$
SHADE	EA	36 INCH	\$
SHADE	EA	48 INCH	\$

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$

TOTAL SECTION F: \$_____

G. EXTRAORDINARY LABOR

THE CITY ESTIMATES 1,000 HOURS FOR WORK OUTSIDE SCOPE OF WORK FOR THIS CONTRACT AS MAY BE REQUIRED.

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$
1	HR	Utility Specialist	\$
1	HR	Certified Tree Worker	\$
1	HR	Laborer	\$

NOTE: For Evaluation purposes. Average price will be used by adding 4 lines and divide by 4.

TOTAL SECTION G: \$_____

H EMERGENCY CALLOUT

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	COST PER PERSON PER HOUR FOR EMERGENCY RESPONSE	\$

NOTE: The cost of the one thousand (1,000) hours of extraordinary labor will be added to the bid price to determine the overall low Bidder.

TOTAL SECTIONS A-H: \$ _____

The Contractor may be, if requested by the Contract Administrator, required to have International Society of Arboriculture (ISA) Certified Tree Workers performing work in trees as specified.

The Contractor must possess licenses and certification at the time of bid submittal as follows.

	License Number	Expiration Date	Name
C-27 Contractor's License			
State of California Contractor's License C-61 (D49)	Class: No:		
International Society of Arboriculture (I.S.A.) Certified Arborist	Class: No:		
International Society of Arboriculture (I.S.A.) Certified Tree Worker			
Qualified Applicator Certificate			
Pest Control Business License			
Pest Control Advisor			
Utility Specialist			

Reference Standards:

1. American National Standards Institute (ANSI) A300 Pruning Standards
2. ANSI Z133.1 Safety Standards
3. ISA Best Management Practices: Tree Pruning
4. Standard Specifications for Public Works Construction
5. Greenbook
6. San Diego Municipal Code §142.0401 et.seq, Landscape Regulations
7. Council Policy 200-05, Planting of Trees on City Streets
8. Council Policy 200-09, Street Tree Plan – Central Business District
9. Council Policy 900-19, Tree Protection
10. City of San Diego Specifications
- 11. Street Tree Selection Guide**

4. SUBMITTALS REQUIRED PRIOR TO COMMENCEMENT OF WORK

- a. Monthly Work Schedule (use form in Forms Section).
- b. Weekly Work Schedule (use form in Forms Section).
- c. Site Inspection Punch List (use form in Forms Section).
- d. Street/Sidewalk Blockage Report (use form in Forms Section).

D. AWARD

This bid shall be awarded on an item by item basis, or in any group or combination of items, or as a lot, as may be in the best interest of the City. Factors to be considered may include, but are not limited to Bidder's qualifications, experience performing work of comparable size and scope, references, equipment, the operational requirements of the City, and any other factors which are in the City's best interest.

The City may award to multiple vendors with the primary contract awarded to the lowest responsive, responsible bidder and the secondary "back-up" contract to the second low responsive, responsible bidder to respond when primary bidder is not able to meet response requirements as noted in Section IV, Maintenance Specifications for Routine work and Emergency work.

Sections of the RFB's subject specifications are currently on contract and work for those individual sections shall, at the discretion of the City, start on date after expiration or other in accordance with General Provisions requirements to be determined upon evaluation of bids received.

E. CONTRACT PERIOD

The initial contract shall be for a period of one (1) year with options to renew for four (4) additional one (1) year periods.

F. OPTION TO RENEW

After the initial one (1) year contract period, the City reserves the option to renew the contract up to four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void. The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

The City will not grant an option, if the contractor requests a price increase which exceeds the average percentage variant for the previous twelve months in the Consumer Price Index for All Urban Consumers (CPI-U) for the San Diego area as published by the Bureau of Labor Statistics, or 5.0%, whichever is less. If a price increase is requested, the bidder must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City and the City reserves the right to accept or reject.

This section will not be considered in the evaluation for award.

H. PERFORMANCE BOND

The Contractor shall be required to furnish the City of San Diego with a surety bond executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego, in a sum equal to 100% of the Contract price, conditional for the performance of the Contract.

In the event the contract is awarded in Sections, the following bond amounts will apply:

- **1.2 Million dollar bond for Section A, “Tree Trimming Public Rights-of-Way, Street Trees, Landscaped Parkways”**
- **700 thousand dollar bond for Section B, “Tree Trimming Open Space, Easements and Landscaped Slopes, and**
- **1.1 million dollar bond for Section C, “Tree Trimming Parks and Greenbelts”**

The performance bond shall be submitted to Purchasing & Contracting within ten (10) days of request. **Failure to provide the bond within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive.** The bond shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

I. REFERENCE/QUALIFICATIONS

Bidders are required to demonstrate successful performance of tree maintenance work of similar size and scope as required of this contract in the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work of this contract.

Contractor shall have knowledge of Multiple Species Conservation Program (MSCP) and allowable activities for all areas covered by this contract, especially lands that are part of the Multiple Habitat Planning Area (MHPA).

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

1. Bidder’s References (use form in Forms Section).
2. Bidder’s Statement of Subcontractors (use form in Forms Section).
3. Bidder’s Statement of Available Equipment (use form in Forms Section).
4. Bidder’s Statement of Financial Responsibility (use form n Forms Section).

The City reserves the right to reject any bid when, in its opinion; the Bidder cannot perform the contract in accordance with specifications contained herein.

J. BUSINESS TAX CERTIFICATE

Any company doing business with the City of San Diego is required to comply with Section 31.0301 of the San Diego Municipal Code regarding Business Tax. For more information please visit the City of San Diego website at www.sandiego.gov/ or call (619) 615-1500.

The City requires that each vendor to provide a copy of their Business Tax Certificate, or a copy of their application receipt. Failure to provide the required documents within ten (10) business days of the City's request may result in a Bid being declared non-responsive and rejected.

K. LIVING WAGE

Any contract awarded from this solicitation will be subject to the City of San Diego's Living Wage Ordinance [LWO], Chapter 2, Article 2, Division 42 of the San Diego Municipal Code [SDMC], which went into effect on July 1, 2006. The provisions of the LWO apply to "any service contract, including any applicable subcontract, entered into, awarded, amended, renewed, or extended on or after July 1, 2006." (SDMC § 22.4210.) Rules Implementing the Living Wage Ordinance may be found at www.sandiego.gov/purchasing/ or by request from Purchasing & Contracting Department by calling (619) 236-6000.

L. CONTRACTOR STANDARDS

This bid is subject to the Contractor Standards clause of the Municipal Code, Chapter 2, Article 2, Division 32, adopted by Ordinance No. 0-19383. All Bidders are required to complete and return with their bid the Contractor Standards Pledge of Compliance included with this Request for Bid. The Contractor Standards Rules and Regulations are available at www.sandiego.gov/purchasing or by request from the Purchasing & Contracting Department by calling (619) 236-6000.

M. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated January 3, 2005, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing & Contracting Department by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid.

1. Compliance with all Laws and Codes

Performance under this contract shall comply with all applicable laws of the United States of America, the State of California, the County of San Diego, The City as well as all applicable City policies.

Contractor is required to be knowledgeable about and comply with the City, State, and Federal Laws and Regulations pertaining to Fish & Wildlife during the performance of this contract.

2. **Consequences of Violations of Law**

Any acts or omissions of Contractor in violation of federal, state, or municipal law, City Charter, City Policies or regulations (regarding anti-competitive practices, unfair trade practices, collusion, gratuities, kickbacks, contingent fees, contemporaneous employment, or similar violations creating an unfair influence on the public bidding and award process pertaining to this contract) shall void this Contract. In addition to all other remedies or damages allowed by law, Contractor is liable to City for all damages, including costs for substitute performance, and is subject to Suspension and Debarment.

N. **SMALL EMERGING LOCAL BUSINESS PROGRAM**

Prime vendors/contractors/consultants are encouraged to take positive steps to diversify and expand their Small Local Business Enterprises (SLBE)/ Emerging Local Business Enterprises (ELBE) solicitation base and to offer contracting opportunities to all eligible small emerging local businesses. To support its Equal Opportunity Contracting commitment, the City has established participation level(s) as defined in the following website, <http://www.sandiego.gov/eoc/boc/slbe.shtml>.

3. Reporting of Damages

Contractor's personnel will immediately report any hazards, damages, defects, leaks, power outages, or any other problems or irregularities to the Contract Administrator.

4. Staffing

Contractor(s) staff shall include the following skilled personnel:

- Certified Arborist
- Certified Tree **Workers**
- Truck Driver/**Laborers**

a. Supervision

The Contractor shall furnish sufficient supervisory and working personnel capable of promptly accomplishing on schedule, and to the satisfaction of the Contract Administrator, all work required under this contract during the regular and prescribed hours.

A minimum of one (1) qualified field supervisor shall be on the job at all times work is being performed to provide the necessary supervision to ensure work is completed as specified under the contract. This field supervisor must have at least three (3) years of experience with tree maintenance. A resume of the assigned field supervisor must be submitted upon request. Payroll records may be utilized to verify experience. The field supervisor must be employed by the successful Bidder at the time this contract is awarded. Any changes in field supervisors must be submitted in writing to the Contract Administrator.

In addition, the supervisor shall inspect all areas under the contract a minimum of once a week. These inspections shall include a written punch list (to be completed by the non-working supervisor) of deficient items and dates of correction. Punch lists are to be given to the Contract Administrator on a weekly basis. Date and time to be determined by the Contract Administrator upon award.

5. Physical Ability to Perform Work

All such personnel shall be physically able to do their assigned work.

6. Proper Conduct

The Contractor and his/her employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public.

- u. Palm pruning should be limited to the removal of dead, broken, and strongly chlorotic fronds. Live, healthy fronds should not be removed. Fronds should be severed close to the petiole base without damaging living trunk tissue. Palm fruit, flowers, and loose petiole bases should be removed if deemed to be a safety risk. A disinfectant (such as Clorox or rubbing alcohol) shall be used on **Date Palm** pruning tools before and after pruning individual trees. Climbing spikes or spurs shall not be used to climb palms for pruning.

7. Palm Trimming

- a. Queen Palms, (Coco); (Syagrus Romanzoffiana and Cocos Plumosa):

Removal of all dead fronds, loose petioles, flower spikes, seed stalks, seed clusters, sheaths, foreign growth and similar vegetative material(s) from the crown shaft of the palm. Loose petioles are those which may be removed by pulling with reasonable force. When properly trimmed, the lowest remaining fronds shall be live and not below horizontal tree trimming.

- b. Fan Palms, ((Brahea (Erythea) Washingtonia and Filifera)):

Removal of all dead fronds, necessary live fronds, loose wraps, flower spikes, seed stalks, seed clusters, sheaths, foreign growth and similar vegetative material(s) from the crownshaft of the palm. When properly trimmed, the lowest remaining fronds shall be live and horizontal.

- c. Date Palms, ((Phoenix Canariensis (Canary Island Date Palm), Phoenix Dactylifera and Phoenix Reclinata)):

Removal of all dead fronds, necessary live fronds, tips of old butt stubs four (4) inches or longer, flower spikes, seed stalks, seed clusters, foreign growth and similar vegetative material(s) from the crownshaft of the palm. When properly trimmed, the lowest remaining fronds shall be live and horizontal. Any remaining seed clusters, sheaths, flower spikes and flower buds that do not hang out at the lower most two (2) rows of fronds must be left intact. Butts cut from Date Palms shall be cut close and perpendicular to the base of the frond.

To control the spread of disease the following shall be practiced for pruning Date Palms:

- 1) All pruning tools shall be disinfected before being used to trim a date palm.
- 2) All tools shall be disinfected between trees being trimmed when several date palms are timed in succession. Disinfecting shall consist of immersing pruning tools in a solution of equal parts of household bleach

performing this contract, contractor(s) shall treat the unexploded ordnance in the following manner without exception:

- 1) Mark the location where discovered
- 1) Do not touch, move or cause to be moved
- 2) Notify the San Diego Fire Department immediately at 911
- 3) Notify the Deputy Director of the Open Space Division of the Park and Recreation Department at 619-685-1323, and the Tierrasanta Open Space Manager, Jan Eby, at 619-685-1354.

8. Milling Specifications

As **needed** by the Contract Administrator.

In an effort to reduce waste from the urban forest, the City will require the Contractor to mill suitable logs from tree removals and create usable lumber. The benefit of diverting greenwaste from landfills and creating a useful wood product is environmentally conscious and provides alternative wood resources. The goals are to have the City of San Diego receive a usable wood product at a minimal expense, and the Contractor to divert dumping fees, both as a step toward environmental preservation. The method by which the Contractor will provide usable lumber is as follows:

- a. Prior to the commencement of work, the Contractor and the City will meet to establish a criterion that determines which logs can be made into usable lumber. The criterion shall define tree species, sizing, and tree characteristics necessary for creating lumber.
- b. Logs suitable for milling shall be those that have a caliper between 12" and 36" in diameter, with a length of a minimum of 4' and a maximum of 20' long, and be as vertically straight as possible. The City shall determine if a tree is not suitable for milling.
- c. Logs shall be "clear," free of significant decay, and with minimal lateral branches and/or stubs.
- d. The Contractor shall have the necessary equipment to remove the logs in these sizes (i.e., cranes, loaders, etc.).
- e. Contractor shall be capable of salvaging tree logs designated by the Contract Administrator or designee for milling into lumber to be used as a recycled wood product and dried to a moisture content of 6-8% for use as furniture, interior wood, or for use at the City's discretion.
- f. Milled logs shall be produced into lumber with a thickness of 4-8 quarters (4 quarters equals 1") or at a thickness designated by the City.

- g. The lumber shall be kiln dried to the specifications requested by the City, typically 6-8% moisture content and shall be non-graded.
- h. Milling operations shall be performed at the Contractor's site and delivered to the City's designated location between ninety (90) and one hundred eighty (180) calendar days.
- i. The standard unit measure is a board foot. A board foot is a section 1" thick by 12" in width by 12" in length.
- j. Payment shall be made based on a "per board foot" price and shall include all hauling and delivery charges.

5. **Tree Removal/Stump Grinding/Backfilling Services**

- a. **Removal of a tree shall include removing from the site (at the end of each work day) all trimmings, wood stumps, roots (4" or larger), surface roots, other vegetation, debris, and litter resulting from the Contractor's operation. Cut trees shall not be stacked for future pick-up and/or chipping.**
- b. **Roots having a diameter of 4" or more shall be traced out and removed to a minimum of 2' from the stump crown. All roots 4" or more in diameter, the tops of which are 6" or less below the existing soil level, shall be considered a part of the stump and shall be removed, except where such removal is prevented by existing sidewalks, curbs, buildings, or other improvements.**
- c. **Stumps shall be removed to a minimum of 15" below existing finish grade or at the depth approved by the Contract Administrator. Where the stump removal operation intercepts an in-service utility line, removal of the stump shall be made to the top of said utility line with the remaining portion of the stump, not obstructed by the utility line, removed to the required 15" minimum depth. No stump shall be left for more than one (1) day following removal and shall be secured with barricades and mounted flashes.**
- d. **For public safety and to avoid hazards, the Contractor shall remove and properly dispose of all non-millable material generated by the removal operation including stump grinding, as required above. Where holes or depressions result from the removal of trees, stumps, shrubs, or palms, the Contractor shall supply standard clean top soil, backfill, and firmly tamp to compact finish grade, making a smooth transition to adjacent ground or pavement level as applicable. The holes shall be backfilled the same day any removal is accomplished, unless otherwise specified by the Contract Administrator.**

- e. **Standard top soil shall be natural, friable, sandy loam soil, possessing the characteristics of representative soils in the San Diego Metropolitan Community that produce satisfactory crops, grass, or other vegetation and shall be reasonable free from subsoil, clay lumps, brush, objectionable weeds, and other litter and shall be free from stones, stumps, and other objects larger than 1" in diameter, roots, toxic substances, and other materials or substances that might be harmful to plant growth or a hindrance to grading, planting and maintenance operations. Standard top soil shall have a PH reading between 6.75 and 7.50 and salinity (EC rating) from one (1) to three (3) on the Solu-Bridge scale.**

- f. **The Contractor shall be responsible for the complete removal and replacement of those trees lost due to Contractor's faulty maintenance or negligence, as determined by the Contract Administrator. Replacement shall be made by the Contractor in the kind and size of tree determined by the Contract Administrator. Where there is a difference in value between the tree lost and the replacement tree, the difference will be deducted from the contract payment. In all cases, the value of the tree lost shall be determined by the Contract Administrator, using the latest International Society of Arboriculture (I.S.A.) guidelines for value determination.**

- g. **All trees debris generated from removal shall be chipped and placed into a truck by the Contractor. Unless otherwise directed by the Contract Administrator all tree debris shall be removed from the job site and disposed of legally. Chipping directly into the open space shall be done only when authorized by the Contract Administrator. If any wood is not able to go through the chipper, Contractor shall be responsible for any fees associated with the disposal of such material. Cut and/or chipped wood may be left at a location only upon authorization of the Contract Administrator.**

Litter

Upon completion of each day's work, work site shall be swept "broom clean" and other areas, where practical, shall be raked clean. Debris and litter not chipped be disposed of at the City of San Diego Landfill, or Contractor may dispose said debris in another legal manner. If debris is disposed of at the City, Contractor must abide by the City regulations affecting said disposal. Contractor shall be responsible for payment of all disposal and dump fees at additional cost to the City.

If Contractor disposes of debris in any other manner, Contractor shall abide by all, state and local laws, and shall assume all liability for correct disposal. Methods of disposal must be approved by the Contract Administrator. Shall completely clean up all cuttings and debris resulting from the work Daily. This shall include lunch debris.

6. **Tree Planting**

Contractor shall contact underground “DIG ALERT” two (2) weeks prior to planting date.

Contractor shall be responsible for ordering and supplying quality tree stock meeting California Department of Forestry as well as City Standards per standard drawing Appendix A.

Contractor shall supply all labor, tree stakes, ties, mulch, and fertilizer to each tree site.

7. **Tree Preservation/Root Pruning**

As **needed** by the Contract Administrator.

Root Pruning (sidewalk side)

- a. Contractor shall root prune the trees as noted in Appendix A and coordinate the scheduling within one (1) week of the concrete repair work start schedule.
- b. Contractor is responsible for getting a utility mark-out prior to start of work.
- c. Roots shall be cut following removal of the existing sidewalk and prior to installation of the new sidewalk.
- d. Work includes cutting all roots necessary to a depth of twelve (12) inches along the edge of the new sidewalk for a distance of ten (10) linear feet. In cases where the sidewalk will not be replaced, roots shall be lineal cut no further than three (3) inches from edge of the existing sidewalk toward tree for a length of ten (10) linear feet.

Root Pruning (curb side)

- a. Contractor shall root prune the trees as noted in Appendix A and coordinate the scheduling within one (1) week of the concrete repair work start schedule.
- b. Roots shall be cut following removal of the existing curb and prior to installation of the new curb when practical.
- c. Contractor is responsible for getting a utility mark-out prior to start of work.

- d. Work includes cutting all roots necessary to a depth of twenty one (21) inches along the edge of the new curb line in order to provide a forming area for the new curb. This shall be done for a distance of ten (10) linear feet on the curb side of the tree. In cases where the curb will not be replaced, roots shall be

- a. A tower truck **with capability of 90 foot reach** shall be required in medians, right-of-ways, and at other sites where the trees can be reached without driving or parking on turf areas.
- b. Contractor(s) shall have camera equipment available to take and send photos and/or video of property damage caused by City trees that have fallen due to accidents, storms, etc. These photos should be taken at the Contract Administrator's request prior to clean up and removal of tree debris.
- c. Other equipment required includes but is not limited to
 - Crane – 16-ton with minimum 110-foot reach (if requested by the Contract Administrator, a crane shall be required for the removal of any branch 12" in diameter or larger).
 - ATV with trailer
 - Stump grinders
 - Climbing equipment
 - Power chain saws
 - Hand pruners
 - Large commercial brush chipper
 - At minimum a 1-1/2 ton truck with enclosed box for hauling brush and chips
- d. All equipment shall be in good working condition at all times. Blowers, brooms, rakes, scoop shovels and all other necessary hand tools are also required for debris clean-up. Contractor shall provide, at contractor's expense, plywood for use as necessary to prevent damage to areas including, but not limited to, turf areas, asphalt paving, concrete paving, decomposed granite, curbs, trails or private property. All damage caused by the Contractor's activities shall be repaired at the Contractor's expense. All repairs shall adhere to City of San Diego standards and/or as directed by the Contract Administrator.

7. Identification of Safety Concerns

- a. As safety concerns are identified while working in the field, Contractor(s) shall report them immediately to the Contract Administrator.

Dial 911 if the safety concern is urgent.

Notify the San Diego Police Department, Traffic Division (619) 495-7800, of said posting

E. INSPECTION & DISEASE / PEST CONTROL

As **needed** by the Contract Administrator.

The Contractor shall regularly inspect all trees for presence of disease, pests, splits and breakages. The Contractor shall advise the Contract Administrator immediately if disease, insect, or rodent infestation is found; Contractor shall identify the damage, disease, insect, or rodent and specify control measures to be taken. Upon approval of the Contract Administrator, the Contractor shall implement the approved control measures, exercising extreme caution in the application of all sprays, dusts, or other materials utilized. Approved control measures shall be continued until the disease, insect or rodent is controlled to the satisfaction of the Contract Administrator. The Contractor shall utilize all safeguards necessary during disease, insects, or rodent control operations to ensure safety of the public and the employees of the Contractor, in accordance with current standard practices accepted by the State of California Department of Food and Agriculture.

Bee Nests

In the event a nest or hive is encountered during operations, Contractor shall report the location by street address immediately to the Contract Administrator. Contractor shall arrange to have the nest eliminated within five (5) working days after notification and proceed with maintenance after removal is complete.

All individuals who supervise the mixing and application of herbicides, pesticides, and rodenticides shall possess valid Qualified Applicators Certificate for Category B issued to them by the State Department of Food and Agriculture and submit to the Contract Administrator within thirty (30) days of expiration a copy of the valid certificate.

QUESTIONS/ANSWERS

Question 1: Regards to Living Wage Rate

Answer 1: See attached living wage table

Here's a table showing new rates and the history of LWO rates:

EFFECTIVE DATES	INCREASE	CASH WAGE + HEALTH BENEFITS	FULL CASH WAGE
July 1, 2012 – June 30, 2013	3.0%	\$11.47 + \$2.30 per hour in Health Benefits	\$13.77 per hour
July 1, 2011 – June 30, 2012	1.3%	\$11.14 + \$2.23 per hour in Health Benefits	\$13.37 per hour
July 1, 2010 – June 30, 2011	0.0%	\$11.00 + \$2.20 per hour in Health Benefits	\$13.20 per hour
July 1, 2009 – June 30, 2010	3.9%	\$11.00 + \$2.20 per hour in Health Benefits	\$13.20 per hour
July 1, 2008 – June 30, 2009	2.3%	\$10.58 + \$2.12 per hour in Health Benefits	\$12.70 per hour
July 1, 2007 – June 30, 2008	3.4%	\$10.34 + \$2.07 per hour in Health Benefits	\$12.41 per hour
July 1, 2006 – June 30, 2007	N/A	\$10.00 + \$2.00 per hour in Health Benefits	\$12.00 per hour

New rates become effective for all applicable contracts and subcontracts on July 1, 2012. Effective on July 1, all covered employers must begin paying covered employees the increased rate.

The LWO applies to service contracts over \$25,000 in annual value. In 2010 the ordinance was modified to clarify that, in addition to services like landscaping, janitorial, security, etc., the LWO applies to contracts for:

- Right-of-way maintenance;
- Street cleaning;
- Water and wastewater maintenance;
- Waste collection and waste disposal, including recycling; and
- All contracts for services provided through the managed competition program under charter section 117(c).

If you have questions or would like additional information about the LWO, please contact Nora Nugent E-mail NNugent@sandiego.gov or 619.533.3948.

Question 2: Am I able to bid sections and not all scope of work?

Answer 2: Yes, Reference Section II-D for Award.

Question 3: Regarding Tree Planting, clarify that the Unit Cost includes Labor and Material.

Answer 3: Yes, includes Labor & Material. (Added text to Section IV-D for Tree Planting).

Question 4: What is the Performance Bond amount?

Answer 4: Amounts broken out on Addendum "A" for Sections A, B & C, combined total is 3 million dollars.

Question 5: How many trees, approximately does the City of San Diego have in the parks and streets?

Answer 5: The number of trees is not provided as it is not required for bidders to bid this contract. The requests pricing EACH, including grid pruning.

Question 6: Does nesting season apply only for open space?

Answer 6: No, see compliance with all Laws and Codes added on Addendum B.

Question 7: Does the City for San Diego expect the Contractor to use a crane for all Trees that are scheduled for milling?

Answer 7: Yes

Question 8: Is the contractor expected to mill the wood or is the contractor dropping off logs at designated facilities/areas?

Answer 8: Milling services may be required by the Contract Administrator. Contractor has the option to use local milling facility/subcontractor if they do not own the equipment and facilities for such processing.

Question 9: There are no specifications for tree removal. Does the unit cost include stump grinding or are removals only to a low stump?

Answer 9: Tree Removal specifications have been added on Addendum B.



City of San Diego

STREET TREE SELECTION GUIDE

This guide provides information for selecting street trees. Trees are vital part of San Diego's infrastructure, contributing energy savings, filtering Stormwater runoff and enhancing property values. This guide encourages choices compatible with the planting locations, minimizing damage to public improvements and promotes species diversity. Read all notes thoroughly prior to making any selection.

A Few Tree FAQs

Q. What if I want to select a tree that's not on the list?

A. You may select a tree that's not on the list, with written approval from the Street Division Urban Forestry Section. Email dpotocki@saniego.gov with your proposed selection.

Q. What about native trees?

A. The City of San Diego encourages the use native trees and highly recommends them for areas where growing space and soil type are conducive to healthy native tree development.

Q. My neighborhood has a Master Street Tree Plan. Does this affect my choice?

A. Tree species must be consistent with the approved Master Street Tree Plans or other applicable documents. These plans have been developed for many communities. Check in the Landscape Standards of the Land Development Code from City of San Diego Development Services before making your selection.

Q. Do I need a permit to plant a tree?

A. All Street Tree plantings require a "NO FEE Street Tree Permit" prior to planting. Call Street Division at (619) 527-7500 to request a permit application.

Q. Who decides what trees go into the Tree Selection Guide

A. Tree selection criteria is developed by the City's Urban Forestry Section with input from the City's Community Forest Advisory Board.

Q. How can I find out what a tree will look like before I select it?

A. You can go to selecttree.cagr.calpoly.edu for an online guide complete with photos or you can visit your local nursery to take a first hand look at the tree and get planting tips.

If you have more questions about selecting the right tree for your location, call **(619) 236-8733**.

City of San Diego STREET TREE SELECTION GUIDE

{In areas with contiguous sidewalks (sidewalks that extend all the way to the curb), trees shall be planted a minimum of two feet from sidewalk. In unimproved right-of-ways, contact the Street Tree Section for more information.}
Root Barriers Recommended but Not Required unless specified.

The following trees are recommended for parkways 2 feet and larger, and 3'x3' cutouts. See notes for specific maintenance requirements:

SMALL AND UPRIGHT TREES:

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Acacia pendula***	Weeping Acacia	SC	20	20	E		
Acacia subporosa	River Wattle	SC	25	25	E		
Acacia stenophylla**	Shoestring Acacia	SC	30	20	E		
Acer palmatum+	Japanese Maple	SC	20	20	D		
Albizia julibrissin	Silk Tree	SC	30+	-25	D/F	Yes	
Arbutus unedo++	Strawberry Tree	SC	30	20	E/F		
Archontophoenix cunninghamiana	King Palm	U	40+	-20	P	Yes	
Bauhinia blakeana*	Hong Kong Orchid	SC	20+	-20	D/F		
Callistemon citrinus~#	Lemon Bottle Brush	U	-25	20+	E/F	Yes	
Callistemon salignus	White Bottlebrush	SC	25	25	E/F		
Cercis canadensis***	Eastern Redbud	SC	25	25	E/F		
Cercis mexicana***	Mexican Redbud	SC	25	25	D/F		
Cercis occidentalis***	Western Redbud	SC	25	25	D/F	Yes	Yes
Cercocarpus betuloides	Mountain Ironwood	SC	20	-20	E/F	Yes	Yes
Chiionanthus retusus	Chinese Fringe Tree	SC	-20	-20	D/F		
Heteromeles arbutifolia***	Toyon	SC	25	25	E	Yes	Yes
Hymenosporum flavum***	Sweetshade	SC	35	20	E/F		
Lagerstroemia indica*	Crape Myrtle	SC	-20	-20	D/F	Yes	
Lyonathamnus floribundus***	Catalina Ironwood	SC	50	35	E/F	Yes	Yes
Photinia fraserii***	Fraser Photinia	SC	20	20	E/F		
Raphiolepis	'Majestic Beauty'	SC	-20	-20	E/F	Yes	
Syagrus romanzoffianum	Queen Palm	U	40+	-20	P	Yes	

Legend

Type

D - Deciduous

E - Evergreen

F - Flowering

P - Palm Species

Form

SC - Small Canopy Form: 15' to 25' spread. Minimum spacing = 20 feet.

LC - Large Canopy Form: 25' and larger spread. Minimum spacing = 30 feet.

U - Vertical / Upright Canopy Form : 15' to 25' spread. Minimum spacing = 20 feet

See last page for Additional Notes

- Revised 3/2005

**City of San Diego
STREET TREE SELECTION GUIDE**

The following selections are recommended for 4.0 to 7 foot parkways and larger or in 5' by 5' cutouts.
Root Barriers Recommended for all applications

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Acacia baileyana	Bailey Acacia	SC	30+	-20	E	Yes	
Agonis flexuosa*	Peppermint	LC	-30	-20	E	Yes	
Arbutus 'Marina'***	Marina Madrone	MC	35	30	E/F		
Bauhinia purpurea*	Purple Orchid tree	SC	-30	-20	D/F	Yes	
Bauhinia v. candida*	White Orchid tree	SC	-30	-20	E/F	Yes	
Brachychiton acerifolius	Flame tree	U	40+	-25	D/F	Yes	
Brahea armata***	Mexican Blue Palm	U	35		P		
Brahea edulis***	Guadalupe Palm	U	35		P	Yes	
Brahea brandegii***	Hesper Palm	U	+65		P		
Butia capitata***	Pindo Palm	U	25		P		
Calodendrum capense~	Cape Chestnut	LC	30+	40+	D/F	Yes	
Callistemon viminalis~#	Bottle Brush	U	30+	-20	E/F	Yes	
Cassia leptophylla*	Gold Medallion tree	SC	-30	-25	D/F		
Chilopsis linearis	Desert Willow	LC	30+	-40	D/F	Yes	Yes
Chionanthus virginicus	White Fringe Tree	SC	30+	-25	D/F		
Chitalpa tashkentensis	Chitalpa	SC	30	30	D	Yes	
Eriobotrya deflexa*	Bronze Loquat	SC	-20	-20	E		
Eucalyptus erythrocorys	Red Cap Gum	SC	-25	-25	E	Yes	
Eucalyptus gunnii	Cider Gum	LC	-60	40	E/F	Yes	
Eucalyptus torquata*	Coral Gum	SC	-20	-20	E		
Fraxinus oxycarpa	Raywood Ash	SC	30+	-25	D	Yes	
Geijera parvifolia*	Australian Willow	LC	35+	-40	E/F	Yes	
Ginkgo biloba	Maidenhair Tree	U	40+	-40	D		
Jacaranda mimosifolia	Jacaranda	LC	40+	-40	D/F		
Magnolia grandiflora	St. Marys* Magnolia	SC	25+	-20	E/F		
Melaleuca linarifolia~	Flaxleaf Paperbark	LC	-40	-40	E/F	Yes	
Melaleuca quinquenervia~	Cajeput Tree	LC	-40	-40	E/F	Yes	
Metrosideros excelsus*~	New Zealand Chris.	SC	-20	-20	E/F	Yes	
Pistacia chinensis	Chinese Pistache	LC	40+	40+	D	Yes	
Pittosporum undulatum	Victorian Box	SC	-25	-25	E/F	Yes	
Podocarpus macrophyllus	Yew Pine	U	30+	-20	E		
Prunus cerasifera *	Purple Leaf Plum	SC	25+	-25	D/F		
Pittosporum phillyraeoides	Willow Pittosporum	U	-25	15	E	Yes	
Pittosporum tenuifolium***	Tarata Pittosporum	SC	35	25	E/F		
Pyrus calleryana*	Bradford Pear	SC	-30	-20	D/F		
Pyrus kawakamii	Evergreen Pear	SC	-30	-25	E/F		
Quercus ilex	Holly Oak	LC	-50	-50	E	Yes	
Quercus suber	Cork Oak	LC	-40	-40	E	Yes	
Rhus lancea	African Sumac	SC	-30	-25	E	Yes	
Sapium sebiferum	Chinese Tallow Tree	SC	30+	-25	D		
Stenocarpus sinuatus*	Firewheel Tree	U	30+	15	E/F		
Tristania laurina#	Elegant Brisbane	SC	25	25	E/F		
Tristania conferta	Brisbane Box	LC	-60	-40	E	Yes	
Tabebuia ipi*	Pink Trumpet	SC	30+	-25	D/F	Yes	
Washingtonia robusta~	Mexican Fan Palm	U	40+	20	P	Yes	

Legend

Type

D - Deciduous

E - Evergreen

F - Flowering

P - Palm Species

See last page for Additional Notes

- Revised 3/2005

Form

SC - Small Canopy Form: 15' to 25' spread. Minimum spacing = 20 feet.

LC - Large Canopy Form: 25' and larger spread. Minimum spacing = 30 feet.

U - Vertical / Upright Canopy Form : 15' to 25' spread. Minimum spacing = 20 feet

City of San Diego STREET TREE SELECTION GUIDE

LARGE TREES

The following selections are recommended for 7.0 foot to 10 foot parkways or larger and minimum 40 square foot cutouts.

Root Barriers Recommended for all applications

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Arbutus menziesii	Madrona	LC	40+	40+	E	Yes	Yes
Calocedrus decurrens	Incense Cedar	LC	40+	-40	E	Yes	Yes
Cedrus deodara	Deodar Cedar	LC	40+	40+	E	Yes	
Cupressus forbesi***	Tecate Cypress	LC	25+	25	E		
Eucalyptus polyanthemos	Silver Dollar Gum	LC	40+	-40	E	Yes	
Eucalyptus leucoxylon	White Ironbark	LC	60+	40	E	Yes	
Koelreuteria bipinnata	Chinese Lantern	LC	-40	-40	D/F		
Koelreuteria paniculata	Golden Rain	LC	-40	-40	D/F	Yes	
Magnolia grandiflora	Southern Magnolia	LC	-40	-40	E/F		
Olea europaea~	Olive "fruitless"	SC	-40	-25	E	Yes	
Platanus acerifolia "Bloodgood"	London Plane	LC	40+	40+	D		
Pinus canariensis	Canary Island Pine	U	40+	-25	E	Yes	
Pinus pinea~	Italian Stone Pine	LC	40+	40+	E	Yes	
Pinus muricata***	Bishop Pine	LC	50	40	E		Yes
Plantanus racemosa***	California Sycamore	LC	60+	40+	D		Yes
Podocarpus gracilior~	African Fern Pine	LC	40+	-40	E		
Tipuana tipu	Tipu Tree	LC	40+	40+	D/F		

The following selections are recommended for 10-foot or larger parkways and 10-foot or larger center medians.

Root Barriers Recommended for all applications

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Liriodendron tulipifera***	Tulip Tree	LC	>66	30	D		
Pinus torreyana	Torrey Pine	LC	80+	80+	E	Yes	Yes
Quercus agrifolia***##	Coast Live Oak	LC	65	50	E	Yes##	Yes
Quercus engelmannii***##	Mesa Oak	LC	50	45	D	Yes	Yes
Quercus virginiana+##	S. Live Oak	LC	50	40	D/E		

Legend

Type

D - Deciduous

E - Evergreen

F - Flowering

P - Palm Species

Form

SC - Small Canopy Form: 15' to 25' spread. Minimum spacing = 20 feet.

LC - Large Canopy Form: 25' and larger spread. Minimum spacing = 30 feet.

U - Vertical / Upright Canopy Form : 15' to 25' spread. Minimum spacing = 20 feet

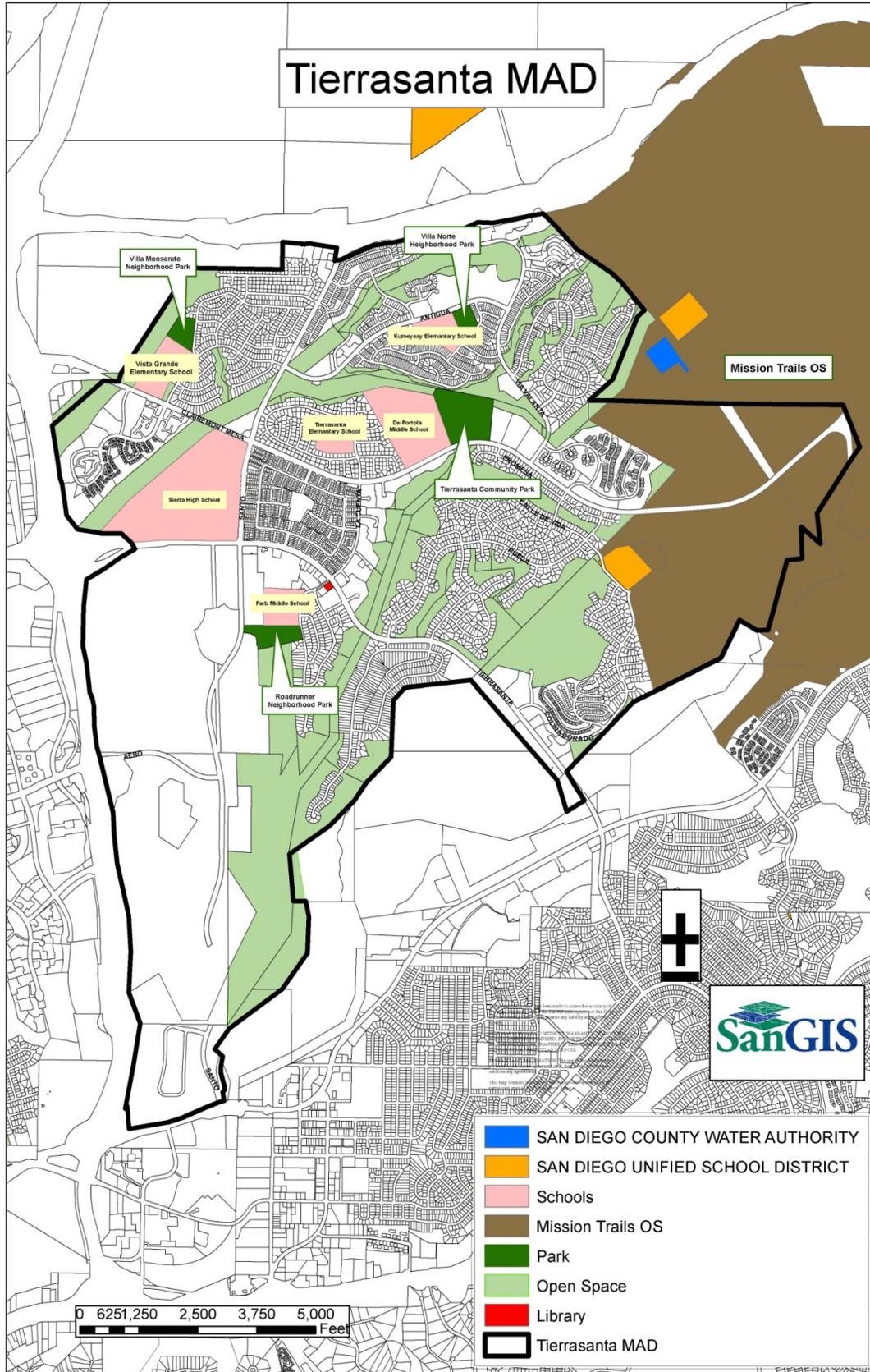
- -----
- See last page for Additional Notes
- Revised 3/2005

Tree Selection Tips and Notes

Additional Notes(symbols in left margin relate to symbols that appear adjacent to various tree selections)

- + Prefers a moist, well-drained loam to which plenty of humus has been added.
 - ++ Fruit production.
 - * Approved for use under power lines and/or Public View Corridors
note: Palm species may also be approved for view corridors.
 - ** Tree has been identified by the San Diego Regional Asthma Coalition as an Allergy Producer
 - ~ Tolerates Direct Coastal Exposure (Typically 1000' from shoreline)
 - # Root Barriers are required when used in less than three foot parkway and where specified
- Minimum Size Canopy = 24" Box
Minimum Size Palm Species = 10' BTH (14' BTH at Bus Stop or Red Curb)
BTH = Brown Trunk Height = height from ground level to live fronds
- ## Non-Irrigated Settings Recommended
- *** Specific maintenance needs – may require supplemental watering following establishment. See local nursery for more information.

Revised: 3/2005



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM C

Bid No. 10023410-12-Q

Revised Bid Closing Date: May 4, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from April 20, 2012 to May 4, 2012 @ 3:00 p.m.**
2. *Delete* the Addendum A Request for Bid cover page and *replace* with the attached Addendum C Request for Bid cover page.
3. *Delete* the original Specific Provisions Page 14 and *replace* with Addendum B Specific Provisions Pages 14 and 14a. (**NOTE:** Change text for paragraph D – Award Clause).

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno
Principal Procurement Specialist
(619) 235-5212

April 19, 2012

FM/b19



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. **10023410-12-Q**

REQUEST FOR BID

Closing Date: **May 4, 2012**

ADDENDUM C

@ **3:00 pm**

Subject: Furnish the City of San Diego with **CITYWIDE TREE MAINTENANCE.**

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection – See Page 11 for Details.

Company _____

Name _____

[PRINT OR TYPE]

Federal Tax I.D. No. _____

Street Address _____

Signature* _____

City _____

Title _____

State _____ Zip Code _____

Date _____

Tel. No. _____ Fax No. _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

E-Mail _____

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

If Yes, under what Permit # _____

The City's Standard Payment Terms are Net 30 Days. However the City will accept the following payment terms and they will be considered for bid evaluation:

City of San Diego Business Tax Certificate #: _____

1% 20 days____, 2% 20 days____, 3% 20 days____, 4% 20 days____, 5% 20 days____, 10% 20 days____, 15% 20 days____, 20% 20 days____.

Please check terms offered if other than Net 30 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
- 2) All information on this Request for Bid cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) All bidders must complete and submit the Contractor/Vendor Registration Form with their bid.
- 5) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

FRANK MORENO, CPPB/b19, Senior Procurement Specialist

Phone: (619) 235-5212

Fax: (619) 533-3226

E-mail: FMoreno@sandiego.gov

4. SUBMITTALS REQUIRED PRIOR TO COMMENCEMENT OF WORK

- a. Monthly Work Schedule (use form in Forms Section).
- b. Weekly Work Schedule (use form in Forms Section).
- c. Site Inspection Punch List (use form in Forms Section).
- d. Street/Sidewalk Blockage Report (use form in Forms Section).

D. AWARD

This bid shall be awarded on an item by item basis, or in any group or combination of items, or as a lot, as may be in the best interest of the City. Factors to be considered may include, but are not limited to Bidder's qualifications, experience performing work of comparable size and scope, references, equipment, the operational requirements of the City, and any other factors which are in the City's best interest.

Sections of the RFB's subject specifications are currently on contract and work for those individual sections shall, at the discretion of the City, start on date after expiration of (contract period or option period) or Terminate for Convenience as outlined in the General Provisions.

Existing bid's and final expiration (5 year cycle) as follows:

- **Palm Tree Trimming, expires December 31, 2013**
- **Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, expires December 14, 2012**
- **Shade Tree Trimming/Tree Planting, expires April 14, 2013**
- **Tree Maintenance for Carmel Valley MAD, expires July 14, 2014**

E. CONTRACT PERIOD

The initial contract shall be for a period of one (1) year with options to renew for four (4) additional one (1) year periods.

F. OPTION TO RENEW

After the initial one (1) year contract period, the City reserves the option to renew the contract up to four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void. The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM D

Bid No. 10023410-12-Q

Revised Bid Closing Date: **Suspended Indefinitely**

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from May 4, 2012 to Suspended Indefinitely**
2. Delete the Addendum C Request for Bid cover page and replace with the attached Addendum D Request for Bid cover page.

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

May 3, 2012

FM/b19



CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPT.
 1200 Third Avenue, Suite 200
 San Diego, CA 92101-4195

Bid No. 10023410-12-Q

REQUEST FOR BID
ADDENDUM D

Closing Date: Suspended Indefinitely

Subject: Furnish the City of San Diego with CITYWIDE TREE MAINTENANCE.

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection – See Page 11 for Details.

Company _____

Name _____

[PRINT OR TYPE]

Federal Tax I.D. No. _____

Street Address _____

Signature* _____

City _____

Title _____

State _____ Zip Code _____

Date _____

Tel. No. _____ Fax No. _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

E-Mail _____

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No

If Yes, under what Permit # _____

The City's Standard Payment Terms are Net 30 Days. However the City will accept the following payment terms and they will be considered for bid evaluation:

City of San Diego Business Tax Certificate #: _____

1% 20 days____, 2% 20 days____, 3% 20 days____, 4% 20 days____, 5% 20 days____, 10% 20 days____, 15% 20 days____, 20% 20 days____.

Please check terms offered if other than Net 30 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

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- 5) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

FRANK MORENO, CPPB/b19, Senior Procurement Specialist

Phone: (619) 235-5212

Fax: (619) 533-3226

E-mail: FMoreno@sandiego.gov

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM E

Bid No. 10023410-12-Q

Revised Bid Closing Date: **July 20, 2012**
@3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from Suspended Indefinitely to July 20, 2012 @ 3:00 p.m.**
2. *Delete* the Addendum D Request for Bid cover page and *replace* with the attached Addendum E Request for Bid cover page.
3. *Delete* the original page 4 & 5 and *replace* with the attached Addendum E page 4 & 5. (**NOTE:** Estimate numbers of trees have been added.)
4. *Delete* the Addendum B page 6, 7 & 8 and *replace* with the attached Addendum E page 6,7 & 8. (**NOTE:** Estimate numbers of trees have been added.)
5. *Delete* the Addendum B page 9 and *replace* with the attached Addendum E page 9. (**NOTE:** Section I, paragraph G has been changed.)
6. *Delete* the Addendum B page 14 and *replace* with the attached Addendum E page 14. (**NOTE:** Section II, paragraph D has been changed.)
7. *Delete* the original page 40 and *replace* with the attached Addendum E page 40. (**NOTE:** Section IV, paragraph D, item 6c has been changed.)
8. Add a one (1) page "Questions and Answers". (**NOTE:** This is for informational purposes only and is not part of any resulting contract.)

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

June 29, 2012

FM/bl9



CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPT.
 1200 Third Avenue, Suite 200
 San Diego, CA 92101-4195

Bid No. 10023410-12-Q

REQUEST FOR BID
ADDENDUM E

Bid Closing Date: July 20, 2012

Subject: Furnish the City of San Diego with CITYWIDE TREE MAINTENANCE.

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection – See Page 11 for Details.

Company _____
 Federal Tax I.D. No. _____
 Street Address _____
 City _____
 State _____ Zip Code _____
 Tel. No. _____ Fax No. _____
 E-Mail _____

Name _____
[PRINT OR TYPE]
 Signature* _____
 Title _____
 Date _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No
 If Yes, under what Permit # _____
 City of San Diego Business Tax Certificate #: _____

SUBMITTED BIDS MUST HAVE AN ORIGINAL SIGNATURE.

The City's Standard Payment Terms are Net 30 Days. However the City will accept the following payment terms and they will be considered for bid evaluation:

1% 20 days____, 2% 20 days____, 3% 20 days____, 4% 20 days____, 5% 20 days____, 10% 20 days____, 15% 20 days____, 20% 20 days____.

Please check terms offered if other than Net 30 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

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- 3) This cover page must be signed with an original signature.
- 4) All bidders must complete and submit the Contractor/Vendor Registration Form with their bid.
- 5) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

FRANK MORENO, CPPB/b19, Senior Procurement Specialist

Phone: (619) 235-5212

Fax: (619) 533-3226

E-mail: FMoreno@sandiego.gov

I. PRICING

NOTE: All costs including labor, overhead, materials, traffic control services, equipment, etc. Shall be included in the rates quoted.

A. TREE TRIMMING PUBLIC RIGHTS-OF WAY, STREET TREES, LANDSCAPED PARKWAYS

Estimated No. of Trees: 16,924

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$
DATE PALM	EA	PER TREE Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE 1 to 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$
FAN PALM	EA	PER TREE 1 to 2 years of growth	\$
FAN PALM	EA	PER TREE Over 2 years of growth	\$
DATE PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
DATE PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$

Tree Type	U/M	Description	UNIT COST
FAN PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$
FAN PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$
SHADE	EA	PER TREE	\$
SHADE	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON –HOUR RATE FOR TASKS IN SECTION A (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION A: \$ _____

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Estimated No. of Trees: 10,689

Tree Type	U/M	Description	UNIT COST
PALM – ALL TYPES	HR	PER PERSON – HOUR RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$
SHADE	HR	PER PERSON –HOUR RATE (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION B: \$ _____

C. TREE TRIMMING PARKS AND GREENBELTS

Estimated No. of Trees: 15,972

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$
DATE PALM	EA	PER TREE Over 2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE 1-2 years of growth	\$
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$
FAN PALM	EA	PER TREE 1-2 years of growth	\$
FAN PALM	EA	PER TREE Over 2 years of growth	\$
DELETED			

Tree Type	U/M	Description	UNIT COST
SHADE	EA	PER TREE	\$
DELETED	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON –HOUR RATE FOR TASKS IN SECTION C (X TIMES FOR MULTI-PERSON CREW)	\$

TOTAL SECTION C: \$_____

D. ALL AREAS - TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Estimated No. of Trees: Preservation 50; Preservation Root Pruning 50; Trimming 50; Barrier Installation 50

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	1 EA	COMPLETE TREE TRIMMING OF VARIOUS SPECIES OF TREES	\$
	HR	PER PERSON – HOURLY RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$
ALL TREE TYPES	1 LF	COMPLETE ROOT PRUNING OF VARIOUS SPECIES OF TREES	\$
ALL TREE TYPES	1 LF	COMPLETE ROOT BARRIER INSTALLATION	\$

TOTAL SECTION D: \$_____

E. ALL AREAS TREE REMOVAL Estimated No. of Trees: 497

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
QUEEN (COCO) PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
FAN PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$
SHADE	1 DIA IN	TREES AVERAGING 15" IN DIAMETER AT 4' ABOVE GROUND LEVEL	\$
ALL TYPES / MILLING	1 BF	MILLED WOOD, IN ACCORDANCE WITH ATTACHED SPECIFICATIONS	\$

TOTAL SECTION E: \$ _____

**F. ALL AREAS – TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A
Estimated No. of Trees: 530**

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Cost per Brown Trunk Height	\$
QUEEN PALM	1 FT BTH	Cost per Brown Trunk Height	\$
FAN PALM	1 FT BTH	Cost per Brown Trunk Height	\$
SHADE	EA	15 GAL	\$
SHADE	EA	24 INCH	\$
SHADE	EA	36 INCH	\$
SHADE	EA	48 INCH	\$

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$

TOTAL SECTION F: \$ _____

G. AS NEEDED SERVICES, HOURLY COST

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$
1	HR	Utility Specialist	\$
1	HR	Certified Tree Worker	\$

NOTE: For Evaluation purposes. Average price will be used by adding 4 lines and divide by 4.

TOTAL SECTION G: \$ _____

4. SUBMITTALS REQUIRED PRIOR TO COMMENCEMENT OF WORK

- a. Monthly Work Schedule (use form in Forms Section).
- b. Weekly Work Schedule (use form in Forms Section).
- c. Site Inspection Punch List (use form in Forms Section).
- d. Street/Sidewalk Blockage Report (use form in Forms Section).

D. AWARD

The Purchasing Agent shall award this Contract to the bidder(s) offering the best value to the City, considering price and other factors. The City anticipates one award to the lowest bidder meeting specifications for each of the six categories of services listed. However, to minimize contract administration time and costs, the City will award one contract for all 6 categories of services listed to the lowest bidder meeting specifications if the total sum of their bid is no more than 7% higher than the total sum of the bids if awarded to the lowest in each category.

E. CONTRACT PERIOD

The initial contract shall be for a period of one (1) year with options to renew for four (4) additional one (1) year periods.

F. OPTION TO RENEW

After the initial one (1) year contract period, the City reserves the option to renew the contract up to four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void. The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

- a. A tower truck shall be required in medians, right-of-ways, and at other sites where the trees can be reached without driving or parking on turf areas.
- b. Contractor(s) shall have camera equipment available to take and send photos and/or video of property damage caused by City trees that have fallen due to accidents, storms, etc. These photos should be taken at the Contract Administrator's request prior to clean up and removal of tree debris.
- c. Other equipment required includes but is not limited to **the following quantity of each shall be determined by Contractor as may be required to perform Services as defined in Bid Specifications:**
 - Crane – 16-ton with minimum 110-foot reach (if requested by the Contract Administrator, a crane shall be required for the removal of any branch 12" in diameter or larger).
 - ATV with trailer
 - Stump grinders
 - Climbing equipment
 - Power chain saws
 - Hand pruners
 - Large commercial brush chipper
 - At minimum a 1-1/2 ton truck with enclosed box for hauling brush and chips
- d. All equipment shall be in good working condition at all times. Blowers, brooms, rakes, scoop shovels and all other necessary hand tools are also required for debris clean-up. Contractor shall provide, at contractor's expense, plywood for use as necessary to prevent damage to areas including, but not limited to, turf areas, asphalt paving, concrete paving, decomposed granite, curbs, trails or private property. All damage caused by the Contractor's activities shall be repaired at the Contractor's expense. All repairs shall adhere to City of San Diego standards and/or as directed by the Contract Administrator.

7. Identification of Safety Concerns

- a. As safety concerns are identified while working in the field, Contractor(s) shall report them immediately to the Contract Administrator.
- b. Dial 911 if the safety concern is urgent.

Questions and Answers

Bid No. 10023410-12-Q

Question 1:

Regarding Utility Specialist Certification listed in the required license category on page 12, “Can that license be listed similar to the other certifications. International Society of Arboriculture (I.S.A) Certified Utility Specialist? Is it a credential that is validated through the (I.S.A.)?”

Answer 1:

Yes, (International Society of Arboriculture (I.S.A.) Certified Utility Specialist.

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM F

Bid No. 10023410-12-Q

Bid Closing Date: July 20, 2012
@3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. Delete the Addendum E Pricing, page 9 and replace with Addendum F Pricing, page 9. (**NOTE:** Adds new Biologist to Section G).
2. Delete the Addendum E Maintenance Specifications, page 40 and replace with Addendum F Maintenance Specifications, page 40. (**NOTE:** Revise text for paragraphs D-6a and D-6c).

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

July 11, 2012

FM/b19

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$

TOTAL SECTION F: \$_____

G. AS NEEDED SERVICES, HOURLY COST

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$
1	HR	Utility Specialist	\$
1	HR	Certified Tree Worker	\$
1	HR	Biologist	\$

NOTE: For Evaluation purposes. Average price will be used by adding 4 lines and divide by 4.

TOTAL SECTION G: \$_____

- a. A tower truck **with capability of 90 foot reach** shall be required in medians, right-of-ways, and at other sites where the trees can be reached without driving or parking on turf areas.
- b. Contractor(s) shall have camera equipment available to take and send photos and/or video of property damage caused by City trees that have fallen due to accidents, storms, etc. These photos should be taken at the Contract Administrator's request prior to clean up and removal of tree debris.
- c. Other equipment required includes but is not limited to the following quantity of each shall be determined by **Contract Administrator** as may be required to perform Services as defined in Bid Specifications:
 - Crane – 16-ton with minimum 110-foot reach (if requested by the Contract Administrator, a crane shall be required for the removal of any branch 12" in diameter or larger).
 - ATV with trailer
 - Stump grinders
 - Climbing equipment
 - Power chain saws
 - Hand pruners
 - Large commercial brush chipper
 - At minimum a 1-1/2 ton truck with enclosed box for hauling brush and chips
- d. All equipment shall be in good working condition at all times. Blowers, brooms, rakes, scoop shovels and all other necessary hand tools are also required for debris clean-up. Contractor shall provide, at contractor's expense, plywood for use as necessary to prevent damage to areas including, but not limited to, turf areas, asphalt paving, concrete paving, decomposed granite, curbs, trails or private property. All damage caused by the Contractor's activities shall be repaired at the Contractor's expense. All repairs shall adhere to City of San Diego standards and/or as directed by the Contract Administrator.

7. Identification of Safety Concerns

- a. As safety concerns are identified while working in the field, Contractor(s) shall report them immediately to the Contract Administrator.
- b. Dial 911 if the safety concern is urgent.

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM G

Bid No. 10023410-12-Q

Bid Closing Date: July 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Service**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **Delete** the Addendum E Cover page and **replace** with Addendum G Cover page.
(NOTE: Revise to delete the term "Maintenance" and replace with "Service").
2. **Delete** the Original pages 11, 23, 27, 30, 31, 36, 39, 43, 44 & 45 and **replace** with Addendum G pages 11, 23, 27, 30, 31, 36, 39, 43, 44 & 45.
(NOTE: Revise to delete the term "Maintenance" and replace with "Service").
3. **Delete** Addendum B, pages 18, 24, 38a & 42 and **replace** with Addendum G, pages 18, 24, 38a & 42.
(NOTE: Revise to delete the term "Maintenance" and replace with "Service").

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

July 13, 2012

FM/bl9



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 10023410-12-Q

REQUEST FOR BID

Closing Date: July 20, 2012
@ 3:00 pm P.T.

ADDENDUM G

Subject: Furnish the City of San Diego with CITYWIDE TREE SERVICE

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection – See Page 11 for Details.

1. Company: _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 Contact: _____ E-Mail Address: _____
 The City of San Diego Business Tax License Number: _____
 Federal Tax ID Number: _____

2. The City's Standard Payment Terms are Net 30 Days.
 Bidders may offer other payment terms (e.g., 2% 20 days) but they will not be considered in making the award decision. If different terms are offered, the City retains the option of making payment(s) based on these terms.
 State delivery time required: _____ days after receipt of order.

- FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:**
- 1) Bid must be submitted on official City bid forms.
 - 2) All information on this Request for Bid cover page must be completed.
 - 3) This cover page must be signed with an original signature.
 - 4) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

<p>3. Signature* of Authorized Representative/Contractor</p> <p>_____</p> <p>_____</p> <p>(Print Name)</p> <p>_____</p> <p>(Title)</p> <p>_____</p> <p>(Date)</p>	<p>4. Signature of The City of San Diego Purchasing Agent</p> <p>_____</p> <p>_____</p> <p>(Print Name)</p> <p>_____</p> <p>(Title)</p> <p>_____</p> <p>(Date)</p>	<p>5. Signature of The City of San Diego City Attorney</p> <p>_____</p> <p>Approved for Form and Legality</p> <p>_____</p> <p>(Print Name)</p> <p>_____</p> <p>(Title)</p> <p>_____</p> <p>(Date)</p>
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**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this Agreement and any Exhibits incorporated into this Agreement. Unless otherwise agreed to in writing, the Agreement includes the City's Request for Bid No. 10023410-12-Q, including any addendums issued under Bid No.10023410-12-Q, the City's General Provisions for Bids dated January 3, 2005, and the Contractor's Bid in Response to the City's Request for Bid No. 10023410-12-Q.*

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

Frank Moreno/bl9, Procurement Specialist

Phone: (619) 235-5212 / Fax: (619) 533-3226 / E-Mail: FMoreno@sandiego.gov

II. SPECIFIC PROVISIONS

A. MANDATORY PRE-BID CONFERENCE

All Bidders must attend the pre-bid conference of the proposed Citywide Tree **Service** contract. The pre-bid conference will be held at the San Diego Concourse, 202 C Street, MS57C, San Diego, CA, 92101 on Thursday, March 29, 2012 at 9:30 AM.

DIRECTIONS: From 202 C Street (City Hall):

C Street is where the trolley tracks are located in front of City Hall. You will walk north through the glass doors Breezeway into the Courtyard. You will then climb stairs immediately on your left where you will see a sign for the Silver Room.

Please give yourselves time to find this meeting location as those arriving late will NOT be allowed to participate in the bid process.

Bidders are responsible for verifying site conditions and size of areas to be serviced, which includes City of San Diego boundaries for this contract. Failure to do so will not relieve the Contractor of their responsibility to perform in accordance with these specifications. No additional compensation or relief from any obligations of the contract will be granted because of lack of knowledge of areas covered.

Bids will not be accepted from Bidders who do not attend the mandatory pre-bid conference, nor from Bidders who arrive after the pre-bid conference has started. For further information contact Frank Moreno at (619)533-3226. Allow one (1) hour for the pre-bid conference.

Questions regarding this bid must be submitted in writing to the City of San Diego, Purchasing & Contracting Department, Attn: Frank Moreno, 1200 Third Avenue, Suite 200, San Diego, CA 92101; or by fax to (619) 533-3226; or by email to FMoreno@sandiego.gov, no later than 5:00 p.m. on Thursday, April 5, 2012.

B. LICENSES

To perform the work described in these specifications, the Bidder must hold a current C-27, C-61 (D49) State Contractor's License. This proper license determination has been made by the City. Any Contractor holding a different license who feels qualified to bid on this work must notify the City Purchasing Agent in writing at least seven (7) days prior to the bid closing. A review of the job will be made, and the City's decision as to the propriety of such license will be final.

The Contractor is required to have an International Society of Arboriculture (ISA) Certified Arborist available on site at all times. The Certified Arborist may be a working supervisor.

H. PERFORMANCE BOND

The Contractor shall be required to furnish the City of San Diego with a surety bond executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego, in a sum equal to 100% of the Contract price, conditional for the performance of the Contract.

In the event the contract is awarded in Sections, the following bond amounts will apply:

- 1.2 Million dollar bond for Section A, “Tree Trimming Public Rights-of-Way, Street Trees, Landscaped Parkways”
- 700 thousand dollar bond for Section B, “Tree Trimming Open Space, Easements and Landscaped Slopes, and
- 1.1 million dollar bond for Section C, “Tree Trimming Parks and Greenbelts”

The performance bond shall be submitted to Purchasing & Contracting within ten (10) days of request. Failure to provide the bond within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive. The bond shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

I. REFERENCE/QUALIFICATIONS

Bidders are required to demonstrate successful performance of tree **service** work of similar size and scope as required of this contract in the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work of this contract.

Contractor shall have knowledge of Multiple Species Conservation Program (MSCP) and allowable activities for all areas covered by this contract, especially lands that are part of the Multiple Habitat Planning Area (MHPA).

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

1. Bidder’s References (use form in Forms Section).
2. Bidder’s Statement of Subcontractors (use form in Forms Section).
3. Bidder’s Statement of Available Equipment (use form in Forms Section).
4. Bidder’s Statement of Financial Responsibility (use form in Forms Section).

The City reserves the right to reject any bid when, in its opinion; the Bidder cannot perform the contract in accordance with specifications contained herein.

III. GENERAL SPECIFICATIONS

A. SCOPE

Complete tree services for all areas covered by the City of San Diego's responsibility. The Contractor shall provide all equipment, labor, and materials necessary for performing **services** according to the following specifications. The City estimates \$ 3 Million dollars annually on tree **service** citywide activities.

B. CONTRACT SITE LOCATIONS

Sites to be maintained under the terms of this contract are listed below:

- Citywide, includes but not limited to all City Owned, Leased properties, Public Rights-of-Way, Open Space, and all current and future areas required to be serviced and or maintained by the City of San Diego Staff and/or Contractors.

C. QUALITY OF WORK

All work shall be performed in accordance with the best tree **services** practices, and shall be in keeping with the high aesthetic level of the facilities being maintained. The Contract Administrator shall periodically inspect all **service** operations and approve or reject the work performed and methods or materials used.

D. CONTRACTOR'S RESPONSIBILITIES

1. Company Representative

A company representative, authorized to discuss matters related to this contract, must be available during normal business hours, Monday through Friday. All calls from the Contract Administrator shall be returned within a one (1) hour period.

2. Emergency Calls

The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours and outside of normal working hours. Calls of an emergency nature received by the Contract Administrator shall be referred to the Contractor for immediate disposition.

Emergency calls relating to tree **service** shall be referred to the Contractor. A twenty-four (24) hour emergency telephone number shall be provided by the Contractor for this purpose.

3. Reporting of Damages

Contractor's personnel will immediately report any hazards, damages, defects, leaks, power outages, or any other problems or irregularities to the Contract Administrator.

4. Staffing

Contractor(s) staff shall include the following skilled personnel:

- Certified Arborist
- Certified Tree Workers
- Truck Driver/Laborers

a. Supervision

The Contractor shall furnish sufficient supervisory and working personnel capable of promptly accomplishing on schedule, and to the satisfaction of the Contract Administrator, all work required under this contract during the regular and prescribed hours.

A minimum of one (1) qualified field supervisor shall be on the job at all times work is being performed to provide the necessary supervision to ensure work is completed as specified under the contract. This field supervisor must have at least three (3) years of experience with tree **service**. A resume of the assigned field supervisor must be submitted upon request. Payroll records may be utilized to verify experience. The field supervisor must be employed by the successful Bidder at the time this contract is awarded. Any changes in field supervisors must be submitted in writing to the Contract Administrator.

In addition, the supervisor shall inspect all areas under the contract a minimum of once a week. These inspections shall include a written punch list (to be completed by the non-working supervisor) of deficient items and dates of correction. Punch lists are to be given to the Contract Administrator on a weekly basis. Date and time to be determined by the Contract Administrator upon award.

5. Physical Ability to Perform Work

All such personnel shall be physically able to do their assigned work.

6. Proper Conduct

The Contractor and his/her employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public.

14. Litter

a. Contractor Generated Trash/Cuttings

The Contractor shall promptly remove all debris generated by Contractor's tree services. Immediately after working in areas of public streets and park walks, gutters, driveways, and paved areas, the Contractor shall clean them with suitable equipment.

E. FAILURE TO PERFORM SATISFACTORILY

It is agreed and understood that if the Contractor fails to perform the work as specified herein, the City will pay only for the amount of service actually received, as determined by the Contract Administrator, with an appropriate downward adjustment in contract price. Such adjustments may be in accordance with the Pricing Page or the Schedule of Task Costs provided herein by the Contractor.

The City shall provide inspection of the work area to ensure that **service** is adequate and that all work complies with these specifications. Discrepancies and deficiencies will be noted on Field Inspection Notices (FIN) and shall be corrected within the time frame specified. If the Contractor fails to take corrective action within the noted time frame on the Field Inspection Notice, the City may withhold payment and/or proceed with termination of the contract. Billing adjustments for unsatisfactory service shall be a permanent retention of the estimated monthly cost for work that is incomplete or deficient as stated herein.

Contract Compliance:

In the event contractor(s) fail to meet contract requirements, including timelines, as defined within these bid specifications may result in the following actions taken:

1. First offense – written warning by the Contract Administrator.
2. Second offense – financial deductions taken by the Contract Administrator
3. If further contract compliance issues persist, Purchasing & Contracting may issue a notice to CURE per General Provisions G-2a which states the following:

“The City may, by written notice of default to the Contractor, terminate the whole, or in part of, this Contract, provided that Contractor fails to CURE such default within ten (10) days after receipt of such notice....”

IV. MAINTENANCE SPECIFICATIONS

A. SCOPE

Provide complete tree **service** of all areas within the City of San Diego's responsibility.

B. SCHEDULING OF WORK

The Contractor shall conduct the work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.

Routine work shall be started within five (5) working days after work is assigned unless mutually agreed upon by both parties. The contractor shall coordinate all scheduling of work with the Contract Administrator and shall notify the Contract Administrator twenty-four (24) hours in advance of the start date and location of any assigned work.

Any changes in scheduling shall be reported, in writing, to the Contract Administrator immediately. This schedule shall include routine work as well as infrequent operations as may be required.

Emergency work shall be started within one (1) hour after work is assigned. The contractor shall coordinate all scheduling of work with the Contract Administrator.

Failure to comply within the time frames specified for routine and emergency work may result in deductions and/or termination of contract if condition persists.

Local Office and Working Hours:

The Contractor shall maintain a local office within San Diego County with a competent company representative who can be reached during normal working hours and who is authorized to discuss matters pertaining to this contract with the Contract Administrator.

An answering service in conjunction with the pager for the designated company representative is **not** sufficient to fulfill this requirement. A mobile telephone also shall **not** fulfill the requirement for a local office.

All calls from the Contract Administrator or designated appointee(s) shall be returned within a one (1) hour period.

“Normal working hours” shall be Monday through Friday from 7:00 a.m. and 5:00 p.m. No emergency rate shall be charged during these hours. Redeployment of tree crews from one job to a higher priority job in another part of the community shall not be considered an emergency. The Contract Administrator may grant, on an individual basis, permission to perform contract **service** at other hours. No **service** functions that generate excess noise, e.g., operations of power equipment which would cause annoyance to residents of the area, shall be commenced before 8:00 a.m.

“Emergency working hours” shall be from 5:00 p.m. to 7:00 a.m. the following day, plus weekends (Saturday and Sunday) and official City holidays.

C. PUBLIC INTERACTION

Contractor shall directly communicate and coordinate with homeowners prior to the initiation of any scheduled work.

1. Contractors shall work with members of the public and property owners in a professional manner.

Interaction with the public includes the following:

- a. Scope of work
 - b. Length of time needed to complete work
 - c. Potential impacts, including:
 - d. Potential loss of privacy as trees are trimmed/removed
 - e. Increased noise associated with the removal operation itself
 - f. Public’s tendency to “direct” the crews with additional or unauthorized work, which the contractor shall NOT perform without authorization from the Contract Administrator
2. If a member of the public or private property owner becomes unruly or disrespectful while discussing the work, contractor shall disengage from conversation and alert Contract Administrator immediately. Contract Administrator shall handle discussion(s) from that point forward.
 3. If a member of the public attempts to interact with the Contractor in an active work zone, Contractor shall notify the Contract Administrator immediately if their presence creates a safety risk. If the member of the public refuses to leave the work site, then the Contractor’s personnel shall immediately leave the work site, proceed to an alternate work site, and notify the Contract Administrator immediately.
 4. In instances where fallen tree limbs or trunks have impacted private property, Contractor may need to move private property (fences, chairs, tables, etc.) in order to conduct tree removal work.

Contractor shall be liable for damages to any private property during the discharge of this activity.

- 2) Removal of any suckers/volunteers that emerge from stumps
 - 3) Stump grinding
 - 4) Herbicide treatments (Contractors shall have available a Qualified Applicator either on staff or as a sub-contractor that can apply herbicide to eucalyptus stumps to prevent re-growth.)
- f. Contractor(s) shall have an arborist on staff who can identify dead and/or damaged eucalyptus trees and can write a report if needed and upon Contractor approval for any proposed removals.
- g. Contractor(s) shall promptly remove all debris generated by Contractor's pruning, trimming, and other work required in the specifications of this contract with immediate priority after working in areas of public streets. Work site shall be swept "broom clean" and all other areas, where practical shall be raked clean.
- h. Debris and litter shall be disposed of either at City landfills, open to the public, or dispose of chips in any other legal manner. If Contractor(s) dispose of debris in any other manner, they shall abide by all Federal, State, and local laws, and shall assume all liability for correct disposal methods. Methods of disposal must be approved by the Contract Administrator. The Contractor shall be responsible for paying any and all fees associated with the disposal of tree debris under the terms of this contract. It is highly encouraged that the Contractor make any and all necessary attempts to recycle green material.
- i. Hazardous litter, including but not limited to wire, broken glass, jagged metal, and similar kinds of litter, shall be immediately picked up and removed from the site by the Contractor upon notice or observation thereof.
- j. Contractor shall use caution and care while working in wild land habitats. Much of the tree work performed in the Open Space will be labor intensive with poor access, steep slopes, etc. Access via private property is not always available. Open Space access through locked gates is frequent, but not always available. The Open Space is intended as a wildlife corridor. Rattlesnakes, bees, wasps, and poison oak are present here, as well as other forms of wildlife indigenous to the area. Therefore, Contractor(s) are advised to be cautious when working in the area. Contractor(s) must use good judgment in determining the best method of doing the work and removing the debris. Safety and liability concerns supersede speed and/or ease of doing the job.
- k. Contractor(s) shall be aware of the potential for the discovery of unexploded ordnance in the Tierrasanta community and in surrounding environments as Tierrasanta was once a part of the U.S. Navy's bombing range. Ordnance detection efforts have been completed in the area, and known live ordnances have been removed. On occasion, hikers, **service** contractors and builders discover ordnances. In the event any is discovered during the course of

- e. Standard top soil shall be natural, friable, sandy loam soil, possessing the characteristics of representative soils in the San Diego Metropolitan Community that produce satisfactory crops, grass, or other vegetation and shall be reasonable free from subsoil, clay lumps, brush, objectionable weeds, and other litter and shall be free from stones, stumps, and other objects larger than 1" in diameter, roots, toxic substances, and other materials or substances that might be harmful to plant growth or a hindrance to grading, planting and **service** operations. Standard top soil shall have a PH reading between 6.75 and 7.50 and salinity (EC rating) from one (1) to three (3) on the Solu-Bridge scale.
- f. The Contractor shall be responsible for the complete removal and replacement of those trees lost due to Contractor's faulty **service** or negligence, as determined by the Contract Administrator. Replacement shall be made by the Contractor in the kind and size of tree determined by the Contract Administrator. Where there is a difference in value between the tree lost and the replacement tree, the difference will be deducted from the contract payment. In all cases, the value of the tree lost shall be determined by the Contract Administrator, using the latest International Society of Arboriculture (I.S.A.) guidelines for value determination.
- g. All trees debris generated from removal shall be chipped and placed into a truck by the Contractor. Unless otherwise directed by the Contract Administrator all tree debris shall be removed from the job site and disposed of legally. Chipping directly into the open space shall be done only when authorized by the Contract Administrator. If any wood is not able to go through the chipper, Contractor shall be responsible for any fees associated with the disposal of such material. Cut and/or chipped wood may be left at a location only upon authorization of the Contract Administrator.

Litter

Upon completion of each day's work, work site shall be swept "broom clean" and other areas, where practical, shall be raked clean. Debris and litter not chipped be disposed of at the City of San Diego Landfill, or Contractor may dispose said debris in another legal manner. If debris is disposed of at the City, Contractor must abide by the City regulations affecting said disposal. Contractor shall be responsible for payment of all disposal and dump fees at additional cost to the City.

lineal cut no further than three (3) inches from edge of the existing sidewalk toward tree for a length of ten (10) linear feet.

Root Barrier

- The root guard shall be placed in the trench along the sidewalk or curb ten (10) linear feet as noted in Appendix A. Guard shall be polyethylene plastic type lb-18-2 and lb-12-2, as manufactured by Deep Root Control Products, or equal. Root barriers shall be installed per manufacturer's instructions.

Root Pruning/Barrier Equipment

- All cuts shall be made with a root cutting machine such as Vemeer or Doscocil, Inc, or equal which shall be approved by the Contract Administrator prior to use. Cuts shall be made clean as to cause minimum damage to the tree. Any shredded roots shall be cut clean to the nearest root node.

Scheduling work for Root Barrier/Pruning

- a. Contractor shall accomplish Root Barrier and Root Pruning work required between the hours of 7:00 am and 5:00 pm, Monday through Friday and coordinate all scheduling with the Contract Administrator in order to ensure production schedules for concrete repairs coincide with tree **service**.
 - b. Upon award of contract, the Contract Administrator will provide the Contractor with an annual schedule of trees to be maintained during the contract period.
 - c. Contractor shall report to the Contract Administrator, in writing, by Monday's at 9:00 am, the count, species and location of all trees trimmed, roots pruned and barriers installed in the preceding week and work schedule for the current week. Any changes in scheduling shall be reported in writing to the Contract Administrator immediately.
 - d. Contractor shall conduct work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.
 - e. Contractor shall endeavor to maintain good public relations at all times and work shall be conducted in a manner which will cause the least possible interference with or annoyance to the public.
6. Equipment

Contractor shall be responsible to bring all necessary equipment to each job site to complete the required work in a timely manner in a neat and orderly fashion.

Notify the San Diego Police Department, Traffic Division (619) 495-7800, of said posting

E. INSPECTION & DISEASE / PEST CONTROL

As needed by the Contract Administrator.

The Contractor shall regularly inspect all trees for presence of disease, pests, splits and breakages. The Contractor shall advise the Contract Administrator immediately if disease, insect, or rodent infestation is found; Contractor shall identify the damage, disease, insect, or rodent and specify control measures to be taken. Upon approval of the Contract Administrator, the Contractor shall implement the approved control measures, exercising extreme caution in the application of all sprays, dusts, or other materials utilized. Approved control measures shall be continued until the disease, insect or rodent is controlled to the satisfaction of the Contract Administrator. The Contractor shall utilize all safeguards necessary during disease, insects, or rodent control operations to ensure safety of the public and the employees of the Contractor, in accordance with current standard practices accepted by the State of California Department of Food and Agriculture.

Bee Nests

In the event a nest or hive is encountered during operations, Contractor shall report the location by street address immediately to the Contract Administrator. Contractor shall arrange to have the nest eliminated within five (5) working days after notification and proceed with **service** after removal is complete.

All individuals who supervise the mixing and application of herbicides, pesticides, and rodenticides shall possess valid Qualified Applicators Certificate for Category B issued to them by the State Department of Food and Agriculture and submit to the Contract Administrator within thirty (30) days of expiration a copy of the valid certificate.

V. REQUIREMENTS UNIQUE TO THIS CONTRACT

OPTIONAL TREE INVENTORY & DATABASE SERVICES SPECIFICATIONS

A. OVERVIEW

If requested by the Contract Administrator, the Contractor will collect a tree inventory a specified, defined area within the City of San Diego as part of this contract. The data should be collected by address and should include tree species, land type, diameter at breast height, crown height, botanical and common names, and other information as recommended by the City of San Diego. Areas open for data collection may include, but not limited to public rights of way (“street trees”), public parks and open spaces, golf courses, greenbelts, slopes, and/or other City-owned facilities.

B. REFERENCES AND QUALIFICATIONS FOR OPTIONAL TREE INVENTORIES & DATABASE SERVICES

The City does not require that this service be provided for all **service** areas of this contract, but may be required as an option for areas requesting this service, cost to be reflected on bidders submittal SECTION I for PRICING.

For this service, Contractor shall have a minimum of five (5) years experience in collecting tree inventories and developing inventory databases. Reports shall be required in accordance with needs outlined by the Contract Administrator and should be generated expeditiously. The program should be developed based on the needs of the City with ability of allowing the City to modify and structure program specifically to meet the City’s needs.

Contractor shall provide routine **IT related database**, archive, backup, restore and maintain disaster recovery procedures as may be requested by the Contract Administrator. Contractor shall provide complete technical support rapidly with experienced staff available during the hours of 7:00 am to 5:00 pm Monday through Friday. Contractor shall be readily available by telephone, E-mail or may respond in person to the City’s designated site within a timely manner per Contract Administrator’s direction.

C. TREE INVENTORY PROGRAM

At the Contract Administrator’s request, the Contractor will provide the City of San Diego with access to a record keeping system consisting of an on-line software program that allows the City to maintain information about its tree population, including the description of each tree by species, height, diameter, work history, and tree and planting site location. The tree inventory software program may be a Microsoft Access database program, which can be incorporated into the City’s maintenance management tracking program. The program shall have the capability to produce detailed listings of tree and site information, work histories, service requests, summary reports, and pictures of City tree species. The tree inventory program must allow for batch update of work histories. The Contractor shall provide complete

software support to the City for the entire term of the contract. At the end of the contract term, the contractor shall provide the inventory in a working electronic format.

As part of this inventory effort, the Contractor will provide the City with recommendations for **tree species, recommended planting locations, and recommended removals**. **Attributes to be** collected by field personnel may include address, street, facility, species, diameter, crown, height, dollar value, recommended **service** overhead utilities, and parkway size and type. The Contractor will also provide the City with various tree inventory reports to accommodate the City's needs. The total cost should include ownership of the software and unlimited software support while under contract for **tree** services.

GPS INVENTORY

As part of an inventory effort, the Contractor shall provide the City with Global Positioning System (GPS) coordinates for each tree inventoried. The address information contained in inventory can be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude within one (1) meter. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs in the City. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and in the software, which will enable the City to connect the inventory to the City's GIS program and create various frequency reports.

D. REPORTS

The Contractor will provide various reports concerning the City's tree inventory, services, planting program and/or tree policies. These reports may be produced for the Community Forest Advisory Board (CFAB), City Council, and/or various Commissions or Committees. The frequency of reports may be annually, semi-annually or quarterly.

E. SCOPE OF WORK

The project shall include field data collection, data entry, supply of the computer software, and training of City employees on the use of the system; future technical maintenance and support; and as an option, conversion of the existing database. The Contractor, upon award of contract should conduct a preliminary meeting with the Contract Administrator to discuss the City's criteria with regards to all tree attributes to be collected, scheduling and location of fieldwork.

The Contract Administrator will define which areas of the City are to be mapped in consultation with the Contractor. Mapping will likely divide the areas into grids or districts for efficient management of data collection. If needed, the Contract Administrator may provide copies of the following to the Contractor:

- City Maps with Street Legend
- Easement Maps
- Grid Maps
- Street Tree Master Plan with Tree Palette
- Tree Ordinance
- Additional information pertaining to City trees
- Tree **Service** Schedule
- Information pertaining to City's SanGIS system
- Street Listing on diskette in database or ASCII format

Inventory data collection should be administered by an ISA Certified Arborist who can perform tree data collection and provide a cursory tree evaluation. Field personnel will visit each tree site to obtain information. Attributes to be collected by field personnel include a geographical identification such as district, area number, or name; species identification; size (such as diameter at breast height); and condition evaluation.

The Contract Administrator may ask the Contractor to provide the City with Global Positioning System (GPS) coordinates for each tree inventoried. The information collected can be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and in a software program, which will enable the City to connect the inventory to the GIS program and create various frequency reports.

Attributes to be collected by field personnel may include, but is not limited to:

- Tree Number
- Community Planning Area
- Council District Number
- Facility Number
- Location by Address
- GPS Coordinates
- Location by GIS, x, y State Plane Coordinate (Optional)
- Park Name
- Golf Course Name
- Street Name
- Maintenance Assessment District Name
- Presence of Irrigation System (Yes/No)
- Species by botanical name and common name



THE CITY OF SAN DIEGO

October 24, 2012

Jeff Bruhn, President
Atlas Environmental Services, Inc.
9032 Olive Dr.
Spring Valley, CA 91977

Mr. Bruhn

Subject: Bid 10023410-13-Q Citywide Tree Services

This letter is to inform you that the City has completed its review of the subject bid. The City is recommending parcel award of the subject bid to your Company, Atlas Environmental Services, Inc. the low, responsive, and responsible bidder meeting specifications for section A, C, D, G and H. The City intends to award other section as follows: Section B to Aztec, Section E and F to West Coast Arborist

If you have any questions or concerns regarding this award, they must be addressed in writing to Ed Plank, Purchasing & Contracting Interim Director, no later than 5:00 p.m. on Monday November 5, 2012.

Thank you for your interest in doing business with the City. Please do not hesitate to contact me at (619) 236-6653 with any questions you may have.

Sincerely,

William Broderick, C.P.M., CPPB
Procurement Specialist

cc: File, Andy Field, Drew Potocki



Purchasing & Contracting

1200 Third Avenue, Suite 200, MS 56P • San Diego, California 92101
(619) 236-6000 • (619) 236-5904



Low Bidder



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT. 1200 Third Avenue, Suite 200 San Diego, CA 92101-4195

COPY

Bid No. 10023410-13-Q

REQUEST FOR BID

Closing Date: July 20, 2012 @ 3:00 pm P.T.

ADDENDUM H

Subject: Furnish the City of San Diego with CITYWIDE TREE SERVICE

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

Note: Mandatory Pre-Bid Conference and Site Inspection - See Page 11 for Details.

1. Company: Atlas Environmental Services, Inc. Address: 9032 Olive Dr. City/State/Zip: Spring Valley, CA 91977 Telephone: (619) 463-1707 Contact: Jeff Bruhn E-Mail Address: jeff@atlastree.sdcoxmail.com The City of San Diego Business Tax License Number: B1978038746 Federal Tax ID Number: 33-0380979

2. The City's Standard Payment Terms are Net 30 Days.

Bidders may offer other payment terms (e.g., 2% 20 days) but they will not be considered in making the award decision. If different terms are offered, the City retains the option of making payment(s) based on these terms.

State delivery time required: 2 days after receipt of order. Discounted terms offered: 1 % 20 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
2) All information on this Request for Bid cover page must be completed.
3) This cover page must be signed with an original signature.
4) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

Addendum's A-H Noted Feb

3. Signature* of Authorized Representative/Contractor

Jeff Bruhn
Jeff Bruhn
(Print Name)
Pres.
(Print Title)
7-19-2012
(Date)

4. Signature of The City of San Diego Purchasing Agent

Jeffrey B. Baer, CPPO, C.P.M.
(Print Name)
Director, Purchasing & Contracting
(Print Title)
(Date)

5. Signature of The City of San Diego City Attorney

Approved for Form and Legality
(Print Name)
(Print Title)
(Date)

*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this Agreement and any Exhibits incorporated into this Agreement. Unless otherwise agreed to in writing, the Agreement includes the City's Request for Bid No. 10023410-12-Q, including any addendums issued under Bid No. 10023410-12-Q, the City's General Provisions for Bids dated January 3, 2005, and the Contractor's Bid in Response to the City's Request for Bid No. 10023410-12-Q.

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

Frank Moreno/b19, Procurement Specialist

Phone: (619) 235-5212 / Fax: (619) 533-3226 / E-Mail: FMoreno@sandiego.gov

I. PRICING

NOTE: All costs including labor, overhead, materials, traffic control services, equipment, etc. Shall be included in the rates quoted.

A. TREE TRIMMING PUBLIC RIGHTS-OF WAY, STREET TREES, LANDSCAPED PARKWAYS

Estimated No. of Trees: 16,924

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$ 47.50
DATE PALM	EA	PER TREE Over 2 years of growth	\$ 58.-
QUEEN (COCO) PALM	EA	PER TREE 1 to 2 years of growth	\$ 22.50
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$ 27.50
FAN PALM	EA	PER TREE 1 to 2 years of growth	\$ 26.50
FAN PALM	EA	PER TREE Over 2 years of growth	\$ 38.75
DATE PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 45.-
DATE PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 56.-
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 21.25
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 26.50

Tree Type	U/M	Description	UNIT COST
FAN PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 24.50
FAN PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 38.-
SHADE	EA	PER TREE	\$ 46.50
SHADE	EA	GRID PRUNING (Routine Trimming)	\$ 36.50
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION A (X TIMES FOR MULTI-PERSON CREW)	\$ 44.44

TOTAL SECTION A: \$ 559.44

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Estimated No. of Trees: 10,689

Tree Type	U/M	Description	UNIT COST
PALM - ALL TYPES	HR	PER PERSON - HOUR RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 46.88
SHADE	HR	PER PERSON - HOUR RATE (X TIMES FOR MULTI-PERSON CREW)	\$ 44.44

TOTAL SECTION B: \$ 91.32

C. TREE TRIMMING PARKS AND GREENBELTS

Estimated No. of Trees: 15,972

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$ 45.-
DATE PALM	EA	PER TREE Over 2 years of growth	\$ 58.-
QUEEN (COCO) PALM	EA	PER TREE 1-2 years of growth	\$ 22.50
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$ 27.50
FAN PALM	EA	PER TREE 1-2 years of growth	\$ 26.50
FAN PALM	EA	PER TREE Over 2 years of growth	\$ 35.-
DELETED			

Tree Type	U/M	Description	UNIT COST
SHADE	EA	PER TREE	\$ 47.-
DELETED	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION C (X TIMES FOR MULTI-PERSON CREW)	\$ 44.44

TOTAL SECTION C: \$ 305.94

D. ALL AREAS - TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Estimated No. of Trees: Preservation 50; Preservation Root Pruning 50; Trimming 50; Barrier Installation 50

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	1 EA	COMPLETE TREE TRIMMING OF VARIOUS SPECIES OF TREES	\$ 38.-
	HR	PER PERSON - HOURLY RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 44.44
ALL TREE TYPES	1 LF	COMPLETE ROOT PRUNING OF VARIOUS SPECIES OF TREES	\$ 8.75
ALL TREE TYPES	1 LF	COMPLETE ROOT BARRIER INSTALLATION	\$ 4.99

TOTAL SECTION D: \$ 96.18

E. ALL AREAS TREE REMOVAL Estimated No. of Trees: 497

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 48.-
QUEEN (COCO) PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 21.-
FAN PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 32.-
SHADE	1 DIA IN	TREES AVERAGING 15" IN DIAMETER AT 4' ABOVE GROUND LEVEL	\$ 14.50
ALL TYPES / MILLING	1 BF	MILLED WOOD, IN ACCORDANCE WITH ATTACHED SPECIFICATIONS	\$.15 BF

TOTAL SECTION E: \$ 115.65

F. ALL AREAS - TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A

Estimated No. of Trees: 530

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 85.-
QUEEN PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 85.-
FAN PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 85.-
SHADE	EA	15 GAL	\$ 92.50
SHADE	EA	24 INCH	\$ 218.-
SHADE	EA	36 INCH	\$ 500.-
SHADE	EA	48 INCH	\$ 850.-

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 44.44

TOTAL SECTION F: \$ 1,959.94

G. AS NEEDED SERVICES, HOURLY COST

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$ 25.-
1	HR	Utility Specialist	\$ 25.-
1	HR	Certified Tree Worker	\$ 44.44
1	HR	Biologist	\$ 30.-

NOTE: For Evaluation purposes. Average price will be used by adding 4 lines and divide by 4.

TOTAL SECTION G: \$ 31.11

H EMERGENCY CALLOUT

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	COST PER PERSON PER HOUR FOR EMERGENCY RESPONSE	\$ 45.

NOTE: The cost of the one thousand (1,000) hours of extraordinary labor will be added to the bid price to determine the overall low Bidder.

TOTAL SECTIONS A-H: \$ 3,204.58

OPTIONAL SERVICE AS NEEDED

TREE INVENTORYING AND DATABASE

U/M	Description	Unit Cost
PER TREE	Conduct Tree Inventory including Developing Inventory Databases.	\$ 4.00

This is not subject to annual increases, whether CPI or LWO and will not be used in the evaluation of award.

II. SPECIFIC PROVISIONS

A. MANDATORY PRE-BID CONFERENCE

All Bidders must attend the pre-bid conference of the proposed Citywide Tree **Service** contract. The pre-bid conference will be held at the San Diego Concourse, 202 C Street, MS57C, San Diego, CA, 92101 on Thursday, March 29, 2012 at 9:30 AM.

DIRECTIONS: From 202 C Street (City Hall):

C Street is where the trolley tracks are located in front of City Hall. You will walk north through the glass doors Breezeway into the Courtyard. You will then climb stairs immediately on your left where you will see a sign for the Silver Room.

Please give yourselves time to find this meeting location as those arriving late will NOT be allowed to participate in the bid process.

Bidders are responsible for verifying site conditions and size of areas to be serviced, which includes City of San Diego boundaries for this contract. Failure to do so will not relieve the Contractor of their responsibility to perform in accordance with these specifications. No additional compensation or relief from any obligations of the contract will be granted because of lack of knowledge of areas covered.

Bids will not be accepted from Bidders who do not attend the mandatory pre-bid conference, nor from Bidders who arrive after the pre-bid conference has started. For further information contact Frank Moreno at (619)533-3226. Allow one (1) hour for the pre-bid conference.

Questions regarding this bid must be submitted in writing to the City of San Diego, Purchasing & Contracting Department, Attn: Frank Moreno, 1200 Third Avenue, Suite 200, San Diego, CA 92101; or by fax to (619) 533-3226; or by email to FMoreno@sandiego.gov, no later than 5:00 p.m. on Thursday, April 5, 2012.

B. LICENSES

To perform the work described in these specifications, the Bidder must hold a current C-27, C-61 (D49) State Contractor's License. This proper license determination has been made by the City. Any Contractor holding a different license who feels qualified to bid on this work must notify the City Purchasing Agent in writing at least seven (7) days prior to the bid closing. A review of the job will be made, and the City's decision as to the propriety of such license will be final.

The Contractor is required to have an International Society of Arboriculture (ISA) Certified Arborist available on site at all times. The Certified Arborist may be a working supervisor.

The Contractor may be, if requested by the Contract Administrator, required to have International Society of Arboriculture (ISA) Certified Tree Workers performing work in trees as specified.

The Contractor must possess licenses and certification at the time of bid submittal as follows.

	License Number	Expiration Date	Name
C-27 Contractor's License	593660	5/31/2012	Atlas Environmental Services, Inc.
State of California Contractor's License C-61 (D49)	Class: C61 (D49) No: 593660	5/31/2012	Atlas Environmental Services, Inc.
International Society of Arboriculture (I.S.A.) Certified Arborist	See Class: attached No:		See attached
International Society of Arboriculture (I.S.A.) Certified Tree Worker	See attached		See attached
Qualified Applicator Certificate	105452	12/30/2013	Jerry Provansol
Pest Control Business License	PR6346	6/30/2014	Best Bee Removal
Pest Control Advisor	#73278	12/31/2014	Lee Wozniak
Utility Specialist	ISA WE6010 AU	12/31/2013	Dan Bohnett

Reference Standards:

1. American National Standards Institute (ANSI) A300 Pruning Standards
2. ANSI Z133.1 Safety Standards
3. ISA Best Management Practices: Tree Pruning
4. Standard Specifications for Public Works Construction
5. Greenbook
6. San Diego Municipal Code §142.0401 et.seq, Landscape Regulations
7. Council Policy 200-05, Planting of Trees on City Streets
8. Council Policy 200-09, Street Tree Plan – Central Business District
9. Council Policy 900-19, Tree Protection
10. City of San Diego Specifications
11. Street Tree Selection Guide



State Of California
CONTRACTORS STATE LICENSE BOARD
ACTIVE LICENSE



License Number **593660**

Entity **CORP**

Business Name **ATLAS ENVIRONMENTAL SERVICES
INC**

Classification(s) **C61/D49 C27**

Expiration Date **05/31/2012**



POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

CITY OF SAN DIEGO * CERTIFICATE OF PAYMENT OF BUSINESS TAX

Certificate Number: **B1978038746**

Business Name: **ATLAS ENVIRONMENTAL SERVICES INC**
Business Owner: **ATLAS ENVIRONMENTAL SERVICES INC**
Business Address: **9032 OLIVE DR
SPRING VALLEY CA 91977**

**ATLAS ENVIRONMENTAL SERVICES INC
9032 OLIVE DR
SPRING VALLEY, CA 91977**

Primary Business Activity: **ALL OTHER SPECIAL TRADE CONTRACTORS**

Secondary Business Activity:

Effective Date: **09/01/2011**

Expiration Date: **08/31/2012**

PLEASE NOTIFY THE CITY TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - BUSINESS TAX DIVISION, PO BOX 122289, SAN DIEGO, CA 92112

4. SUBMITTALS REQUIRED PRIOR TO COMMENCEMENT OF WORK

- a. Monthly Work Schedule (use form in Forms Section).
- b. Weekly Work Schedule (use form in Forms Section).
- c. Site Inspection Punch List (use form in Forms Section).
- d. Street/Sidewalk Blockage Report (use form in Forms Section).

D. AWARD

The Purchasing Agent shall award this Contract to the bidder(s) offering the best value to the City, considering price and other factors. The City anticipates one award to the lowest bidder meeting specifications for each of the six categories of services listed. However, to minimize contract administration time and costs, the City will award one contract for all 6 categories of services listed to the lowest bidder meeting specifications if the total sum of their bid is no more than 7% higher than the total sum of the bids if awarded to the lowest in each category.

E. CONTRACT PERIOD

The initial contract shall be for a period of one (1) year with options to renew for four (4) additional one (1) year periods.

F. OPTION TO RENEW

After the initial one (1) year contract period, the City reserves the option to renew the contract up to four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void. The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

The City will not grant an option, if the contractor requests a price increase which exceeds the average percentage variant for the previous twelve months in the Consumer Price Index for All Urban Consumers (CPI-U) for the San Diego area as published by the Bureau of Labor Statistics, or 5.0%, whichever is less. If a price increase is requested, the bidder must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City and the City reserves the right to accept or reject.

This section will not be considered in the evaluation for award.

H. PERFORMANCE BOND

The Contractor shall be required to furnish the City of San Diego with a surety bond executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego, in a sum equal to 100% of the Contract price, conditional for the performance of the Contract.

In the event the contract is awarded in Sections, the following bond amounts will apply:

- 1.2 Million dollar bond for Section A, "Tree Trimming Public Rights-of-Way, Street Trees, Landscaped Parkways"
- 700 thousand dollar bond for Section B, "Tree Trimming Open Space, Easements and Landscaped Slopes, and
- 1.1 million dollar bond for Section C, "Tree Trimming Parks and Greenbelts"

The performance bond shall be submitted to Purchasing & Contracting within ten (10) days of request. Failure to provide the bond within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive. The bond shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

I. REFERENCE/QUALIFICATIONS

Bidders are required to demonstrate successful performance of tree **service** work of similar size and scope as required of this contract in the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work of this contract.

Contractor shall have knowledge of Multiple Species Conservation Program (MSCP) and allowable activities for all areas covered by this contract, especially lands that are part of the Multiple Habitat Planning Area (MHPA).

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

1. Bidder's References (use form in Forms Section).
2. Bidder's Statement of Subcontractors (use form in Forms Section).
3. Bidder's Statement of Available Equipment (use form in Forms Section).
4. Bidder's Statement of Financial Responsibility (use form in Forms Section).

The City reserves the right to reject any bid when, in its opinion; the Bidder cannot perform the contract in accordance with specifications contained herein.

J. BUSINESS TAX CERTIFICATE

Any company doing business with the City of San Diego is required to comply with Section 31.0301 of the San Diego Municipal Code regarding Business Tax. For more information please visit the City of San Diego website at www.sandiego.gov/ or call (619) 615-1500.

The City requires that each vendor to provide a copy of their Business Tax Certificate, or a copy of their application receipt. Failure to provide the required documents within ten (10) business days of the City's request may result in a Bid being declared non-responsive and rejected.

K. LIVING WAGE

Any contract awarded from this solicitation will be subject to the City of San Diego's Living Wage Ordinance [LWO], Chapter 2, Article 2, Division 42 of the San Diego Municipal Code [SDMC], which went into effect on July 1, 2006. The provisions of the LWO apply to "any service contract, including any applicable subcontract, entered into, awarded, amended, renewed, or extended on or after July 1, 2006." (SDMC § 22.4210.) Rules Implementing the Living Wage Ordinance may be found at www.sandiego.gov/purchasing/ or by request from Purchasing & Contracting Department by calling (619) 236-6000.

L. CONTRACTOR STANDARDS

This bid is subject to the Contractor Standards clause of the Municipal Code, Chapter 2, Article 2, Division 32, adopted by Ordinance No. 0-19383. All Bidders are required to complete and return with their bid the Contractor Standards Pledge of Compliance included with this Request for Bid. The Contractor Standards Rules and Regulations are available at www.sandiego.gov/purchasing or by request from the Purchasing & Contracting Department by calling (619) 236-6000.

M. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated January 3, 2005, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing & Contracting Department by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid.

1. Compliance with all Laws and Codes

Performance under this contract shall comply with all applicable laws of the United States of America, the State of California, the County of San Diego, The City as well as all applicable City policies.

Contractor is required to be knowledgeable about and comply with the City, State, and Federal Laws and Regulations pertaining to Fish & Wildlife during the performance of this contract.

2. Consequences of Violations of Law

Any acts or omissions of Contractor in violation of federal, state, or municipal law, City Charter, City Policies or regulations (regarding anti-competitive practices, unfair trade practices, collusion, gratuities, kickbacks, contingent fees, contemporaneous employment, or similar violations creating an unfair influence on the public bidding and award process pertaining to this contract) shall void this Contract. In addition to all other remedies or damages allowed by law, Contractor is liable to City for all damages, including costs for substitute performance, and is subject to Suspension and Debarment.

N. SMALL EMERGING LOCAL BUSINESS PROGRAM

Prime vendors/contractors/consultants are encouraged to take positive steps to diversify and expand their Small Local Business Enterprises (SLBE)/ Emerging Local Business Enterprises (ELBE) solicitation base and to offer contracting opportunities to all eligible small emerging local businesses. To support its Equal Opportunity Contracting commitment, the City has established participation level(s) as defined in the following website, <http://www.sandiego.gov/eoc/boc/slbe.shtml>.

III. GENERAL SPECIFICATIONS

A. SCOPE

Complete tree services for all areas covered by the City of San Diego's responsibility. The Contractor shall provide all equipment, labor, and materials necessary for performing **services** according to the following specifications. The City estimates \$ 3 Million dollars annually on tree **service** citywide activities.

B. CONTRACT SITE LOCATIONS

Sites to be maintained under the terms of this contract are listed below:

- Citywide, includes but not limited to all City Owned, Leased properties, Public Rights-of-Way, Open Space, and all current and future areas required to be serviced and or maintained by the City of San Diego Staff and/or Contractors.

C. QUALITY OF WORK

All work shall be performed in accordance with the best tree **services** practices, and shall be in keeping with the high aesthetic level of the facilities being maintained. The Contract Administrator shall periodically inspect all **service** operations and approve or reject the work performed and methods or materials used.

D. CONTRACTOR'S RESPONSIBILITIES

1. Company Representative

A company representative, authorized to discuss matters related to this contract, must be available during normal business hours, Monday through Friday. All calls from the Contract Administrator shall be returned within a one (1) hour period.

2. Emergency Calls

The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours and outside of normal working hours. Calls of an emergency nature received by the Contract Administrator shall be referred to the Contractor for immediate disposition.

Emergency calls relating to tree **service** shall be referred to the Contractor. A twenty-four (24) hour emergency telephone number shall be provided by the Contractor for this purpose.

3. Reporting of Damages

Contractor's personnel will immediately report any hazards, damages, defects, leaks, power outages, or any other problems or irregularities to the Contract Administrator.

4. Staffing

Contractor(s) staff shall include the following skilled personnel:

- Certified Arborist
- Certified Tree Workers
- Truck Driver/Laborers

a. Supervision

The Contractor shall furnish sufficient supervisory and working personnel capable of promptly accomplishing on schedule, and to the satisfaction of the Contract Administrator, all work required under this contract during the regular and prescribed hours.

A minimum of one (1) qualified field supervisor shall be on the job at all times work is being performed to provide the necessary supervision to ensure work is completed as specified under the contract. This field supervisor must have at least three (3) years of experience with tree service. A resume of the assigned field supervisor must be submitted upon request. Payroll records may be utilized to verify experience. The field supervisor must be employed by the successful Bidder at the time this contract is awarded. Any changes in field supervisors must be submitted in writing to the Contract Administrator.

In addition, the supervisor shall inspect all areas under the contract a minimum of once a week. These inspections shall include a written punch list (to be completed by the non-working supervisor) of deficient items and dates of correction. Punch lists are to be given to the Contract Administrator on a weekly basis. Date and time to be determined by the Contract Administrator upon award.

5. Physical Ability to Perform Work

All such personnel shall be physically able to do their assigned work.

6. Proper Conduct

The Contractor and his/her employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public.

14. Litter

a. Contractor Generated Trash/Cuttings

The Contractor shall promptly remove all debris generated by Contractor's tree services. Immediately after working in areas of public streets and park walks, gutters, driveways, and paved areas, the Contractor shall clean them with suitable equipment.

E. FAILURE TO PERFORM SATISFACTORILY

It is agreed and understood that if the Contractor fails to perform the work as specified herein, the City will pay only for the amount of service actually received, as determined by the Contract Administrator, with an appropriate downward adjustment in contract price. Such adjustments may be in accordance with the Pricing Page or the Schedule of Task Costs provided herein by the Contractor.

The City shall provide inspection of the work area to ensure that **service** is adequate and that all work complies with these specifications. Discrepancies and deficiencies will be noted on Field Inspection Notices (FIN) and shall be corrected within the time frame specified. If the Contractor fails to take corrective action within the noted time frame on the Field Inspection Notice, the City may withhold payment and/or proceed with termination of the contract. Billing adjustments for unsatisfactory service shall be a permanent retention of the estimated monthly cost for work that is incomplete or deficient as stated herein.

Contract Compliance:

In the event contractor(s) fail to meet contract requirements, including timelines, as defined within these bid specifications may result in the following actions taken:

1. First offense – written warning by the Contract Administrator.
2. Second offense – financial deductions taken by the Contract Administrator
3. If further contract compliance issues persist, Purchasing & Contracting may issue a notice to CURE per General Provisions G-2a which states the following:

“The City may, by written notice of default to the Contractor, terminate the whole, or in part of, this Contract, provided that Contractor fails to CURE such default within ten (10) days after receipt of such notice....”

IV. MAINTENANCE SPECIFICATIONS

A. SCOPE

Provide complete tree **service** of all areas within the City of San Diego's responsibility.

B. SCHEDULING OF WORK

The Contractor shall conduct the work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.

Routine work shall be started within five (5) working days after work is assigned unless mutually agreed upon by both parties. The contractor shall coordinate all scheduling of work with the Contract Administrator and shall notify the Contract Administrator twenty-four (24) hours in advance of the start date and location of any assigned work.

Any changes in scheduling shall be reported, in writing, to the Contract Administrator immediately. This schedule shall include routine work as well as infrequent operations as may be required.

Emergency work shall be started within one (1) hour after work is assigned. The contractor shall coordinate all scheduling of work with the Contract Administrator.

Failure to comply within the time frames specified for routine and emergency work may result in deductions and/or termination of contract if condition persists.

Local Office and Working Hours:

The Contractor shall maintain a local office within San Diego County with a competent company representative who can be reached during normal working hours and who is authorized to discuss matters pertaining to this contract with the Contract Administrator.

An answering service in conjunction with the pager for the designated company representative is **not** sufficient to fulfill this requirement. A mobile telephone also shall **not** fulfill the requirement for a local office.

All calls from the Contract Administrator or designated appointee(s) shall be returned within a one (1) hour period.

“Normal working hours” shall be Monday through Friday from 7:00 a.m. and 5:00 p.m. No emergency rate shall be charged during these hours. Redeployment of tree crews from one job to a higher priority job in another part of the community shall not be considered an emergency. The Contract Administrator may grant, on an individual basis, permission to perform contract **service** at other hours. No **service** functions that generate excess noise, e.g., operations of power equipment which would cause annoyance to residents of the area, shall be commenced before 8:00 a.m.

“Emergency working hours” shall be from 5:00 p.m. to 7:00 a.m. the following day, plus weekends (Saturday and Sunday) and official City holidays.

C. PUBLIC INTERACTION

Contractor shall directly communicate and coordinate with homeowners prior to the initiation of any scheduled work.

1. Contractors shall work with members of the public and property owners in a professional manner.

Interaction with the public includes the following:

- a. Scope of work
 - b. Length of time needed to complete work
 - c. Potential impacts, including:
 - d. Potential loss of privacy as trees are trimmed/removed
 - e. Increased noise associated with the removal operation itself
 - f. Public’s tendency to “direct” the crews with additional or unauthorized work, which the contractor shall NOT perform without authorization from the Contract Administrator
2. If a member of the public or private property owner becomes unruly or disrespectful while discussing the work, contractor shall disengage from conversation and alert Contract Administrator immediately. Contract Administrator shall handle discussion(s) from that point forward.
 3. If a member of the public attempts to interact with the Contractor in an active work zone, Contractor shall notify the Contract Administrator immediately if their presence creates a safety risk. If the member of the public refuses to leave the work site, then the Contractor’s personnel shall immediately leave the work site, proceed to an alternate work site, and notify the Contract Administrator immediately.
 4. In instances where fallen tree limbs or trunks have impacted private property, Contractor may need to move private property (fences, chairs, tables, etc.) in order to conduct tree removal work.

Contractor shall be liable for damages to any private property during the discharge of this activity.

- u. Palm pruning should be limited to the removal of dead, broken, and strongly chlorotic fronds. Live, healthy fronds should not be removed. Fronds should be severed close to the petiole base without damaging living trunk tissue. Palm fruit, flowers, and loose petiole bases should be removed if deemed to be a safety risk. A disinfectant (such as Clorox or rubbing alcohol) shall be used on **Date Palm** pruning tools before and after pruning individual trees. Climbing spikes or spurs shall not be used to climb palms for pruning.

7. Palm Trimming

- a. Queen Palms, (Coco); (Syagrus Romanzoffiana and Cocos Plumosa):

Removal of all dead fronds, loose petioles, flower spikes, seed stalks, seed clusters, sheaths, foreign growth and similar vegetative material(s) from the crown shaft of the palm. Loose petioles are those which may be removed by pulling with reasonable force. When properly trimmed, the lowest remaining fronds shall be live and not below horizontal tree trimming.

- b. Fan Palms, ((Brahea (Erythea) Washingtonia and Filifera)):

Removal of all dead fronds, necessary live fronds, loose wraps, flower spikes, seed stalks, seed clusters, sheaths, foreign growth and similar vegetative material(s) from the crownshaft of the palm. When properly trimmed, the lowest remaining fronds shall be live and horizontal.

- c. Date Palms, ((Phoenix Canariensis (Canary Island Date Palm), Phoenix Dactylifera and Phoenix Reclinata)):

Removal of all dead fronds, necessary live fronds, tips of old butt stubs four (4) inches or longer, flower spikes, seed stalks, seed clusters, foreign growth and similar vegetative material(s) from the crownshaft of the palm. When properly trimmed, the lowest remaining fronds shall be live and horizontal. Any remaining seed clusters, sheaths, flower spikes and flower buds that do not hang out at the lower most two (2) rows of fronds must be left intact. Butts cut from Date Palms shall be cut close and perpendicular to the base of the frond.

To control the spread of disease the following shall be practiced for pruning Date Palms:

- 1) All pruning tools shall be disinfected before being used to trim a date palm.
- 2) All tools shall be disinfected between trees being trimmed when several date palms are timed in succession. Disinfecting shall consist of immersing pruning tools in a solution of equal parts of household bleach

- 2) Removal of any suckers/volunteers that emerge from stumps
 - 3) Stump grinding
 - 4) Herbicide treatments (Contractors shall have available a Qualified Applicator either on staff or as a sub-contractor that can apply herbicide to eucalyptus stumps to prevent re-growth.)
- f. Contractor(s) shall have an arborist on staff who can identify dead and/or damaged eucalyptus trees and can write a report if needed and upon Contractor approval for any proposed removals.
- g. Contractor(s) shall promptly remove all debris generated by Contractor's pruning, trimming, and other work required in the specifications of this contract with immediate priority after working in areas of public streets. Work site shall be swept "broom clean" and all other areas, where practical shall be raked clean.
- h. Debris and litter shall be disposed of either at City landfills, open to the public, or dispose of chips in any other legal manner. If Contractor(s) dispose of debris in any other manner, they shall abide by all Federal, State, and local laws, and shall assume all liability for correct disposal methods. Methods of disposal must be approved by the Contract Administrator. The Contractor shall be responsible for paying any and all fees associated with the disposal of tree debris under the terms of this contract. It is highly encouraged that the Contractor make any and all necessary attempts to recycle green material.
- i. Hazardous litter, including but not limited to wire, broken glass, jagged metal, and similar kinds of litter, shall be immediately picked up and removed from the site by the Contractor upon notice or observation thereof.
- j. Contractor shall use caution and care while working in wild land habitats. Much of the tree work performed in the Open Space will be labor intensive with poor access, steep slopes, etc. Access via private property is not always available. Open Space access through locked gates is frequent, but not always available. The Open Space is intended as a wildlife corridor. Rattlesnakes, bees, wasps, and poison oak are present here, as well as other forms of wildlife indigenous to the area. Therefore, Contractor(s) are advised to be cautious when working in the area. Contractor(s) must use good judgment in determining the best method of doing the work and removing the debris. Safety and liability concerns supersede speed and/or ease of doing the job.
- k. Contractor(s) shall be aware of the potential for the discovery of unexploded ordnance in the Tierrasanta community and in surrounding environments as Tierrasanta was once a part of the U.S. Navy's bombing range. Ordnance detection efforts have been completed in the area, and known live ordnances have been removed. On occasion, hikers, **service** contractors and builders discover ordnances. In the event any is discovered during the course of

performing this contract, contractor(s) shall treat the unexploded ordnance in the following manner without exception:

- 1) Mark the location where discovered
- 1) Do not touch, move or cause to be moved
- 2) Notify the San Diego Fire Department immediately at 911
- 3) Notify the Deputy Director of the Open Space Division of the Park and Recreation Department at 619-685-1323, and the Tierrasanta Open Space Manager, Jan Eby, at 619-685-1354.

8. Milling Specifications

As **needed** by the Contract Administrator.

In an effort to reduce waste from the urban forest, the City will require the Contractor to mill suitable logs from tree removals and create usable lumber. The benefit of diverting greenwaste from landfills and creating a useful wood product is environmentally conscious and provides alternative wood resources. The goals are to have the City of San Diego receive a usable wood product at a minimal expense, and the Contractor to divert dumping fees, both as a step toward environmental preservation. The method by which the Contractor will provide usable lumber is as follows:

- a. Prior to the commencement of work, the Contractor and the City will meet to establish a criterion that determines which logs can be made into usable lumber. The criterion shall define tree species, sizing, and tree characteristics necessary for creating lumber.
- b. Logs suitable for milling shall be those that have a caliper between 12" and 36" in diameter, with a length of a minimum of 4' and a maximum of 20' long, and be as vertically straight as possible. The City shall determine if a tree is not suitable for milling.
- c. Logs shall be "clear," free of significant decay, and with minimal lateral branches and/or stubs.
- d. The Contractor shall have the necessary equipment to remove the logs in these sizes (i.e., cranes, loaders, etc.).
- e. Contractor shall be capable of salvaging tree logs designated by the Contract Administrator or designee for milling into lumber to be used as a recycled wood product and dried to a moisture content of 6-8% for use as furniture, interior wood, or for use at the City's discretion.
- f. Milled logs shall be produced into lumber with a thickness of 4-8 quarters (4 quarters equals 1") or at a thickness designated by the City.

- g. The lumber shall be kiln dried to the specifications requested by the City, typically 6-8% moisture content and shall be non-graded.
- h. Milling operations shall be performed at the Contractor's site and delivered to the City's designated location between ninety (90) and one hundred eighty (180) calendar days.
- i. The standard unit measure is a board foot. A board foot is a section 1" thick by 12" in width by 12" in length.
- j. Payment shall be made based on a "per board foot" price and shall include all hauling and delivery charges.

5. Tree Removal/Stump Grinding/Backfilling Services

- a. Removal of a tree shall include removing from the site (at the end of each work day) all trimmings, wood stumps, roots (4" or larger), surface roots, other vegetation, debris, and litter resulting from the Contractor's operation. Cut trees shall not be stacked for future pick-up and/or chipping.
- b. Roots having a diameter of 4" or more shall be traced out and removed to a minimum of 2' from the stump crown. All roots 4" or more in diameter, the tops of which are 6" or less below the existing soil level, shall be considered a part of the stump and shall be removed, except where such removal is prevented by existing sidewalks, curbs, buildings, or other improvements.
- c. Stumps shall be removed to a minimum of 15" below existing finish grade or at the depth approved by the Contract Administrator. Where the stump removal operation intercepts an in-service utility line, removal of the stump shall be made to the top of said utility line with the remaining portion of the stump, not obstructed by the utility line, removed to the required 15" minimum depth. No stump shall be left for more than one (1) day following removal and shall be secured with barricades and mounted flashes.
- d. For public safety and to avoid hazards, the Contractor shall remove and properly dispose of all non-millable material generated by the removal operation including stump grinding, as required above. Where holes or depressions result from the removal of trees, stumps, shrubs, or palms, the Contractor shall supply standard clean top soil, backfill, and firmly tamp to compact finish grade, making a smooth transition to adjacent ground or pavement level as applicable. The holes shall be backfilled the same day any removal is accomplished, unless otherwise specified by the Contract Administrator.

- e. **Standard top soil shall be natural, friable, sandy loam soil, possessing the characteristics of representative soils in the San Diego Metropolitan Community that produce satisfactory crops, grass, or other vegetation and shall be reasonable free from subsoil, clay lumps, brush, objectionable weeds, and other litter and shall be free from stones, stumps, and other objects larger than 1" in diameter, roots, toxic substances, and other materials or substances that might be harmful to plant growth or a hindrance to grading, planting and maintenance operations. Standard top soil shall have a PH reading between 6.75 and 7.50 and salinity (EC rating) from one (1) to three (3) on the Solu-Bridge scale.**
- f. **The Contractor shall be responsible for the complete removal and replacement of those trees lost due to Contractor's faulty maintenance or negligence, as determined by the Contract Administrator. Replacement shall be made by the Contractor in the kind and size of tree determined by the Contract Administrator. Where there is a difference in value between the tree lost and the replacement tree, the difference will be deducted from the contract payment. In all cases, the value of the tree lost shall be determined by the Contract Administrator, using the latest International Society of Arboriculture (I.S.A.) guidelines for value determination.**
- g. **All trees debris generated from removal shall be chipped and placed into a truck by the Contractor. Unless otherwise directed by the Contract Administrator all tree debris shall be removed from the job site and disposed of legally. Chipping directly into the open space shall be done only when authorized by the Contract Administrator. If any wood is not able to go through the chipper, Contractor shall be responsible for any fees associated with the disposal of such material. Cut and/or chipped wood may be left at a location only upon authorization of the Contract Administrator.**

Litter

Upon completion of each day's work, work site shall be swept "broom clean" and other areas, where practical, shall be raked clean. Debris and litter not chipped be disposed of at the City of San Diego Landfill, or Contractor may dispose said debris in another legal manner. If debris is disposed of at the City, Contractor must abide by the City regulations affecting said disposal. Contractor shall be responsible for payment of all disposal and dump fees at additional cost to the City.

If Contractor disposes of debris in any other manner, Contractor shall abide by all, state and local laws, and shall assume all liability for correct disposal. Methods of disposal must be approved by the Contract Administrator. Shall completely clean up all cuttings and debris resulting from the work Daily. This shall include lunch debris.

6. **Tree Planting**

Contractor shall contact underground "DIG ALERT" two (2) weeks prior to planting date.

Contractor shall be responsible for ordering and supplying quality tree stock meeting California Department of Forestry as well as City Standards per standard drawing Appendix A.

Contractor shall supply all labor, tree stakes, ties, mulch, and fertilizer to each tree site.

7. **Tree Preservation/Root Pruning**

As needed by the Contract Administrator.

Root Pruning (sidewalk side)

- a. Contractor shall root prune the trees as noted in Appendix A and coordinate the scheduling within one (1) week of the concrete repair work start schedule.
- b. Contractor is responsible for getting a utility mark-out prior to start of work.
- c. Roots shall be cut following removal of the existing sidewalk and prior to installation of the new sidewalk.
- d. Work includes cutting all roots necessary to a depth of twelve (12) inches along the edge of the new sidewalk for a distance of ten (10) linear feet. In cases where the sidewalk will not be replaced, roots shall be lineal cut no further than three (3) inches from edge of the existing sidewalk toward tree for a length of ten (10) linear feet.

Root Pruning (curb side)

- a. Contractor shall root prune the trees as noted in Appendix A and coordinate the scheduling within one (1) week of the concrete repair work start schedule.
- b. Roots shall be cut following removal of the existing curb and prior to installation of the new curb when practical.
- c. Contractor is responsible for getting a utility mark-out prior to start of work.

- d. Work includes cutting all roots necessary to a depth of twenty one (21) inches along the edge of the new curb line in order to provide a forming area for the new curb. This shall be done for a distance of ten (10) linear feet on the curb side of the tree. In cases where the curb will not be replaced, roots shall be

lineal cut no further than three (3) inches from edge of the existing sidewalk toward tree for a length of ten (10) linear feet.

Root Barrier

- The root guard shall be placed in the trench along the sidewalk or curb ten (10) linear feet as noted in Appendix A. Guard shall be polyethylene plastic type lb-18-2 and lb-12-2, as manufactured by Deep Root Control Products, or equal. Root barriers shall be installed per manufacturer's instructions.

Root Pruning/Barrier Equipment

- All cuts shall be made with a root cutting machine such as Vemeer or Doscocil, Inc, or equal which shall be approved by the Contract Administrator prior to use. Cuts shall be made clean as to cause minimum damage to the tree. Any shredded roots shall be cut clean to the nearest root node.

Scheduling work for Root Barrier/Pruning

- a. Contractor shall accomplish Root Barrier and Root Pruning work required between the hours of 7:00 am and 5:00 pm, Monday through Friday and coordinate all scheduling with the Contract Administrator in order to ensure production schedules for concrete repairs coincide with tree **service**.
- b. Upon award of contract, the Contract Administrator will provide the Contractor with an annual schedule of trees to be maintained during the contract period.
- c. Contractor shall report to the Contract Administrator, in writing, by Monday's at 9:00 am, the count, species and location of all trees trimmed, roots pruned and barriers installed in the preceding week and work schedule for the current week. Any changes in scheduling shall be reported in writing to the Contract Administrator immediately.
- d. Contractor shall conduct work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.
- e. Contractor shall endeavor to maintain good public relations at all times and work shall be conducted in a manner which will cause the least possible interference with or annoyance to the public.

6. Equipment

Contractor shall be responsible to bring all necessary equipment to each job site to complete the required work in a timely manner in a neat and orderly fashion.

- a. A tower truck **with capability of 90 foot reach** shall be required in medians, right-of-ways, and at other sites where the trees can be reached without driving or parking on turf areas.
- b. Contractor(s) shall have camera equipment available to take and send photos and/or video of property damage caused by City trees that have fallen due to accidents, storms, etc. These photos should be taken at the Contract Administrator's request prior to clean up and removal of tree debris.
- c. Other equipment required includes but is not limited to the following quantity of each shall be determined by **Contract Administrator** as may be required to perform Services as defined in Bid Specifications:
 - Crane – 16-ton with minimum 110-foot reach (if requested by the Contract Administrator, a crane shall be required for the removal of any branch 12" in diameter or larger).
 - ATV with trailer
 - Stump grinders
 - Climbing equipment
 - Power chain saws
 - Hand pruners
 - Large commercial brush chipper
 - At minimum a 1-1/2 ton truck with enclosed box for hauling brush and chips
- d. All equipment shall be in good working condition at all times. Blowers, brooms, rakes, scoop shovels and all other necessary hand tools are also required for debris clean-up. Contractor shall provide, at contractor's expense, plywood for use as necessary to prevent damage to areas including, but not limited to, turf areas, asphalt paving, concrete paving, decomposed granite, curbs, trails or private property. All damage caused by the Contractor's activities shall be repaired at the Contractor's expense. All repairs shall adhere to City of San Diego standards and/or as directed by the Contract Administrator.

7. Identification of Safety Concerns

- a. As safety concerns are identified while working in the field, Contractor(s) shall report them immediately to the Contract Administrator.
- b. Dial 911 if the safety concern is urgent.

Questions and Answers

Bid No. 10023410-12-Q

Question 1:

Regarding Utility Specialist Certification listed in the required license category on page 12, "Can that license be listed similar to the other certifications. International Society of Arboriculture (I.S.A) Certified Utility Specialist? Is it a credential that is validated through the (I.S.A.)?"

Answer 1:

Yes, (International Society of Arboriculture (I.S.A.) Certified Utility Specialist.

Notify the San Diego Police Department, Traffic Division (619) 495-7800, of said posting

E. INSPECTION & DISEASE / PEST CONTROL

As needed by the Contract Administrator.

The Contractor shall regularly inspect all trees for presence of disease, pests, splits and breakages. The Contractor shall advise the Contract Administrator immediately if disease, insect, or rodent infestation is found; Contractor shall identify the damage, disease, insect, or rodent and specify control measures to be taken. Upon approval of the Contract Administrator, the Contractor shall implement the approved control measures, exercising extreme caution in the application of all sprays, dusts, or other materials utilized. Approved control measures shall be continued until the disease, insect or rodent is controlled to the satisfaction of the Contract Administrator. The Contractor shall utilize all safeguards necessary during disease, insects, or rodent control operations to ensure safety of the public and the employees of the Contractor, in accordance with current standard practices accepted by the State of California Department of Food and Agriculture.

Bee Nests

In the event a nest or hive is encountered during operations, Contractor shall report the location by street address immediately to the Contract Administrator. Contractor shall arrange to have the nest eliminated within five (5) working days after notification and proceed with **service** after removal is complete.

All individuals who supervise the mixing and application of herbicides, pesticides, and rodenticides shall possess valid Qualified Applicators Certificate for Category B issued to them by the State Department of Food and Agriculture and submit to the Contract Administrator within thirty (30) days of expiration a copy of the valid certificate.

V. **REQUIREMENTS UNIQUE TO THIS CONTRACT**

OPTIONAL TREE INVENTORY & DATABASE SERVICES SPECIFICATIONS

A. **OVERVIEW**

If requested by the Contract Administrator, the Contractor will collect a tree inventory a specified, defined area within the City of San Diego as part of this contract. The data should be collected by address and should include tree species, land type, diameter at breast height, crown height, botanical and common names, and other information as recommended by the City of San Diego. Areas open for data collection may include, but not limited to public rights of way ("street trees"), public parks and open spaces, golf courses, greenbelts, slopes, and/or other City-owned facilities.

B. **REFERENCES AND QUALIFICATIONS FOR OPTIONAL TREE INVENTORIES & DATABASE SERVICES**

The City does not require that this service be provided for all **service** areas of this contract, but may be required as an option for areas requesting this service, cost to be reflected on bidders submittal SECTION I for PRICING.

For this service, Contractor shall have a minimum of five (5) years experience in collecting tree inventories and developing inventory databases. Reports shall be required in accordance with needs outlined by the Contract Administrator and should be generated expeditiously. The program should be developed based on the needs of the City with ability of allowing the City to modify and structure program specifically to meet the City's needs.

Contractor shall provide routine **IT related database**, archive, backup, restore and maintain disaster recovery procedures as may be requested by the Contract Administrator. Contractor shall provide complete technical support rapidly with experienced staff available during the hours of 7:00 am to 5:00 pm Monday through Friday. Contractor shall be readily available by telephone, E-mail or may respond in person to the City's designated site within a timely manner per Contract Administrator's direction.

C. **TREE INVENTORY PROGRAM**

At the Contract Administrator's request, the Contractor will provide the City of San Diego with access to a record keeping system consisting of an on-line software program that allows the City to maintain information about its tree population, including the description of each tree by species, height, diameter, work history, and tree and planting site location. The tree inventory software program may be a Microsoft Access database program, which can be incorporated into the City's maintenance management tracking program. The program shall have the capability to produce detailed listings of tree and site information, work histories, service requests, summary reports, and pictures of City tree species. The tree inventory program must allow for batch update of work histories. The Contractor shall provide complete

software support to the City for the entire term of the contract. At the end of the contract term, the contractor shall provide the inventory in a working electronic format.

As part of this inventory effort, the Contractor will provide the City with recommendations for **tree species, recommended planting locations, and recommended removals**. Attributes to be collected by field personnel may include address, street, facility, species, diameter, crown, height, dollar value, recommended **service** overhead utilities, and parkway size and type. The Contractor will also provide the City with various tree inventory reports to accommodate the City's needs. The total cost should include ownership of the software and unlimited software support while under contract for **tree services**.

GPS INVENTORY

As part of an inventory effort, the Contractor shall provide the City with Global Positioning System (GPS) coordinates for each tree inventoried. The address information contained in inventory can be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude within one (1) meter. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs in the City. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and in the software, which will enable the City to connect the inventory to the City's GIS program and create various frequency reports.

D. REPORTS

The Contractor will provide various reports concerning the City's tree inventory, services, planting program and/or tree policies. These reports may be produced for the Community Forest Advisory Board (CFAB), City Council, and/or various Commissions or Committees. The frequency of reports may be annually, semi-annually or quarterly.

E. SCOPE OF WORK

The project shall include field data collection, data entry, supply of the computer software, and training of City employees on the use of the system; future technical maintenance and support; and as an option, conversion of the existing database. The Contractor, upon award of contract should conduct a preliminary meeting with the Contract Administrator to discuss the City's criteria with regards to all tree attributes to be collected, scheduling and location of fieldwork.

The Contract Administrator will define which areas of the City are to be mapped in consultation with the Contractor. Mapping will likely divide the areas into grids or districts for efficient management of data collection. If needed, the Contract Administrator may provide copies of the following to the Contractor:

- City Maps with Street Legend
- Easement Maps
- Grid Maps
- Street Tree Master Plan with Tree Palette
- Tree Ordinance
- Additional information pertaining to City trees
- Tree **Service** Schedule
- Information pertaining to City's SanGIS system
- Street Listing on diskette in database or ASCII format

Inventory data collection should be administered by an ISA Certified Arborist who can perform tree data collection and provide a cursory tree evaluation. Field personnel will visit each tree site to obtain information. Attributes to be collected by field personnel include a geographical identification such as district, area number, or name; species identification; size (such as diameter at breast height); and condition evaluation.

The Contract Administrator may ask the Contractor to provide the City with Global Positioning System (GPS) coordinates for each tree inventoried. The information collected can be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and in a software program, which will enable the City to connect the inventory to the GIS program and create various frequency reports.

Attributes to be collected by field personnel may include, but is not limited to:

- Tree Number
- Community Planning Area
- Council District Number
- Facility Number
- Location by Address
- GPS Coordinates
- Location by GIS, x, y State Plane Coordinate (Optional)
- Park Name
- Golf Course Name
- Street Name
- Maintenance Assessment District Name
- Presence of Irrigation System (Yes/No)
- Species by botanical name and common name

VI. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: Resource Conservation District of Greater San Diego County Contact Name: Marty Levitt
 Address: 11769 Waterhill Rd. Phone Number: (619) 749-4232
Lakeside, Ca. 92040 Fax Number: (619) 749-4327
 Dollar Value of Contract: \$ 1,200,000.00 Contract Dates: 10-2010 thru 4-2012
 Requirements of Contract: "23" Oak tree mortality & fuels reduction program (tree removal)

Company Name: City of San Diego Contact Name: VARIOUS
 Address: 1250 6th Ave. 4th Floor Phone Number: Jan Eby & Steve Lucas (619) 980-7717 (619) 235-5259
San Diego, Ca. 92101-4320 Fax Number: Cell Jan Eby Steve Lucas (619) 980-7717 (619) 980-3813
 Dollar Value of Contract: \$ 455,000.00/yr Contract Dates: 7-1-2011 thru 6-30-2012
 Requirements of Contract: Misc. tree trimming and removal at various locations located throughout the city, as needed.

Company Name: San Diego Unified School Dist. Contact Name: Larry Jones
 Address: 4860 Ruffner St. Phone Number: (619) 301-1857
San Diego, Ca. 92111-1522 Email address: l.jones@sandi.net Fax Number:
 Dollar Value of Contract: \$ 300,000.00/yr Contract Dates: 6-1-2011 thru 5-31-13
 Requirements of Contract: Misc. tree work at various schools located throughout the district, as needed.

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is required to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. NOTE: Add additional pages if necessary.

Company Name: Tree Elements Contact Name: Keith Hennig
Address: P.O. Box Phone Number: 877-844-3282
Anaheim Hills, CA 92817 Fax Number: _____
Dollar amount of sub-contract: \$ 10,000.- Contract Dates: 7-1-2012-6-30-2017
Contractor's License #: 810157
Requirements of contract: Inventory, Data Collection Database
What portion of work will be assigned to this Subcontractor: 0.06%

Company Name: Co's Traffic Contact Name: Martene Sanchez
Address: P.O. Box 13459 Phone Number: 858-259-0300
San Diego, CA 92170 Fax Number: 858-259-0357
Dollar amount of sub-contract: \$ 15,000.- Contract Dates: 7-1-2012-6-30-2017
Contractor's License #: 818076
Requirements of contract: Traffic Control Services, Plans and Permits
What portion of work will be assigned to this Subcontractor: 0.06%

Company Name: Landscapes USA Contact Name: Mike Pruett
Address: 9164 Rehco Rd. Phone Number: 858-386-9470
San Diego, CA 92121 Fax Number: 858-625-0656
Dollar amount of sub-contract: \$ 15,000.- Contract Dates: 7-1-2012-6-30-2017
Contractor's License #: 926161
Requirements of contract: Small tree planting
What portion of work will be assigned to this Subcontractor: 0.06%

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description:

See attached list

Owned Rented Other (explain below)

If Owned, Quantity Available:

See attached list

Year, Make & Model:

" "

Explanation:

" "

Equipment Description:

Owned Rented Other (explain below)

If Owned, Quantity Available:

Year, Make & Model:

Explanation:

Equipment Description:

Owned Rented Other (explain below)

If Owned, Quantity Available:

Year, Make & Model:

Explanation:

Equipment List

4/19/2012

Vehicle	Year	Make	Model	License #	Vehicle ID #
Dump Trucks					
D-15	1992	Ford	F700	5V82920	1FDWF70J9NVA33546
D-17	1992	Ford	F700	4N14770	1FDWF70J7NVA33545
D-26	1999	Int.	4700	6X62608	1HTSCAAM6XH680749
D-27	2003	Int.	4300	7T98613	1HTMMAAL43H583170
D-28	2003	Int.	4300	6Z21544	1HTMMAAL63H583171
D-29	1998	Peterbilt	200-33	5R75807	3BPMH77X5WF610072
D-30	2001	Int.	4700	7T45618	1HTSCAAMX1H331746
D-31	2001	Int.	4700	6H31405	1HTSCAAM11H363453
D-32	2004	Ford	F650	7J12189	3FRWF653X4V603133
D-33	2006	Ford	F750	7Z39157	3FRWX75S96V347712
D-34	2006	Ford	F750	7Z39156	3FRWX75S06V347713
D-35	2006	Ford	F450	7W88741	1FDXF46P66ED43329

Pick-Up Trucks					
P-12	1997	Dodge	1 Ton 4x4	5M55395	3B7KF23WXVM549891
P-13	1994	Ford	F150	5A80332	1FTEF15Y6RLA85561
P-15	1998	Chevy	Crew Cab	7P23881	1GCGC33J1WFO55235
P-16	1989	Ford	F250	3T10695	1FTHX25G9KKA39337
P-17	2001	Toyota	Tundra	6M64260	5TBRT341X1S158114
P-18	2003	Toyota	Tacoma	7F23626	5TEGN92N13Z270890
P-19	2003	Toyota	Tundra	7E85175	5TBRN34I23S394964
P-20	2005	Toyota	Tundra	8P85100	5TBRU341X5S450901
P-21	2006	Toyota	Tundra	8P85101	5TBRU34186S480321
P-22	2005	Toyota	Tundra	8P54248	5TBRU34125S451587
P-23	2006	Toyota	Tundra	8P85144	5TBRU34186S467830
P-24	2006	Toyota	Tundra	8P85145	5TBRU34146S467128
P-25	2006	Toyota	Tundra	8P85143	5TBRU341X6S477288
P-26	2005	Chevy	1500	8Z91463	1GCEC14X65Z230509

Man Lift Trucks					
M-11	2000	Int. / Altec	4700	6B99078	1HTSCAAM4YH248162
M-12	2000	Int. / Altec	4700	6K54425	1HTSCAAM6YH248163
M-14	1999	Int. / Altec	4700	6A67977	1HTSCAAM1XH683820
M-15	2005	Int. / Altec	4300	7T91574	1HTMMAALX5H147507
M-16	2008	Ford / Altec	F-750	8N88149	3FRWX75ZX8V632385
M-17	1993	Kenworth	T-450	9B95848	1XKND59X4PJ598089

Equipment List

4/19/2012

Vehicle	Year	Make	Model	License #	Vehicle ID #
Crane					
Crane - 17 ton	1993	Kenworth	T 450	9B95848	1XKND59X4PJ598089

Specialty					
A-1	1992	ISU/spray	Cabover	4S38960	JALB4B1KXN7003896

Brush Chippers					
C-18	2000	Vermeer	BC 1000	SE504718	1VRU111A0Y1000372
C-19	2001	Vermeer	BC1000XL	SE499181	1VRU111AX11002264
C-20	2001	Vermeer	BC1000XL	SE499187	1VRU111AX11002250
C-22	2002	Vermeer	BC1800A	4AK8757	1VRN1312911002653
C-23	2004	Vermeer	BC1400	SE531782	1VRU1614441001039
C-24	2001	Vermeer	BC1000XL	4GA4491	1VRU111A411000820
C-25	2007	Morbark	Tornado 15	4JU3617	4S8SZ161X7W024571
C-26	2007	Morbark	Tornado 15	4KT8127	4S8SZ161X7W024570
C-27	2003	Vermeer	BC1800-A	52481	1VRN1312021002980
C-28	2007	Morbark	Tornado 15	4JU3615	4S8SZ161X7W024569
C-29	2007	Morbark	Tornado 15	4LT6277	4S8SZ161X7W024568
C-30	2006	Vermeer	BC1000XL	4JU3613	1VRY1119271008172
C-31	2006	Vermeer	BC1000XL	4JU3614	1VRY1119761008103
C-32	2005	Vermeer	BC-1800	SE557397	R504850JD6068

Miscellaneous					
S-1	2004	Rayco	Stumper RG-50	N/A	RG5001131002
S-3	2001	Vermeer	Stumper 252	N/A	5984
S-7	1996	Root Pruner	Dosko	N/A	N/A
S-9	2007	Wanco	Arrow Board	N/A	SF11S101871000098
S-10	2006	Suzuki	4 Trax	83L79X	5SAAK46K467109188
S-11	2010	Honda	4 Trax	N/A	1HFTE3509A4303318

U-2	1988	TXBRG	Trailer	4HW9783	17XFA1011J1882680
U-3	1988	TXBRG	Trailer	4LT6244	CA842329
U-7	2000	Carson	Trailer	1JC9872	4HXSU1422YC020694
U-8	2002	Carson	Trailer	4DJ6432	4HXSU10203C055149

BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the Bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, Jeff Bruhn, certify that my company, Atlas Environmental Serv. Inc, has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: 4-17-2012 Signature: Jeff C Bruhn



ATLAS

ENVIRONMENTAL SERVICES, INC.

April 19, 2012

City of San Diego
Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195
Fax: (619) 236-5904

Re: Performance Bond

To whom it may concern:

We have included a copy of a bid bond in the amount of 10 % of the 3 million dollar contract amount. Within 10 days of award, we will provide a 100% performance bond as per contract specifications.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Bruhn".

Jeff Bruhn
President
JB/ms

BID BOND

CONTRACTOR:

(Name, legal status and address)
Atlas Environmental Services, Inc.
9032 Olive Dr. Spring Valley, CA 91977

SURETY:

(Name, legal status and address)
Merchants Bonding Company
2100 Fleur Dr., Des Moines, IA 50321

OWNER:

(Name, legal status and address)
City of San Diego
1200 Third Avenue, Suite 200, San Diego, CA 92101-4195

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

BOND AMOUNT: ten percent (10%) of amount bid

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:

(Name, location or address, and Project number, if any)
City Wide Tree Maintenance

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 10th day of April, 2012

Cindy Breschke
(Witness)

Jay C. Burk Pres.
(Principal) Atlas Environmental Services, Inc. (Seal)
President
(Title)

(Witness)

(Surety) Merchants Bonding Company (Seal)
Anne Wright
(Title) Anne Wright, Attorney-in-Fact

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

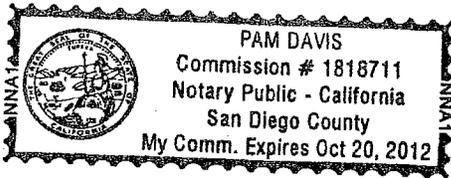
County of San Diego }

On April 10, 2012 before me, _____
Date

Pam Davis, Notary Public
Here Insert Name and Title of the Officer

personally appeared Anne Wright

Name(s) of Signer(s)



Place Notary Seal Above

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

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

Witness my hand and official seal.

Signature Pam Davis
Signature of Notary Public Pam Davis

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____

Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____

RIGHT THUMBPRINT OF SIGNER

Top of thumb here

Signer Is Representing: _____

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____

RIGHT THUMBPRINT OF SIGNER

Top of thumb here

Signer Is Representing: _____

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

Anne Wright; Cyndi Beilman; Dana Michaelis

of La Mesa and State of CA their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

THREE MILLION (\$3,000,000.00) DOLLARS

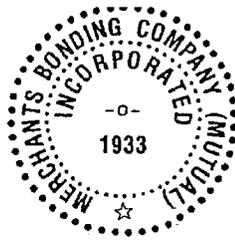
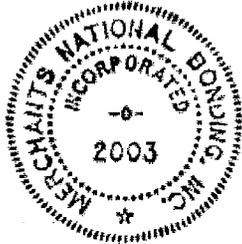
and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 27th day of February, 2012.



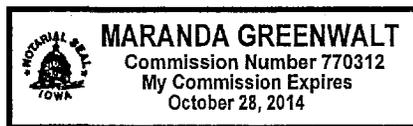
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 27th day of February, 2012, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.

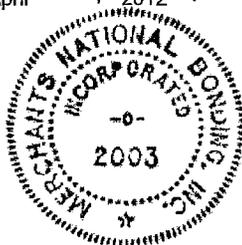


Maranda Greenwalt
Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 10th day of April, 2012.



William Warner Jr.
Secretary

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance

Effective December 24, 2008, the Council of the City of San Diego adopted Ordinance No. O-19808 to extend the Contractor Standards Ordinance to all contracts greater than \$50,000. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination and to fulfill the requirements of §22.3224(d), each bidder/proposer must complete and submit this *Pledge of Compliance* with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed *Pledge of Compliance* prior to execution of the contract. A submitted *Pledge of Compliance* is a public record and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the *Pledge of Compliance Attachment "A"* and sign each page. The signatory guarantees the truth and accuracy of all responses and statements. Failure to submit this completed *Pledge of Compliance* may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

A. PROJECT TITLE:

City Wide Tree Maintenance

B. BIDDER/CONTRACTOR INFORMATION:

Legal Name	Atlas Environmental Services, Inc. Atlas Tree Service		
		DBA	
Street Address	9030 Olive Dr.	Spring Valley, CA.	91977
		City	State Zip
Contact Person, Title	Jeff Bruhn, Pres.	(619) 954-1188	(619) 463-1961
		Phone	Fax

C. OWNERSHIP AND NAME CHANGES:

- In the past five (5) years, has your firm changed its name?
? Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

- In the past five (5) years, has a firm owner, partner or officer operated a similar business?
? Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE: Indicate the organizational structure of your firm. Check one only on this page. Use *Pledge of Compliance Attachment "A"* if more space is required.

Corporation Date incorporated: 10/12/89 State of incorporation: California

List corporation's current officers: President: Jeff Bruhn
Vice Pres: Mike M. Cascio
Secretary: Cindy Greschke
Treasurer: Cindy Greschke

Is your firm a publicly traded corporation? Yes No

If Yes, name those who own five percent (5%) or more of the corporation's stocks:

~~_____

_____~~

Limited Liability Company Date formed: ___/___/___ State of formation: _____

List names of members who own five percent (5%) or more of the company:

~~_____

_____~~

Partnership Date formed: ___/___/___ State of formation: _____

List names of all firm partners:

~~_____

_____~~

Sole Proprietorship Date started: ___/___/___

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

~~_____

_____~~

Joint Venture Date formed: ___/___/___

List each firm in the joint venture and its percentage of ownership:

~~_____

_____~~

Note: Each member of a Joint Venture must complete a separate *Contractor Standards Pledge of Compliance* for a Joint Venture's submission to be considered responsive.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances and provide principal contact information.

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executives or management been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement for violating any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?

Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. TYPE OF SUBMISSION: This document is submitted as:

Initial submission of *Contractor Standards Pledge of Compliance*.

Update of prior *Contractor Standards Pledge of Compliance* dated ____/____/____.

Complete all questions and sign below. Each *Pledge of Compliance Attachment "A"* page must be signed.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Pledge of Compliance* and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Municipal Code §22.3224:

- (a) To comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.

Jeff Bruhn, Pres
Print Name, Title


Signature

4-16-2012
Date

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

Provide additional information in space below. Use additional *Pledge of Compliance Attachment "A"* pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

[Empty rectangular box for providing additional information]

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Contractor Standards Pledge of Compliance* and that I am responsible for completeness and accuracy of responses on this *Pledge of Compliance Attachment "A"* page and all information provided is true to the best of my knowledge.

Jeff Bruhn, Proj
Print Name, Title


Signature

4-16-2012
Date

EQUAL BENEFITS ORDINANCE CERTIFICATION OF COMPLIANCE



For additional information, contact:

CITY OF SAN DIEGO
EQUAL BENEFITS PROGRAM

202 C Street, MS 9A, San Diego, CA 92101
Phone (619) 533-3948 Fax (619) 533-3220

COMPANY INFORMATION

Company Name: Atlas Environmental Services, Inc. Contact Name: Jeff Bruhn
Company Address: 9032 Olive Dr., Spring Valley, CA 91977 Contact Phone: (619) 463-1707
Contact Email: jeff@atlatree.sdox.com

CONTRACT INFORMATION

Contract Title: Citywide Tree Maintenance Start Date: June 1, 2012
Contract Number (if no number, state location): End Date: May 31, 2013

SUMMARY OF EQUAL BENEFITS ORDINANCE REQUIREMENTS

The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits as defined in San Diego Municipal Code §22.4302 for the duration of the contract. To comply:

- Contractor shall offer equal benefits to employees with spouses and employees with domestic partners.
 - Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation expenses; employee assistance programs; credit union membership; or any other benefit.
 - Any benefit not offered to an employee with a spouse, is not required to be offered to an employee with a domestic partner.
- Contractor shall post notice of firm's equal benefits policy in the workplace and notify employees at time of hire and during open enrollment periods.
- Contractor shall allow City access to records, when requested, to confirm compliance with EBO requirements.
- Contractor shall submit *EBO Certification of Compliance*, signed under penalty of perjury, prior to award of contract.

NOTE: This summary is provided for convenience. Full text of the EBO and its Rules are posted at www.sandiego.gov/administration.

CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION

Please indicate your firm's compliance status with the EBO. The City may request supporting documentation.

- I affirm **compliance** with the EBO because my firm (*contractor must select one reason*):
- Provides equal benefits to spouses and domestic partners.
 - Provides no benefits to spouses or domestic partners.
 - Has no employees.
 - Has collective bargaining agreement(s) in place prior to January 1, 2011, that has not been renewed or expired.
- I request the City's approval to pay affected employees a **cash equivalent** in lieu of equal benefits and verify my firm made a reasonable effort but is not able to provide equal benefits upon contract award. I agree to notify employees of the availability of a cash equivalent for benefits available to spouses but not domestic partners and to continue to make every reasonable effort to extend all available benefits to domestic partners.

It is unlawful for any contractor to knowingly submit any false information to the City regarding equal benefits or cash equivalent associated with the execution, award, amendment, or administration of any contract. [San Diego Municipal Code §22.4307(a)]

Under penalty of perjury under laws of the State of California, I certify the above information is true and correct. I further certify that my firm understands the requirements of the Equal Benefits Ordinance and will provide and maintain equal benefits for the duration of the contract or pay a cash equivalent if authorized by the City.

Jeff Bruhn
Name/Title of Signatory

Jeff Bruhn
Signature

4/18/2012
Date

FOR OFFICIAL CITY USE ONLY

Receipt Date: EBO Analyst: Approved Not Approved – Reason:



ATLAS

ENVIRONMENTAL SERVICES, INC.

April 18, 2012

City of San Diego
Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195
Fax: (619) 236-5904

Re: Equal Opportunity Contracting Program (EOCP)

To whom it may concern:

Atlas Environmental Services, Inc. has never had a complaint filed in regards to discrimination and shall remain in full compliance with City of San Diego EOCP Program throughout the duration of this contract.

Sincerely,

A handwritten signature in black ink that reads "Jeff Bruhn".

Jeff Bruhn
President
JB/ms

CONTRACTOR INFORMATION FORM

CONTRACTOR: Atlas Environmental Services, Inc.
BID NUMBER: 10023410-12-Q
CONTRACT TITLE: Citywide Tree Maintenance
CONTACT PERSON: 7:00 a.m. to 3:30 p.m. Jeff Bruhn
PHONE NUMBER: One (1) Hour Response or Less (619) 463-1707
FAX NUMBER: (619) 463-1961
E-MAIL: jeff@atlastree.sdcoxmail.com
CELL PHONE NUMBER: (619) 954-6188
EMERGENCY NUMBER: (619) 954-6188
(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: David Pealer
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: John Hamilton
NAME OF IRRIGATION SPECIALIST: Jay Friend
NAME OF PESTICIDE USE SUPERVISOR: Jerry Provansol
(Must possess Category B, Qualified Applicators Certificate)

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: 25-35
DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S M T W TH F S
PRINT NAME: Jeff Bruhn
SIGNATURE: Jeff Bruhn

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.



City of San Diego
Purchasing & Contracting Department
Contractor/Vendor Registration Form

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID: _____

[ID Number will be provided by City]

Firm Info:

Firm Name: Atlas Environmental Services, Inc.
(as reported on W9)
Firm Address: 9032 Olive Dr.
City: Spring Valley State: CA Zip: 91977
Phone: (619) 463-1707 Fax: (619) 463-1961
Taxpayer ID: 33-0380979 Business License: B1978038746
Website: www.atlastree.com

Contact Info:

Contact Name: Jeff Bruhn
Title: President
Email: jeff@atlastree.sdcocmail.com
Phone: (619) 463-1707 Cell: (619) 954-6188

Alternate Address (if different from above) to Receive Remittance:

Mailing Address: Same as above
City: _____ State: _____ Zip: _____

Alternate Address (if different from above) to Receive Bid/Contract Opportunities:

Mailing Address: Same as above
City: _____ State: _____ Zip: _____

Contractor Licenses (if applicable)

License Number: 593660 License Type: C61/D49 C27
License Number: _____ License Type: _____
License Number: _____ License Type: _____

Contractor/Vendor Registration Form - Page 2

Firm Name: **Atlas Environmental Services, Inc.**
(as reported on W9)

Product/Services Information:

NIGP Codes: **96888**

*final list of available NIGP Codes at <http://www.sandiego.gov/purchasing> OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm* (51% ownership or more)	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Female or	<input type="checkbox"/> Partnership
		<input checked="" type="checkbox"/> Corporation
		<input type="checkbox"/> Limited Liability Partnership
		<input type="checkbox"/> Limited Liability Corporation
		<input type="checkbox"/> Joint Venture
		<input type="checkbox"/> Non-Profit
		<input type="checkbox"/> Governmental/Municipality/Regulatory Agency
		<input type="checkbox"/> Utility
*Required		

Ethnicity:

Ethnicity: **Caucasian American**

* select one from the following List of Ethnicities:

AFRICAN AMERICAN
ASIAN AMERICAN
CAUCASIAN AMERICAN
HISPANIC AMERICAN
NATIVE AMERICAN
PACIFIC ISLANDER AMERICAN

Ownership Classification

Classification: * *Small Business Enterprise*

* select from the following List of Ownership Classification Codes (select all that apply):

WBE	(Woman Owned Business Enterprise)
OBE	(Other Business Enterprise)
DBE	(Disadvantaged Business Enterprise)
DVBE	(Disabled Veteran Business Enterprise)
SLBE	(Small Local Business Enterprise)
S(a)	(Small Business Administration S(a) Enterprise)
SDB	(Small Disadvantaged Business Enterprise)
LBE	(Local Business Enterprise)
MLBE	(Micro Local Business Enterprise)
<input checked="" type="checkbox"/> SBE	(Small Business Enterprise)
MBE	(Minority Business Enterprise)
EBE	(Emerging Business Enterprise)
ELBE	(Emerging Local Business Enterprise)

Certified by an Agency? No Yes (enter Certification Number and Certifying Agency below)

Certification #: _____ Expiration Date: _____

Agency: _____

Certification #: _____ Expiration Date: _____

Agency: _____

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Please mail this form to: Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

or fax to: 619/236-5904

Attachment AA

City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209



WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: Atlas Environmental Services, Inc.

ADA/DBA: ATLAS TREE SERVICE

Address (Corporate Headquarters, where applicable): 9032 Olive Dr.

City: Spring Valley County: San Diego State: CA Zip: 91977

Telephone Number: (619) 463-1707 Fax Number: (619) 463-1961

Name of Company CEO: Jeff Bruhn

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: SAME AS ABOVE

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Type of Business: Tree Maintenance Type of License: City Business License

The Company has appointed: Cindy Greschke

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 9032 Olive Dr., Spring Valley, CA 91977

Telephone Number: (619) 463-1707 Fax Number: (619) 463-1961

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of Atlas Environmental Services, Inc.

San Diego, California
(County) (State)

hereby certify that information provided

herein is true and correct. This document was executed on this 19th day of April, 2012

Cindy Greschke
(Authorized Signature)

Cindy Greschke
(Print Authorized Signature Name)

WORK FORCE REPORT - Page 2.

NAME OF FIRM: Atlas Environmental Services, Inc.

DATE: 4-19-2012

OFFICE(S) or BRANCH(ES): 9032 Olive Dr., Spring Valley, CA 91977

COUNTY: San Diego

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial												2		
Professional														
A&E, Science, Computer														
Technical														
Sales												5		
Administrative Support				2									1	
Services														
Crafts														
Operative Workers				30						1		15		
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column				30	2					1		22	1	
--------------------	--	--	--	----	---	--	--	--	--	---	--	----	---	--

Grand Total All Employees

56

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT - Page 3

NAME OF FIRM: Atlas Environmental Services, Inc. DATE: 4-19-2012

OFFICE(S) or BRANCH(ES): 9032 Olive Dr., Spring Valley, CA 91977 COUNTY: San Diego

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees 8

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CO'S

TRAFFIC CONTROL, INC.

Lic# 818076

April 18, 2012

Jeff Bruhn, President
Atlas Tree Service
9032 Olive Drive
Spring Valley, CA 91977

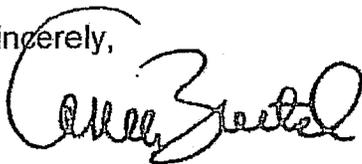
Subject: Commitment Letter for Bid No. 10023410-12-Q

Dear Mr. Bruhn:

Co's Traffic Control, Inc. is pleased to participate on the Atlas Tree Service Team to provide Citywide Tree Maintenance for the City of San Diego.

The tasks Co's Traffic Control, Inc. will be responsible for include traffic control services, plans and permits, consisting of 0.06 % participation in the project. We look forward to working with Atlas Tree Service in providing this important service to the City of San Diego.

Sincerely,



Colleen Bechtel
President

"Our Service Is The Difference"

P.O. BOX 13459 • SAN DIEGO, CA 92170 • PHONE 858-259-0300 • FAX 858-259-0357

BUSINESS ENTERPRISE CERTIFICATE

CO'S TRAFFIC CONTROL, INC

1221 S 26TH STREET
SAN DIEGO, CA 92113

Owner: COLLEEN BECHTEL

Business Structure: CORPORATION

STATE WOMEN BUSINESS ENTERPRISE

This Certification Not Valid For Federal Aid Contracts

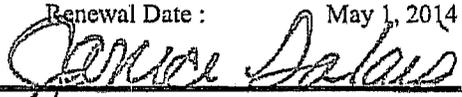
This certificate acknowledges that said firm is approved by the California Department of Transportation as a State Minority Business Enterprise or State Women Business Enterprise (or in some cases both) in accordance with Assembly Bill Number 486, Chapter 1329 and the California Public Code, Chapter 2.5 (commencing with Section 2050), for the following NAICS codes:

- * 238990 All Other Specialty Trade Contractors
- 532412 Construction, Mining, and Forestry Machinery and Equipment Rental and Leasing

* Indicates primary NAICS code

CERTIFYING AGENCY:
DEPARTMENT OF TRANSPORTATION
1823 14TH STREET, MS 79
SACRAMENTO, CA 95814 0000
(916) 324-1700

Firm Number : 33993
Renewal Date : May 1, 2014


Janice Salais, CERTIFYING AGENCY REPRESENTATIVE

April 6, 2012



State Of California
CONTRACTORS STATE LICENSE BOARD
ACTIVE LICENSE



License Number **818076**

Entity **CORP**

Business Name **CO'S TRAFFIC CONTROL INC**

Classification(s) **C31**

Expiration Date **03/31/2013**

www.cslb.ca.gov





City of San Diego

STREET TREE SELECTION GUIDE

This guide provides information for selecting street trees. Trees are vital part of San Diego's infrastructure, contributing energy savings, filtering stormwater runoff and enhancing property values. This guide encourages choices compatible with the planting locations, minimizing damage to public improvements and promotes species diversity. Read all notes thoroughly prior to making any selection.

A Few Tree FAQs

Q. What if I want to select a tree that's not on the list?

A. You may select a tree that's not on the list, with written approval from the Street Division Urban Forestry Section. Email dpotocki@sandiego.gov with your proposed selection.

Q. What about native trees?

A. The City of San Diego encourages the use native trees and highly recommends them for areas where growing space and soil type are conducive to healthy native tree development.

Q. My neighborhood has a Master Street Tree Plan. Does this affect my choice?

A. Tree species must be consistent with the approved Master Street Tree Plans or other applicable documents. These plans have been developed for many communities. Check in the Landscape Standards of the Land Development Code from City of San Diego Development Services before making your selection.

Q. Do I need a permit to plant a tree?

A. All Street Tree plantings require a "NO FEE Street Tree Permit" prior to planting. Call Street Division at (619) 527-7500 to request a permit application.

Q. Who decides what trees go into the Tree Selection Guide

A. Tree selection criteria is developed by the City's Urban Forestry Section with input from the City's Community Forest Advisory Board.

Q. How can I find out what a tree will look like before I select it?

A. You can go to selecttree.cnr.calpoly.edu for an online guide complete with photos or you can visit your local nursery to take a first hand look at the tree and get planting tips.

If you have more questions about selecting the right tree for your location, call (619) 236-8733.

**City of San Diego
STREET TREE SELECTION GUIDE**

{In areas with contiguous sidewalks (sidewalks that extend all the way to the curb), trees shall be planted a minimum of two feet from sidewalk. In unimproved right-of-ways, contact the Street Tree Section for more information.}
Root Barriers Recommended but Not Required unless specified.

The following trees are recommended for parkways 2 feet and larger, and 3'x3' cutouts. See notes for specific maintenance requirements:

SMALL AND UPRIGHT TREES:

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Acacia pendula***	Weeping Acacia	SC	20	20	E		
Acacia subpurosa	River Wattle	SC	25	25	E		
Acacia stenophylla**	Shoestring Acacia	SC	30	20	E		
Acer palmatum+	Japanese Maple	SC	20	20	D		
Albizia julibrissin	Silk Tree	SC	30+	-25	D/F	Yes	
Arbutus unedo++	Strawberry Tree	SC	30	20	E/F		
Archontophoenix cunninghamiana	King Palm	U	40+	-20	P	Yes	
Bauhinia blakeana*	Hong Kong Orchid	SC	20+	-20	D/F		
Callistemon citrinus~#	Lemon Bottle Brush	U	-25	20+	E/F	Yes	
Callistemon salignus	White Bottlebrush	SC	25	25	E/F		
Cercis canadensis***	Eastern Redbud	SC	25	25	E/F		
Cercis mexicana***	Mexican Redbud	SC	25	25	D/F		
Cercis occidentalis***	Western Redbud	SC	25	25	D/F	Yes	Yes
Cercocarpus betuloides	Mountain Ironwood	SC	20	-20	E/F	Yes	Yes
Chiisanthus retusus	Chinese Fringe Tree	SC	-20	-20	D/F		
Heteromeles arbutifolia***	Toyon	SC	25	25	E	Yes	Yes
Hymenosporum flavum***	Sweetshade	SC	35	20	E/F		
Lagerstroemia indica*	Grape Myrtle	SC	-20	-20	D/F	Yes	
Lyonathamnus floribundus***	Catalina Ironwood	SC	50	35	E/F	Yes	Yes
Photinia fraserii***	Fraser Photinia	SC	20	20	E/F		
Raphiolepis	'Majestic Beauty'	SC	-20	-20	E/F	Yes	
Syagrus romanzoffianum	Queen Palm	U	40+	-20	P	Yes	

Legend

Type

- D - Deciduous
- E - Evergreen
- F - Flowering
- P - Palm Species

Form

- SC - Small Canopy Form: 15' to 25' spread. Minimum spacing = 20 feet.
- LC - Large Canopy Form: 25' and larger spread. Minimum spacing = 30 feet.
- U - Vertical / Upright Canopy Form : 15' to 25' spread. Minimum spacing = 20 feet

See last page for Additional Notes
- Revised 3/2005

City of San Diego
STREET TREE SELECTION GUIDE

The following selections are recommended for 4.0 to 7 foot parkways and larger or in 5' by 5' cutouts.
Root Barriers Recommended for all applications

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Acacia baileyana	Bailey Acacia	SC	30+	-20	E	Yes	
Agonis flexuosa*	Peppermint	LC	-30	-20	E	Yes	
Arbutus 'Marina'***	Marina Madrone	MC	35	30	E/F		
Bauhinia purpurea*	Purple Orchid tree	SC	-30	-20	D/F	Yes	
Bauhinia v. candida*	White Orchid tree	SC	-30	-20	E/F	Yes	
Brachychiton acerifolius	Flame tree	U	40+	-25	D/F	Yes	
Brahea armata***	Mexican Blue Palm	U	35		P		
Brahea edulis***	Guadalupe Palm	U	35		P	Yes	
Brahea brandegii***	Hesper Palm	U	+65		P		
Butia capitata***	Pindo Palm	U	25		P		
Calodendrum capense~	Cape Chestnut	LC	30+	40+	D/F	Yes	
Callistemon viminalis~#	Bottle Brush	U	30+	-20	E/F	Yes	
Cassia leptophylla*	Gold Medallion tree	SC	-30	-25	D/F		
Chilopsis linearis	Desert Willow	LC	30+	-40	D/F	Yes	Yes
Chionanthus virginicus	White Fringe Tree	SC	30+	-25	D/F		
Chitalpa tashkentensis	Chitalpa	SC	30	30	D	Yes	
Eriobotrya deflexa*	Bronze Loquat	SC	-20	-20	E		
Eucalyptus erythrocorys	Red Cap Gum	SC	-25	-25	E	Yes	
Eucalyptus gunnii	Cider Gum	LC	-60	40	E/F	Yes	
Eucalyptus torquata*	Coral Gum	SC	-20	-20	E		
Fraxinus oxycarpa	Raywood Ash	SC	30+	-25	D	Yes	
Geijera parvifolia*	Australian Willow	LC	35+	-40	E/F	Yes	
Ginkgo biloba	Maidenhair Tree	U	40+	-40	D		
Jacaranda mimosifolia	Jacaranda	LC	40+	-40	D/F		
Magnolia grandiflora	St. Marys* Magnolia	SC	25+	-20	E/F		
Melaleuca linarifolia~	Flaxleaf Paperbark	LC	-40	-40	E/F	Yes	
Melaleuca quinquenervia~	Cajeput Tree	LC	-40	-40	E/F	Yes	
Metrosideros excelsus*~	New Zealand Chris.	SC	-20	-20	E/F	Yes	
Pistacia chinensis	Chinese Pistache	LC	40+	40+	D	Yes	
Pittosporum undulatum	Victorian Box	SC	-25	-25	E/F	Yes	
Podocarpus macrophyllus	Yew Pine	U	30+	-20	E		
Prunus cerasifera *	Purple Leaf Plum	SC	25+	-25	D/F		
Pittosporum phillyraeoides	Willow Pittosporum	U	-25	15	E	Yes	
Pittosporum tenuifolium***	Tarata Pittosporum	SC	35	25	E/F		
Pyrus calleryana*	Bradford Pear	SC	-30	-20	D/F		
Pyrus kawakamii	Evergreen Pear	SC	-30	-25	E/F		
Quercus ilex	Holly Oak	LC	-50	-50	E	Yes	
Quercus suber	Cork Oak	LC	-40	-40	E	Yes	
Rhus lancea	African Sumac	SC	-30	-25	E	Yes	
Sapium sebiferum	Chinese Tallow Tree	SC	30+	-25	D		
Stenocarpus sinuatus*	Firewheel Tree	U	30+	15	E/F		
Tristania laurina#	Elegant Brisbane	SC	25	25	E/F		
Tristania conferta	Brisbane Box	LC	-60	-40	E	Yes	
Tabebuia ipi*	Pink Trumpet	SC	30+	-25	D/F	Yes	
Washingtonia robusta~	Mexican Fan Palm	U	40+	20	P	Yes	

Legend

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Revised 3/2005

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**City of San Diego
STREET TREE SELECTION GUIDE**

LARGE TREES

The following selections are recommended for 7.0 foot to 10 foot parkways or larger and minimum 40 square foot cutouts.

Root Barriers Recommended for all applications

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Arbutus menziesii	Madrona	LC	40+	40+	E	Yes	Yes
Calocedrus decurrens	Incense Cedar	LC	40+	40	E	Yes	Yes
Cedrus deodara	Deodar Cedar	LC	40+	40+	E	Yes	
Cupressus forbesii***	Tecate Cypress	LC	25+	25	E		
Eucalyptus polyanthemus	Silver Dollar Gum	LC	40+	40	E	Yes	
Eucalyptus leucoxylo	White Ironbark	LC	60+	40	E	Yes	
Koelreuteria bipinnata	Chinese Lantern	LC	-40	-40	D/F		
Koelreuteria paniculata	Golden Rain	LC	-40	-40	D/F	Yes	
Magnolia grandiflora	Southern Magnolia	LC	-40	-40	E/F		
Olea europaea~	Olive "fruitless"	SC	-40	-25	E	Yes	
Platanus acerifolia "Bloodgood"	London Plane	LC	40+	40+	D		
Pinus canariensis	Canary Island Pine	U	40+	-25	E	Yes	
Pinus pinea~	Italian Stone Pine	LC	40+	40+	E	Yes	
Pinus muricata***	Bishop Pine	LC	50	40	E		Yes
Plantanus racemosa***	California Sycamore	LC	60+	40+	D		Yes
Podocarpus gracillior~	African Fern Pine	LC	40+	40	E		
Tipuana tipu	Tipu Tree	LC	40+	40+	D/F		

The following selections are recommended for 10-foot or larger parkways and 10-foot or larger center medians.
Root Barriers Recommended for all applications

Botanical Name	Common Name	Form	Height	Spread	Type	Drought	Native
Liriodendron tulipifera***	Tulip Tree	LC	>66	30	D		
Pinus torreyana	Torrey Pine	LC	80+	80+	E	Yes	Yes
Quercus agrifolia***##	Coast Live Oak	LC	65	50	E	Yes##	Yes
Quercus engelmannii***##	Mesa Oak	LC	50	45	D	Yes	Yes
Quercus virginiana+##	S. Live Oak	LC	50	40	D/E		

Legend

Type

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- See last page for Additional Notes
- Revised 3/2005

Tree Selection Tips and Notes

Additional Notes (symbols in left margin relate to symbols that appear adjacent to various tree selections)

- + Prefers a moist, well-drained loam to which plenty of humus has been added.
- ++ Fruit production.
- * Approved for use under power lines and/or Public View Corridors
note: Palm species may also be approved for view corridors.
- ** Tree has been identified by the San Diego Regional Asthma Coalition as an Allergy Producer
- ~ Tolerates Direct Coastal Exposure (Typically 1000' from shoreline)
- # Root Barriers are required when used in less than three foot parkway and where specified

Minimum Size Canopy = 24" Box

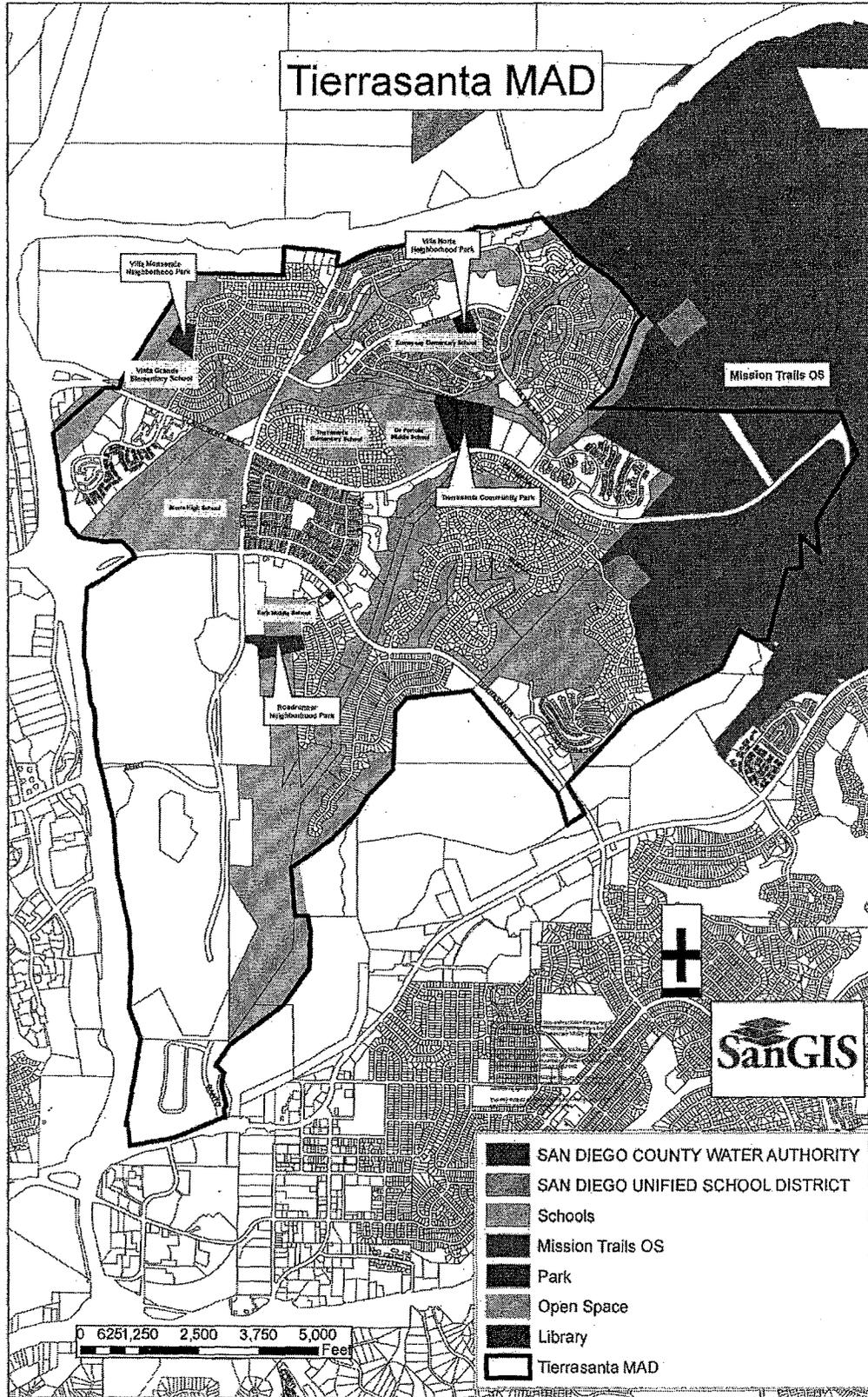
Minimum Size Palm Species = 10' BTH (14' BTH at Bus Stop or Red Curb)

BTH = Brown Trunk Height = height from ground level to live fronds

Non-Irrigated Settings Recommended

*** Specific maintenance needs – may require supplemental watering following establishment. See local nursery for more information.

Revised: 3/2005





THE CITY OF SAN DIEGO

October 24, 2012

Mr. Rafael Aguilar, V.P. of Operations
Aztec Landscape, Inc.
7980 Lemon Grove Way.
Lemon Grove, CA 91945

Dear Mr. Aguilar:

Subject: Bid 10023410-13-Q Citywide Tree Services

This letter is to inform you that the City has completed its review of the subject bid. The City is recommending parcel award of the subject bid to your Company, Aztec Landscape, Inc. the low, responsive, and responsible bidder meeting specifications for Section B, Tree Trimming Open Space, Easements and Landscape Slopes. The City intends to award other section as follows: Sections A, C, D, G, H intent is to award to Atlas, Section E and F to West Coast Arborist

Please note that other bidders have the opportunity to protest this award recommendation in writing to Ed Plank, Purchasing & Contracting Interim Director, no later than 5:00 p.m. on Monday November 5, 2012.

Thank you for your interest in doing business with the City of San Diego. Please do not hesitate to contact me at (619) 236-6653 with any questions you may have.

Sincerely,

William Broderick, C.P.M., CPPB
Procurement Specialist

cc: File, Andy Field, Drew Potocki



4th Low Bidder

COPY



CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 10023410-13-Q

REQUEST FOR BID
ADDENDUM H

Closing Date: July 20, 2012
@ 3:00 pm P.T.

Subject: Furnish the City of San Diego with CITYWIDE TREE SERVICE
Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.
License(s) Required: C-27, C-61 (D49) State of California Contractor's License
Note: Mandatory Pre-Bid Conference and Site Inspection - See Page 11 for Details.

1. **Company:** Aztec Landscaping, Inc
Address: 7980 Lemon Grove Way
City/State/Zip: Lemon Grove, CA 91945
Telephone: 619-464-3303
Contact: Ray Aguilar Jr. **E-Mail Address:** rayjr@azteclandscaping.com
The City of San Diego Business Tax License Number: B1981004304
Federal Tax ID Number: 33-050-3963

2. The City's Standard Payment Terms are Net 30 Days.
Bidders may offer other payment terms (e.g., 2% 20 days) but they will not be considered in making the award decision. If different terms are offered, the City retains the option of making payment(s) based on these terms. NET 30
State delivery time required: as needed days after receipt of order. Discounted terms offered: _____ % _____ Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
- 2) All information on this Request for Bid cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

3. **Signature* of Authorized Representative/Contractor**
[Signature]
Ray Aguilar Jr.
(Print Name)
V.P. OF Operations
(Title)
July 20, 2012
(Date)

4. **Signature of The City of San Diego Purchasing Agent**

Jeffrey B. Baer, CPPO, C.P.M.
(Print Name)
Director, Purchasing & Contracting
(Title)

(Date)

5. **Signature of The City of San Diego City Attorney**

Approved for Form and Legality

(Print Name)

(Title)

(Date)

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this Agreement and any Exhibits incorporated into this Agreement. Unless otherwise agreed to in writing, the Agreement includes the City's Request for Bid No. 10023410-12-Q, including any addendums issued under Bid No. 10023410-12-Q, the City's General Provisions for Bids dated January 3, 2005, and the Contractor's Bid in Response to the City's Request for Bid No. 10023410-12-Q.*

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

Frank Moreno/b19, Procurement Specialist
Phone: (619) 235-5212 / Fax: (619) 533-3226 / E-Mail: FMoreno@sandiego.gov

Y400 B

Bid No. 10023410-12-Q

I. PRICING

NOTE: All costs including labor, overhead, materials, traffic control services, equipment, etc. Shall be included in the rates quoted.

A. TREE TRIMMING PUBLIC RIGHTS-OF WAY, STREET TREES, LANDSCAPED PARKWAYS

Estimated No. of Trees: 16,924

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$ 182.00
DATE PALM	EA	PER TREE Over 2 years of growth	\$ 303.70
QUEEN (COCO) PALM	EA	PER TREE 1 to 2 years of growth	\$ 94.95
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$ 94.95
FAN PALM	EA	PER TREE 1 to 2 years of growth	\$ 94.95
FAN PALM	EA	PER TREE Over 2 years of growth	\$ 242.00
DATE PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 60.40
DATE PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 121.30
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 20.25
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 22.25

Bid No. 10023410-12-Q

Tree Type	U/M	Description	UNIT COST
FAN PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 20.25
FAN PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 101.00
SHADE	EA	PER TREE	\$ 237.00
SHADE	EA	GRID PRUNING (Routine Trimming)	\$ 189.90
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION A (X TIMES FOR MULTI-PERSON CREW)	\$ 38.30

TOTAL SECTION A: \$ 1823.20

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Estimated No. of Trees: 10,689

Tree Type	U/M	Description	UNIT COST
PALM - ALL TYPES	HR	PER PERSON - HOUR RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 38.30
SHADE	HR	PER PERSON - HOUR RATE (X TIMES FOR MULTI-PERSON CREW)	\$ 38.30

TOTAL SECTION B: \$ 76.60

C. TREE TRIMMING PARKS AND GREENBELTS

Estimated No. of Trees: 15,972

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$ 242.95
DATE PALM	EA	PER TREE Over 2 years of growth	\$ 444.00
QUBEN (COCO) PALM	EA	PER TREE 1-2 years of growth	\$ 47.40
QUBEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$ 47.40
FAN PALM	EA	PER TREE 1-2 years of growth	\$ 118.60
FAN PALM	EA	PER TREE Over 2 years of growth	\$ 189.90
DELETED			

Bid No. 10023410-12-Q

Tree Type	U/M	Description	UNIT COST
SHADE	EA	PER TREE	\$ 284.80
DELETED	EA	GRID PRUNING (Routine Trimming)	\$ 0
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION C (X TIMES FOR MULTI-PERSON CREW)	\$ 38.30

TOTAL SECTION C: \$ 1,413.35

D. ALL AREAS - TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Estimated No. of Trees: Preservation 50; Preservation Root Pruning 50; Trimming 50; Barrier Installation 50

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	1 EA	COMPLETE TREE TRIMMING OF VARIOUS SPECIES OF TREES	\$ 284.80
	HR	PER PERSON - HOURLY RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 38.30
ALL TREE TYPES	1 LF	COMPLETE ROOT PRUNING OF VARIOUS SPECIES OF TREES	\$ 7.30
ALL TREE TYPES	1 LF	COMPLETE ROOT BARRIER INSTALLATION	\$ 9.50

TOTAL SECTION D: \$ 339.90

E. ALL AREAS TREE REMOVAL Estimated No. of Trees: 497

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 70.20
QUEEN (COCO) PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 36.90
FAN PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 46.50
SHADE	1 DIA IN	TREES AVERAGING 15" IN DIAMETER AT 4' ABOVE GROUND LEVEL	\$ 49.40
ALL TYPES / MILLING	1 BF	MILLED WOOD, IN ACCORDANCE WITH ATTACHED SPECIFICATIONS	\$ 1.00

TOTAL SECTION E: \$ 204.00

F. ALL AREAS - TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A

Estimated No. of Trees: 530

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 283.80
QUEEN PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 39.90
FAN PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 50.50
SHADE	EA	15 GAL	\$ 77.20
SHADE	EA	24 INCH	\$ 215.70
SHADE	EA	36 INCH	\$ 896.20
SHADE	EA	48 INCH	\$ 1550.80

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 38.30

TOTAL SECTION F: \$ 3,152.40

G. AS NEEDED SERVICES, HOURLY COST

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$ 0
1	HR	Utility Specialist	\$ 45.00
1	HR	Certified Tree Worker	\$ 45.00
1	HR	Biologist	\$ 80.00

NOTE: For Evaluation purposes. Average price will be used by adding 4 lines and divide by 4.

TOTAL SECTION G: \$ 170.00

Bid No. 10023410-12-Q

H EMERGENCY CALLOUT

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	COST PER PERSON PER HOUR FOR EMERGENCY RESPONSE	\$ 48.82

NOTE: The cost of the one thousand (1,000) hours of extraordinary labor will be added to the bid price to determine the overall low Bidder.

TOTAL SECTIONS A-H: \$ 7,228.27

Bid No. 10023410-12-Q

OPTIONAL SERVICE AS NEEDED

TREE INVENTORYING AND DATABASE

U/M	Description	Unit Cost
PER TREE	Conduct Tree Inventory including Developing Inventory Databases	\$ 3.75

This is not subject to annual increases, whether CPI or LWO and will not be used in the evaluation of award.

The Contractor may be, if requested by the Contract Administrator, required to have International Society of Arboriculture (ISA) Certified Tree Workers performing work in trees as specified.

The Contractor must possess licenses and certification at the time of bid submittal as follows.

	License Number	Expiration Date	Name
C-27 Contractor's License	642504	04-30-2014	Aztc Landscaping, Inc.
State of California Contractor's License C-61 (D49)	Class: D-49, C-27 No: 642504	04-30-2014	Aztec Landscaping, Inc.
International Society of Arboriculture (I.S.A.) Certified Arborist	WE-8438A Class:	06-30-2014	Rafael A. Aguilar
	No: WE-5432A	12-31-2013	Ramon E. Aguilar
International Society of Arboriculture (I.S.A.) Certified Tree Worker	# 550C	06-30-2014	Steven W. Gadien
Qualified Applicator Certificate	QAC 92975	12-31-2013	Jaime Rocha
Pest Control Business License	01468	12-31-2012	Aztec Landscape Co.
Pest Control Advisor	PCA 75356	12-31-2012	Timothy Faucett
Utility Specialist	WE 0801AU	06-30-2014	Kevin Bejma

Reference Standards:

1. American National Standards Institute (ANSI) A300 Pruning Standards
2. ANSI Z133.1 Safety Standards
3. ISA Best Management Practices: Tree Pruning
4. Standard Specifications for Public Works Construction
5. Greenbook
6. San Diego Municipal Code §142.0401 et.seq, Landscape Regulations
7. Council Policy 200-05, Planting of Trees on City Streets
8. Council Policy 200-09, Street Tree Plan – Central Business District
9. Council Policy 900-19, Tree Protection
10. City of San Diego Specifications
11. Street Tree Selection Guide

Bid No. 10023410-12-Q

VI. FORMS

BIDDER'S REFERENCES

The Bidder is required to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: San Diego Regional Airport Contact Name: Jeronimo Chavez

Address: P.O. Box 82776 Phone Number: 619-400-2733

San Diego, CA 92138 Fax Number: 619-400-2726

Dollar Value of Contract: \$ 117,000.00/yr Contract Dates: 2010-2013

Requirements of Contract: yearly tree maintenance service at the San Diego

International Airport (Tree pruning, on-call tree removals, palm tree skinning)
(3 x per year @ approx. \$39,000 each occurrence)

Company Name: San Diego Housing Commission Contact Name: Gary Gelbman

Address: 1122 Broadway Suite 300 Phone Number: 619-578-7414

San Diego, CA Fax Number: 619-578-7385

Dollar Value of Contract: \$ 113,830/yr Contract Dates: 2006-2009
245,714.00 2009-2012

Requirements of Contract: 2006-2009; Tree & Shrub Maintenance @ all Housing Sites
2009-2012 Landscaping Services including tree maintenance @ all Housing Sites

Company Name: City of Chula Vista Contact Name: Randy Webb

Address: 1800 Maxwell Rd. Phone Number: 619-397-6040

Chula Vista, CA 91911 Fax Number: 619-397-6259

Dollar Value of Contract: \$ 56,697.00 Contract Dates: 2008 - 2012

Requirements of Contract: As-needed tree trimming and tree removals throughout
City of Chula Vista

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is required to state below all subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. NOTE: Add additional pages if necessary.

Company Name: Timothy Faucett Contact Name: Timothy Faucett
Address: 6160 Marinindustry Dr. Ste A Phone Number: 858-812-2880
San Diego, CA Fax Number: 760-837-0234
Dollar amount of sub-contract: \$ as needed Contract Dates: duration of contract
Contractor's License #: PGA-75356
Requirements of contract: Pest Control Advisor - if needed
What portion of work will be assigned to this subcontractor: Pest Control - if needed

Company Name: Helix Environmental Contact Name: Amy Mattson
Address: 7578 El Cajon Blvd. Ste. 200 Phone Number: 619-462-1515
La Mesa, CA 91941 Fax Number: AmyM@helixepi.com
Dollar amount of sub-contract: \$ as needed Contract Dates: duration of contract
Contractor's License #: N/A
Requirements of contract: Biologist
What portion of work will be assigned to this subcontractor: Biologist

Company Name: Arbor Artistry Contact Name: Kevin Bejma
Address: 262 Estrelita Dr. Phone Number: 760-207-4633
Vista, CA 92084 Fax Number: arborartistry@gmail.com
Dollar amount of sub-contract: \$ as needed Contract Dates: duration of contract
Contractor's License #: WE 0801AU
Requirements of contract: Utility Specialist
What portion of work will be assigned to this subcontractor: Utility Specialist

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is required to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: All Tree Care Contact Name: Steven Gadiant
Address: 8645 Valencia Street Phone Number: 619-518-3711
Spring Valley Fax Number: 619-741-0334
steve@alltreecare.com
Dollar amount of sub-contract: \$ as needed Contract Dates: duration of contract
Contractor's License #: 550C
Requirements of contract: Certified Tree Worker
What portion of work will be assigned to this Subcontractor: Certified Tree Worker

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Dollar amount of sub-contract: \$ _____ Contract Dates: _____
Contractor's License #: _____
Requirements of contract: _____
What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Dollar amount of sub-contract: \$ _____ Contract Dates: _____
Contractor's License #: _____
Requirements of contract: _____
What portion of work will be assigned to this Subcontractor: _____

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is required to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment: See "Equipment Inventory"

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Tree Equipment Inventory

<u>Equipment Description</u>	<u>Quantity</u>	<u>Make/Model/Year</u>	<u>Owned</u>
Boom Trucks Aerial Lift Devise	4	4900 DT 466 International Altec 1991-2001	Yes
90 ft. reach tower truck	1	JLG 860AJ 2009	leased
root pruner/barrier equipment		Vermeer SC 60	yes
16-ton crane	1	Link-Belt HTC-25 25-ton hydraulic truck crane	leased
ATV with trailer	2	Polaris Ranger 4WD 2008-2009	yes
Chippers	6	Vermeer Altec BC1000, BC 1500 BC, 600 Whisper 1998-2002	Yes
Dump Trucks 1/2 ton	6	4900 DT466 International 1995-2005	Yes
Street Sweeper	1	Tymco (Isusu cabin) DST-4 2009.	Yes
Stump Grinder	3	Dosco 1998 Vermeer 672(tow behir	Yes

		1995 Vermeer 505 (track unit)	
GPS Handheld Unit	1	GEOXH 2008	Yes
GPS software	1	Terra-sync Professional 2012	Yes
GPS software	1	Pathfinder Office 2012	Yes
GPS software	1	ESRI ArcGIS Arc View 2012	Yes
Laser rangefinder	1	LTI 360B Laser Rangefinder 2012	Yes
traffic control equipment	various		
Various small Hand and Pruning Tools	various	Marvin and Corona	Yes
Climbing Equipment	various	Various Purchased at Mason's and Bishop	Yes
Chain Saws & Blowers	35	Various sizes Stihl MS 200-MS 840 Red Max Blowers (HC-2000)	Yes
photo camera	2	Sony Digital	Yes

Aztec Landscaping, Inc. owns over 100 vehicles, including:

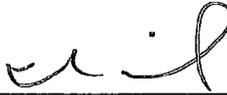
** Seven (7) inter-changeable containers with 2008 Freightliner Semi*

BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the Bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, Ray E. Aguilar, certify that my company, AZTEC Landscaping, Inc., has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: July 18, 2012 Signature: 

CONTRACTOR INFORMATION FORM

CONTRACTOR: Aztec Landscaping, Inc.

BID NUMBER: 10023410-12-Q

CONTRACT TITLE: CITYWIDE TREE SERVICES

CONTACT PERSON: 7:00 a.m. to 3:30 p.m. Ray E. Aguilar

PHONE NUMBER: One (1) Hour Response or Less 619-464-3303 ext. 0

FAX NUMBER: 619-460-1106

E-MAIL: rayjr@azteclandscaping.com

CELL PHONE NUMBER: 619-572-4948

EMERGENCY NUMBER: 619-572-4948 / 619-778-1553
(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: Ed Cardenas
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: Ray E. Aguilar

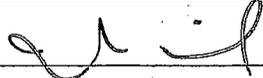
NAME OF IRRIGATION SPECIALIST: Manuel Pinto

NAME OF PESTICIDE USE SUPERVISOR: Jaime Rocha
(Must possess Category B, Qualified Applicators Certificate)
Min 4 up to 40 Max
(depending on section awarded)

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: _____

DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S (M) (T) (W) (TH) (F) S

PRINT NAME: Ray E. Aguilar

SIGNATURE: 

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.



City of San Diego
Purchasing & Contracting Department
Contractor/Vendor Registration Form

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID:
[ID Number will be provided by City]

Firm Info:

Firm Name:
Doing Business As:
Firm Address:
City: State: Zip:
Phone: Fax:
Taxpayer ID: Business License:
Website:

Contact Info:

Contact Name:
Title:
Email:
Phone: :

Alternate Address (if different from above) to Receive Remittance:

Mailing Address:
City: State: Zip:

Alternate Address (if different from above) to Receive Bid/Contract Opportunities:

Mailing Address:
City: State: Zip:

Contractor Licenses (if applicable)

License Number: License Type:
License Number: License Type:
License Number: License Type:

Contractor/Vendor Registration Form - Page 2

Firm Name: Aztec Landscaping, Inc.

Product/Services Description:

Landscape/grounds maintenance
Landscape/Irrigation Installation
Tree trimming/removals
Custodial Services

Product/Services Information:

NAICS Codes: * 98836- landscape maintenance
91039- janitorial
93437- Irrigation System repair
96888- tree-shrub removals * see below

*find list of available NAICS Codes at http://www.census.gov/epcd/www/naics.html and select 2007 NAICS codes 6 digit only OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm (51% ownership or more)
[X] Male [] Female or
[] Sole Proprietorship [] Partnership [X] Corporation
[] Limited Liability Partnership [] Limited Liability Corporation
[] Joint Venture [] Non-Profit
[] Governmental/Municipality/Regulatory Agency
[] Utility

Ethnicity:

Ethnicity: * Hispanic American

* select one from the following List of Ethnicities:

- AFRICAN AMERICAN
ASIAN AMERICAN
CAUCASIAN AMERICAN
HISPANIC AMERICAN
NATIVE AMERICAN
PACIFIC ISLANDER AMERICAN

* NAICS Codes:

- 91873- landscape consultant
96874- street sweeping
98856- litter removal services
98814- erosion control
98803- athletic field Maintenance
98889- weed & vegetation

Ownership Classification

Classification: * MBE

* select from the following List of Ownership Classification Codes (select all that apply):

WBE	(Woman Owned Business Enterprise)
OBE	(Other Business Enterprise)
DBE	(Disadvantaged Business Enterprise)
DVBE	(Disabled Veteran Business Enterprise)
SLBE	(Small Local Business Enterprise)
8(a)	(Small Business Administration 8(a) Enterprise)
SDB	(Small Disadvantaged Business Enterprise)
LBE	(Local Business Enterprise)
MLBE	(Micro Local Business Enterprise)
SBE	(Small Business Enterprise)
MBE	(Minority Business Enterprise)
DPBT	(Persons With A Disability Or Disabilities Business Enterprise)
LGBT	(Lesbian, Gay, Bisexual, Transsexual Business Enterprise)

Certified by an Agency? No Yes (enter Certification Number and Certifying Agency below)

Certification #: 15037

Agency: City of San Diego / Dept. of Transportation

Certification #:

Agency:

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Please mail this form to: Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

or fax to: 619/236-3904

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance

Effective December 24, 2008, the Council of the City of San Diego adopted Ordinance No. O-19808 to extend the Contractor Standards Ordinance to all contracts greater than \$50,000. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination and to fulfill the requirements of §22.3224(d), each bidder/proposer must complete and submit this *Pledge of Compliance* with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed *Pledge of Compliance* prior to execution of the contract. A submitted *Pledge of Compliance* is a public record and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the *Pledge of Compliance Attachment "A"* and sign each page. The signatory guarantees the truth and accuracy of all responses and statements. Failure to submit this completed *Pledge of Compliance* may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

A. PROJECT TITLE:

CITYWIDE TREE SERVICES

B. BIDDER/CONTRACTOR INFORMATION:

Aztec Landscaping, Inc.			
Legal Name	7980 Lemon Grove Way	Lemon Grove, CA	DBA 91945
Street Address	Ray E. Aguilar, V.P. of Operations	City 619-464-3303	State Zip 619-460-1106
Contact Person, Title		Phone	Fax

C. OWNERSHIP AND NAME CHANGES:

- In the past five (5) years, has your firm changed its name?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

- In the past five (5) years, has a firm owner, partner or officer operated a similar business?
 Yes No

If **Yes**, use *Pledge of Compliance Attachment "A"* to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE: Indicate the organizational structure of your firm. Check one only on this page. Use *Questionnaire Attachment "A"* if more space is required.

Corporation Date incorporated: 04/19/89 State of incorporation: California

List corporation's current officers:

President: Genaro Garcia
Vice President: Ramon C. Aguilar
Secretary: Ramon C. Aguilar
Treasurer: Rafael C. Aguilar

Is your firm a publicly traded corporation? Yes No

If Yes, name those who own five percent (5%) or more of the corporation's stocks:

N/A

Limited Liability Company Date formed: / / State of formation: _____

List names of members who own five percent (5%) or more of the company:

Partnership Date formed: / / State of formation: _____

List names of all firm partners:

Sole Proprietorship Date started: / /

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

Joint Venture Date formed: / /

List each firm in the joint venture and its percentage of ownership:

Note: Each member of a Joint Venture must complete a separate *Contractor Standards Questionnaire* for a Joint Venture's submission to be considered responsive

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm defaulted on a contract with a government agency?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances and provide principal contact information.

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner or officer been found to have violated or been penalized for any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?

Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

- 1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?

Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

- 2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. TYPE OF SUBMISSION: This document is submitted as:

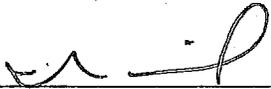
- Initial submission of *Contractor Standards Pledge of Compliance*.
- Update of prior *Contractor Standards Pledge of Compliance* dated ____/____/____.

Complete all questions and sign below. Each *Pledge of Compliance Attachment "A"* page must be signed.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Pledge of Compliance* and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Municipal Code §22.3224:

- (a) To comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.

Ray E. Aguilar, V.P. of Operations  July 18, 2012

Print Name, Title Signature Date

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

Provide additional information in space below. Use additional *Pledge of Compliance Attachment "A"* pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

[Empty rectangular box for providing additional information]

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Contractor Standards Pledge of Compliance* and that I am responsible for completeness and accuracy of responses on this *Pledge of Compliance Attachment "A"* page and all information provided is true to the best of my knowledge.

Ray E. Aguilar, V.P. of Operations
Print Name, Title


Signature

July 18, 2012
Date

**EQUAL BENEFITS ORDINANCE
CERTIFICATION OF COMPLIANCE**



For additional information, contact:
CITY OF SAN DIEGO
EQUAL BENEFITS PROGRAM
 202 C Street, MS 9A, San Diego, CA 92101
 Phone (619) 533-3948 Fax (619) 533-3220

COMPANY INFORMATION

Company Name: Aztec Landscaping, Inc.	Contact Name: Susana Michel
Company Address: 7980 Lemon Grove Way Lemon Grove, CA 91945	Contact Phone: 619-464-3303 ext. 111 Contact Email: susana@azteclandscaping.com

CONTRACT INFORMATION

Contract Title: CITYWIDE TREE SERVICES	Start Date:
Contract Number (if no number, state location): 10023410-12-Q	End Date:

SUMMARY OF EQUAL BENEFITS ORDINANCE REQUIREMENTS

The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits as defined in San Diego Municipal Code §22.4302 for the duration of the contract. To comply:

- Contractor shall offer equal benefits to employees with spouses and employees with domestic partners.
 - Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation expenses; employee assistance programs; credit union membership; or any other benefit.
 - Any benefit not offered to an employee with a spouse, is not required to be offered to an employee with a domestic partner.
- Contractor shall post notice of firm's equal benefits policy in the workplace and notify employees at time of hire and during open enrollment periods.
- Contractor shall allow City access to records, when requested, to confirm compliance with EBO requirements.
- Contractor shall submit *EBO Certification of Compliance*, signed under penalty of perjury, prior to award of contract.

NOTE: This summary is provided for convenience. Full text of the EBO and its Rules are posted at www.sandiego.gov/administration.

CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION

Please indicate your firm's compliance status with the EBO. The City may request supporting documentation.

- I affirm **compliance** with the EBO because my firm (*contractor must select one reason*):
- Provides equal benefits to spouses and domestic partners.
 - Provides no benefits to spouses or domestic partners.
 - Has no employees.
 - Has collective bargaining agreement(s) in place prior to January 1, 2011, that has not been renewed or expired.

I request the City's approval to pay affected employees a **cash equivalent** in lieu of equal benefits and verify my firm made a reasonable effort but is not able to provide equal benefits upon contract award. I agree to notify employees of the availability of a cash equivalent for benefits available to spouses but not domestic partners and to continue to make every reasonable effort to extend all available benefits to domestic partners.

It is unlawful for any contractor to knowingly submit any false information to the City regarding equal benefits or cash equivalent associated with the execution, award, amendment, or administration of any contract. [San Diego Municipal Code §22.4307(a)]

Under penalty of perjury under laws of the State of California, I certify the above information is true and correct. I further certify that my firm understands the requirements of the Equal Benefits Ordinance and will provide and maintain equal benefits for the duration of the contract or pay a cash equivalent if authorized by the City.

Ray E. Aguilar, V.P. of Operations
 Name/Title of Signatory

Signature

July 18, 2012
 Date

FOR OFFICIAL CITY USE ONLY

Receipt Date: _____ EBO Analyst: _____ Approved Not Approved – Reason: _____



City of San Diego
EQUAL OPPORTUNITY CONTRACTING (EOC)
1200 Third Avenue • Suite 200 • San Diego, CA 92101
Phone: (619) 236-6000 • Fax: (619) 235-5209

WORK FORCE REPORT

The objective of the Equal Employment Opportunity Outreach Program, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: [] Construction [X] Vendor/Supplier [] Financial Institution [] Lessee/Lessor
[] Consultant [] Grant Recipient [] Insurance Company [] Other

Name of Company: Aztec Landscaping, Inc.

ADA/DBA:

Address (Corporate Headquarters, where applicable): 7980 Lemon Grove Way

City: Lemon Grove County: San Diego State: CA Zip: 91945

Telephone Number: (619) 464-3303 Fax Number: (619) 460-1106

Name of Company CEO: Genaro Garcia

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: same as above

City: County: State: Zip:

Telephone Number: () Fax Number: ()

Type of Business: vendor Type of License: C-27, B, D-49

The Company has appointed: Lydia Godinez

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 7980 Lemon Grove Way Lemon Grove, CA 91945

Telephone Number: (619) 464-3803 Fax Number: (619) 460-1106

- [X] One San Diego County (or Most Local County) Work Force - Mandatory
[] Branch Work Force *
[] Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of Aztec Landscaping, Inc.

(Firm Name)

San Diego, California hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this 18th day of July, 20 12

(Authorized Signature)

Ray E. Aguilar, V.P. of Operations

(Print Authorized Signature Name)

WORK FORCE REPORT - Page 2

NAME OF FIRM: Aztec Landscaping, Inc. DATE: July 18, 2012

OFFICE(S) or BRANCH(ES): Lemon Grove Branch COUNTY: San Diego

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial			3	5										
Professional														
A&E, Science, Computer														
Technical														
Sales			7	2										
Administrative Support			1	6										
Services			4	13										
Crafts			3											
Operative Workers			5											
Transportation														
Laborers*	3		134	8										

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	3		157	34										
--------------------	---	--	-----	----	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

194

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT - Page 3

NAME OF FIRM: Aztec Landscaping, Inc. DATE: July 18, 2012
 OFFICE(S) or BRANCH(ES): Lemon Grove Branch COUNTY: San Diego

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons			1											
Carpenters			1											
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers			3											
Construction Laborers			3											
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade			3											
Millwrights														
Misc. Const. Equipment Operators			2											
Painters, Const. & Maintenance			1											
Pipelayers, Plumbers, Pipe & Steam Fitters			3											
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column			17											
--------------------	--	--	----	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees 211

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Attachment BB

SUBCONTRACTORS LIST

INFORMATION REGARDING SMALL EMERGING LOCAL BUSINESS PROGRAM PARTICIPATION:

- a. Subcontractor's List shall include name and complete address of all Subcontractors who will receive more than one half of one percent (0.5%) of the Prime Proposer's fee.
- b. Proposer shall also submit Subcontractor commitment letters on Subcontractor's letterhead, no more than one page each, from Subcontractors listed below to acknowledge their commitment to the team, scope of work, and percent of participation in the project.
- c. Subcontractors shall be used for scope of work listed. No changes to this Subcontractors List will be allowed without prior written City approval.

NAME AND ADDRESS SUBCONTRACTORS	SCOPE OF WORK	PERCENT OF CONTRACT	DOLLAR AMOUNT OF CONTRACT	SLBE/ELBE /MBE/ WBE/DBE/ DVBE/OBE	** WHERE CERTIFIED
	NONE				

* For information only. As appropriate, Proposer shall identify Subcontractors as:

- | | |
|--|------|
| Certified Minority Business Enterprise | MBE |
| Certified Woman Business Enterprise | WBE |
| Certified Disadvantaged Business Enterprise | DBE |
| Certified Disabled Veteran Business Enterprise | DVBE |
| Other Business Enterprise | OBE |
| Small Local Business Enterprise | SLBE |
| Emerging Local Business Enterprise | ELBE |

** For information only. As appropriate, Proposer shall indicate if Subcontractor is certified by:

- | | |
|--|----------|
| City of San Diego | CITY |
| State of California Department of Transportation | CALTRANS |

Licenses and Certifications



State Of California
CONTRACTORS STATE LICENSE BOARD
ACTIVE LICENSE



License Number **642504**

Entity **CORP**

Business Name **AZTEC LANDSCAPING INC**

Classification(s) **B C27 C61/D49**

Expiration Date **04/30/2014**

www.cslb.ca.gov



International Society of Arboriculture

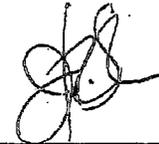
Certified Arborist.

Rafael A. Aguilar

Having successfully completed the requirements established by the Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist.



Certification Board, Chair
International Society of Arboriculture



Jim Skiera, Executive Director
International Society of Arboriculture

WE-8438A
Certificate Number

May 10, 2008
Certified Since

Jun 30, 2014
Expiration Date

International Society of Arboriculture Certified Arborist

Ramon E. Aguilar, Jr.

Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist



Jim Skiera, Executive Director
International Society of Arboriculture

WE-5432A

Sep 15, 2001

Dec 31, 2013

Certification Number

Certified Since

Expiration Date



Western Chapter ISA
CERTIFIED TREE WORKER

Steven W Gadiant
Certified Tree Worker #: 550C
Certification Expires: 6/30/2014

Authorized Signature

June 30, 2011

Date

The Western Chapter ISA is a member driven organization dedicated to fostering a greater appreciation for trees by promoting research and education to advance the professional practice of arboriculture.

Licensing and Certification Current Valid Licenses (San Diego County) - Individual

Licensee Name	Type	Number	Issued or Renewed	Expiration Date	Address	City	County	Categories
ABBOTT, MATTHEW	QAC	85253	01/01/2011	12/31/2012	7845 LEMON GROVE WAY	LEMON GROVE	SAN DIEGO	G
ABERNATHY, JOHN H	QAC	92588	01/01/2011	12/31/2012	13731 CAMINO SUSANA	EL CAJON	SAN DIEGO	BC
ABRAJANO, NAPOLEAN	QAL	109406	01/01/2011	12/31/2012	2420 GRAND AVE STE J	VISTA	SAN DIEGO	BFK
ABRAMYAN, ARMEN	QAL	117552	01/01/2011	12/31/2012	990 HIGHLAND DR STE 110S	SAN DIEGO	SAN DIEGO	B
ACOSTA, VICTOR M	QAC	90354	01/01/2011	12/31/2012	823 LA HUERTA WAY	SAN DIEGO	SAN DIEGO	B
ADAMS, ANTHONY F	QAC	115845	01/01/2011	12/31/2012	50 MONTE VISTA AVE #44	CHULA VISTA	SAN DIEGO	B
ADAMS, DONALD S	QAC	82857	01/01/2011	12/31/2012	3232 MAIN ST	LEMON GROVE	SAN DIEGO	C
ADAMS, JAMES C	QAC	120723	01/01/2011	12/31/2012	9917 MAINE AVE.	LAKESIDE	SAN DIEGO	BC
ADAMS, PETER C	QAC	106564	01/01/2011	12/31/2012	345 SUNRISE AVE	VISTA	SAN DIEGO	ABCEFH
ADAMS, RON L	QAC	78092	01/01/2011	12/31/2012	9318 AUDUBON RD	LAKESIDE	SAN DIEGO	B
AFFRE, NICK A	QAC	84178	01/01/2011	12/31/2012	2315 KEATS PL	CARLSBAD	SAN DIEGO	B
AGONIA, SUSAN M	QAC	121345	01/01/2011	12/31/2012	472 COX ROAD	SAN MARCOS	SAN DIEGO	B
AGUILAR, CHRISTOPHER A	QAL	120724	01/01/2011	12/31/2012	2420 GRAND AVE STE J	VISTA	SAN DIEGO	BFK
AGUILAR, JOSE R	QAC	86050	01/01/2011	12/31/2012	931 MARLIN DR	VISTA	SAN DIEGO	B
AGUILAR, OMAR O	DDA	109498	01/01/2011	12/31/2012	591 C ST SUITE B	CHULA VISTA	SAN DIEGO	
AGUILAR, RAFAELA	QAL	102595	01/01/2011	12/31/2012	7950 LEMON GROVE WY	LEMON GROVE	SAN DIEGO	B
AGUILAR, RAMON	QAL	100236	01/01/2011	12/31/2012	7980 LEMON GROVE WY	LEMON GROVE	SAN DIEGO	BCD

Licensee Name	Type	Number	Issued or Renewed	Expiration Date	Address	City	County	Categories
ROBILLARD, THOMAS S	QAC	93578	01/01/2012	12/31/2013	1655 9TH AVE APT #15	SAN DIEGO	SAN DIEGO	BH
ROCHA, JAIME	QAC	92975	01/01/2012	12/31/2013	7970 LEMON GROVE WY	LEMON GROVE	SAN DIEGO	B
RODI, DAVID B	QAL	126630	01/01/2012	12/31/2013	9219 LAURELHURST CT	SAN DIEGO	SAN DIEGO	B
RODRIGUEZ, AMITA C	QAL	126080	01/01/2012	12/31/2013	431 DAISY LANE	SAN MARCOS	SAN DIEGO	AB
RODRIGUEZ, CHRISTIAN S	QAL	118531	01/01/2012	12/31/2013	965 WASATCH PLACE	SAN MARCOS	SAN DIEGO	AB



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED:
EXPIRES: January 01, 2011
December 31, 2012

PEST CONTROL BUSINESS MAIN
LICENSE

Invalid if insurance carrier or qualified person (if applicable) does not advise before expiration date.

LICENSE NO. 90314

Mailing Address

Business Location

AZTEC LANDSCAPE COMPANY
7980 LEMON GROVE WAY
LEMON GROVE, CA 91945

AZTEC LANDSCAPE COMPANY
7970 LEMON GROVE WAY
LEMON GROVE, CA 92045

Mary-Ann Warmerdam, Director

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE - ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

1. Please make sure the information on your license is correct.
2. Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person).
3. If you lose your license, then you may request a new one for a \$20 fee.
4. Please refer to the license number located in the middle of the page when contacting us.
5. For more information, please contact us at (916) 445-4038 or at <licensemail@dpr.ca.gov>. Or you may write to us at the address above.

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015

Licensee Name	Type	Number	Issued or Renewed	Expiration Date	Address	City	County	Categories
ESTRADA, ARLEENE S	QAC	91123	01/01/2011	12/31/2012	PO BOX 420363	SAN DIEGO	SAN DIEGO	Q
ESTRADA, MIGUEL V	QAC	78306	01/01/2011	12/31/2012	1324 KENT AVE	ESCONDIDO	SAN DIEGO	B
ESTRADA, MIGUEL V	QAL	116640	01/01/2011	12/31/2012	1324 KENT AVE	ESCONDIDO	SAN DIEGO	BF
ESTREMO, CLINT E	QAL	123047	01/01/2011	12/31/2012	900 N CITRUS AVE #9	VISTA	SAN DIEGO	BC
EVANS, JAMES R	QAC	87697	01/01/2011	12/31/2012	2350 HYACINTH ROAD	ALPINE	SAN DIEGO	Q
EVEN, GREG A	QAC	115847	01/01/2011	12/31/2012	758 BRIGHTWOOD AVE.	CHULA VISTA	SAN DIEGO	CF
EYLER, ERIC H	QAL	126060	07/20/2011	12/31/2012	2420 GRAND AVE STE J	VISTA	SAN DIEGO	B
EYNON, STEPHEN C	QAL	118715	01/01/2011	12/31/2012	1828 GRANDVIEW ST	OCEANSIDE	SAN DIEGO	A
EYNON, STEPHEN M	QAL	118714	01/01/2011	12/31/2012	710 SUNNING DALE DR	OCEANSIDE	SAN DIEGO	ABCEF
FANKHAUSER, ROBERT	DDA	110356	01/01/2011	12/31/2012	9484 CANDIDA ST	SAN DIEGO	SAN DIEGO	
FARRELLY, COLIN P	DDA	126246	07/06/2011	12/31/2012	1923 JOHN TOWERS AVE	EL CAJON	SAN DIEGO	
FAUCETT, TIMOTHY J	PCA	75356	01/01/2011	12/31/2012	13735 SHOAL SUMMIT DR	SAN DIEGO	SAN DIEGO	ABCDEFG
FAVELA, HUMBERTO	DDA	110026	01/01/2011	12/31/2012	32931 ROVATO ST	TEMECULA	SAN DIEGO	
FELLOWS II, HARRY C	QAL	117373	01/01/2011	12/31/2012	9252 GALSTON DR.	SANTEE	SAN DIEGO	B
FERGISON, RYAN L	QAC	94350	01/01/2011	12/31/2012	8195 RONSON RD STE B	SAN DIEGO	SAN DIEGO	Q
FERGUSON, JOHN P	QAC	126371	06/14/2011	12/31/2012	6505 ALVARADO RD., STE. 102	SAN DIEGO	SAN DIEGO	C
FERGUSON, JOSEPH J	QAC	94985	01/01/2011	12/31/2012	10440 WHITCOMB WAY #141	SAN DIEGO	SAN DIEGO	B
FERNANDEZ, CESAR	QAL	121294	01/01/2011	12/31/2012	10637 ROSELLE ST STE F	SAN DIEGO	SAN DIEGO	B
FERNANDEZ, RICARDO A	QAC	80802	01/01/2011	12/31/2012	504 ELM AVE	IMPERIAL BEACH	SAN DIEGO	B
FERRITER, PATRICK J	QAL	126222	09/28/2011	12/31/2012	PO BOX 1322	RANCHO SANTA FE	SAN DIEGO	B
FERRO, ENRICO P	PCA	72795	01/01/2011	12/31/2012	33314 LILAC RD	VALLEY CENTER	SAN DIEGO	A
FERRO, ENRICO P	QAL	116522	01/01/2011	12/31/2012	33314 LILAC RD	VALLEY CENTER	SAN DIEGO	D
FIELD, HERB C	QAL	97230	01/01/2011	12/31/2012	1202 MORENA BLVD STE 400	SAN DIEGO	SAN DIEGO	B
FIELDS, REGINALD E	QAL	119355	01/01/2011	12/31/2012	1202 MORENA BLVD STE 400	SAN DIEGO	SAN DIEGO	B
FIGUEROA, GERALDO	QAL	123609	01/01/2011	12/31/2012	500 RANCHEROS DR 19	SAN MARCOS	SAN DIEGO	B
FIGUEROA, HUMBERTO J	QAC	119763	01/01/2011	12/31/2012	214 SAN DIEGO ST. #14	OCEANSIDE	SAN DIEGO	B
FINNEGAN, RYAN J	QAC	124859	01/01/2011	12/31/2012	4636 SORIA DRIVE	SAN DIEGO	SAN DIEGO	BC
FISHER, GARY E	QAL	100849	01/01/2011	12/31/2012	1149 EAST MISSION RD	FALLBROOK	SAN DIEGO	CDI
FISHER, RICHARD M	QAL	108347	01/01/2011	12/31/2012	1320 HILL ST	EL CAJON	SAN DIEGO	AB

International Society of Arboriculture

Certified Arborist Utility Specialist™

Kevin Bejma

Having successfully completed the requirements established by the Certification Board of the International Society of Arboriculture™, the above named is hereby recognized as an ISA Certified Arborist Utility Specialist™

D. Glenn

Certification Board, Chair
International Society of Arboriculture

Jim Skiera

Executive Director
International Society of Arboriculture

WE-0801AU
Certificate Number

Nov 15, 2008
Certified Since

Jun 30, 2014
Expiration Date



THE CITY OF SAN DIEGO

October 24, 2012

Victor Gonzalez, President
West Coast Arborist
8524 Commerce Ave. #B
San Diego, CA 92121

Dear Mr. Gonzalez:

Subject: Bid 10023410-13-Q Citywide Tree Services

This letter is to inform you that the City has completed its review of the subject bid. The City is recommending parcel award of the subject bid to your Company, West Coast Arborist, the low, responsive, and responsible bidder meeting specifications for Section E, and F. The City intends to award other section as follows: Sections A, C, D, G, H intent is to award to Atlas, Section B to Aztec.

If you have any questions or concerns regarding this award, they must be addressed in writing to Ed Plank, Purchasing & Contracting Interim Director, no later than 5:00 p.m. on Monday November 5, 2012.

Thank you for your interest in doing business with the City. Please do not hesitate to contact me at (619) 236-6653 with any questions you may have.

Sincerely,

William Broderick, C.P.M., CPPB
Procurement Specialist

cc: File, Andy Field, Drew Potocki



2nd Low Bidder



CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPT.
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

COPY

Bid No. 10023410-13-Q

REQUEST FOR BID

Closing Date: July 20, 2012
@ 3:00 pm P.T.

ADDENDUM H

Subject: Furnish the City of San Diego with CITYWIDE TREE SERVICE

Timeline: As may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

License(s) Required: C-27, C-61 (D49) State of California Contractor's License

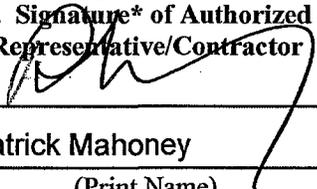
Note: Mandatory Pre-Bid Conference and Site Inspection - See Page 11 for Details.

1. Company: West Coast Arborists, Inc.
 Address: 8524 Commerce Avenue, Suite B
 City/State/Zip: San Diego, CA 92121
 Telephone: (800) 521-3714
 Contact: Victor Gonzalez E-Mail Address: vgonzalez@wcainc.com
 The City of San Diego Business Tax License Number: B2001011673
 Federal Tax ID Number: 95-3250682

2. The City's Standard Payment Terms are Net 30 Days.
 Bidders may offer other payment terms (e.g., 2% 20 days) but they will not be considered in making the award decision. If different terms are offered, the City retains the option of making payment(s) based on these terms.
 State delivery time required: 5 days after receipt of order. Discounted terms offered: 2 % 20 Days

FOR CONSIDERATION AS A RESPONSIVE BID, THE FOLLOWING IS REQUIRED:

- 1) Bid must be submitted on official City bid forms.
- 2) All information on this Request for Bid cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) Bid must be submitted on or before the exact closing date and time. Bid received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

<p>3. Signature* of Authorized Representative/Contractor</p>  <p>Patrick Mahoney (Print Name) President (Title) 7/19/2012 (Date)</p>	<p>4. Signature of The City of San Diego Purchasing Agent</p> <p>Jeffrey B. Baer, CPPO, C.P.M. (Print Name) Director, Purchasing & Contracting (Title)</p>	<p>5. Signature of The City of San Diego City Attorney</p> <p>Approved for Form and Legality (Print Name) (Title) (Date)</p>
---	--	--

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this Agreement and any Exhibits incorporated into this Agreement. Unless otherwise agreed to in writing, the Agreement includes the City's Request for Bid No. 10023410-12-Q, including any addendums issued under Bid No.10023410-12-Q, the City's General Provisions for Bids dated January 3, 2005, and the Contractor's Bid in Response to the City's Request for Bid No. 10023410-12-Q.*

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

Frank Moreno/bl9, Procurement Specialist

Phone: (619) 235-5212 / Fax: (619) 533-3226 / E-Mail: FMoreno@sandiego.gov

The Contractor may be, if requested by the Contract Administrator, required to have International Society of Arboriculture (ISA) Certified Tree Workers performing work in trees as specified.

The Contractor must possess the above licenses and certification at the time of bid submittal.

	License Number	Expiration Date	Name
C-27 Contractor's License	366764	12/31/12	West Coast Arborists, Inc.
State of California Contractor's License C-61 (D49)	Class: C27/C61/D49 No: 366764	12/31/12	West Coast Arborists, Inc.
International Society of Arboriculture (I.S.A.) Certified Arborist	Class: AUM* No: 6541 *Utility Specialist *Municipal Arborist	12/31/14	Michael Palat *Reference proposal book for add'l certified arborists
International Society of Arboriculture (I.S.A.) Certified Tree Worker	1993C 426C 2140C	6/30/13 6/30/13 6/30/15	Jose Perez Eleuterio Lira Santos Macias
Qualified Applicator Certificate	QAL 123167	12/31/12	Timothy Crothers
Pest Control Business License	B2001011673 #30650	11/30/12 12/31/13	West Coast Arborists, Inc. RPW Services, Inc.
Pest Control Advisor	PCA 71020	12/31/13	Paul Webb

Reference Standards:

1. American National Standards Institute (ANSI) A300 Pruning Standards
2. ANSI Z133.1 Safety Standards
3. ISA Best Management Practices: Tree Pruning
4. Standard Specifications for Public Works Construction
5. Greenbook
6. San Diego Municipal Code §142.0401 et.seq, Landscape Regulations
7. Council Policy 200-05, Planting of Trees on City Streets
8. Council Policy 200-09, Street Tree Plan – Central Business District
9. Council Policy 900-19, Tree Protection
10. City of San Diego Specifications

VI. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: City of Santa Monica **Contact Name:** Walter Warriner
Address: 2600 Ocean Park Blvd. **Phone Number:** (310) 458-8974
Santa Monica, CA 90405 **Fax Number:** (310) 399-6984
Dollar Value of Contract: \$ 800,000.00 **Contract Dates:** 2001- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

Company Name: City of Monterey **Contact Name:** Robert Reid
Address: 23 Ryan Ranch Rd. **Phone Number:** (831) 646-3860
Monterey, CA 93940 **Fax Number:** (831) 646-3946
Dollar Value of Contract: \$ 700,000.00 **Contract Dates:** 2000- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

Company Name: City of Newport Beach **Contact Name:** John Conway
Address: 592 Superior Avenue **Phone Number:** (949) 644-3083
Newport Beach, CA 92663 **Fax Number:** (949) 650-5643
Dollar Value of Contract: \$ 1,100,000.00 **Contract Dates:** 1993- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: RPW Services, Inc. Contact Name: Paul Webb

Address: 2473 E. Orangethorpe Ave. Phone Number: 714-870-6352

Fullerton, CA 92831 Fax Number: 714-870-6485

Dollar amount of sub-contract: \$ TBD As-Needed Contract Dates: _____

Contractor's License #: 942173, C-27, Exp. 1/31/14

Requirements of contract: Provide as-needed advisory information pertaining pest control application.

What portion of work will be assigned to this Subcontractor: Pest Control Advisor

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: *None to be used Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: * None to be used Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: *None to be used Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

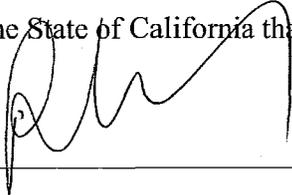
BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the Bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, Patrick Mahoney, certify that my company, West Coast Arborists, Inc., has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: 7/19/12

Signature: 

CONTRACTOR INFORMATION FORM

CONTRACTOR: West Coast Arborists, Inc.

BID NUMBER: 10023410-12-Q

CONTRACT TITLE: Citywide Tree Service

CONTACT PERSON: 7:00 a.m. to 3:30 p.m. Michael Palat

PHONE NUMBER: One (1) Hour Response or Less (714) 920-4366

FAX NUMBER: (858) 566-4204

E-MAIL: mpalat@wcainc.com

CELL PHONE NUMBER: (714) 920-4366

EMERGENCY NUMBER: (866) 564-2369
(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: Eleuterio Lira
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: Victor Hernandez

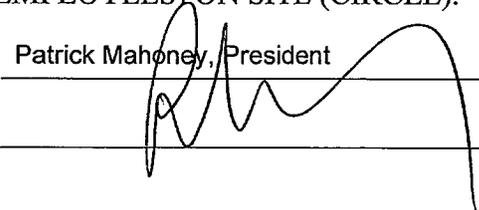
NAME OF IRRIGATION SPECIALIST: Tim Crothers

NAME OF PESTICIDE USE SUPERVISOR: Jason Davlin
(Must possess Category B, Qualified Applicators Certificate)

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: 5-20*

DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S (M) (T) (W) (TH) (F) S
*Depending on work assignments

PRINT NAME: Patrick Mahoney, President

SIGNATURE: 

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.



**City of San Diego
Purchasing & Contracting Department
Contractor/Vendor Registration Form**

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID:

[ID Number will be provided by City]

Firm Info:

Firm Name:
 (as reported on W9)

Firm Address:

City: State: Zip:

Phone: Fax:

Taxpayer ID: Business License:

Website:

Contact Info:

Contact Name:

Title:

Email:

Phone: Cell:

Alternate Address (if different from above) to Receive Remittance:

Mailing Address:
 City: State: Zip:

Alternate Address (if different from above) to Receive Bid/Contract Opportunities:

Mailing Address:
 City: State: Zip:

Contractor Licenses (if applicable)

License Number: License Type:

License Number: License Type:

License Number: License Type:

Contractor/Vendor Registration Form -- Page 2

Firm Name:
(as reported on W9)

Product/Services Information:

NIGP Codes:

*find list of available NIGP Codes at <http://www.sandiego.gov/purchasing> OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm* <small>(51% ownership or more)</small> *Required	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Non-Profit <input type="checkbox"/> Governmental/Municipality/Regulatory Agency <input type="checkbox"/> Utility
	or	

Ethnicity:

Ethnicity:

* select one from the following List of Ethnicities:

- | |
|---------------------------|
| AFRICAN AMERICAN |
| ASIAN AMERICAN |
| CAUCASIAN AMERICAN |
| HISPANIC AMERICAN |
| NATIVE AMERICAN |
| PACIFIC ISLANDER AMERICAN |

Ownership Classification

Classification: * California Corporation

* select from the following List of Ownership Classification Codes (select all that apply):

WBE	(Woman Owned Business Enterprise)
OBE	(Other Business Enterprise)
DBE	(Disadvantaged Business Enterprise)
DVBE	(Disabled Veteran Business Enterprise)
SLBE	(Small Local Business Enterprise)
8(a)	(Small Business Administration 8(a) Enterprise)
SDB	(Small Disadvantaged Business Enterprise)
LBE	(Local Business Enterprise)
MLBE	(Micro Local Business Enterprise)
SBE	(Small Business Enterprise)
MBE	(Minority Business Enterprise)
EBE	(Emerging Business Enterprise)
ELBE	(Emerging Local Business Enterprise)

Certified by an Agency? No Yes (enter Certification Number and Certifying Agency below)

Certification #: Expiration Date:

Agency:

Certification #: Expiration Date:

Agency:

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Please mail this form to: Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

or fax to: 619/236-5904

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance

Effective December 24, 2008, the Council of the City of San Diego adopted Ordinance No. O-19808 to extend the Contractor Standards Ordinance to all contracts greater than \$50,000. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination and to fulfill the requirements of §22.3224(d), each bidder/proposer must complete and submit this Pledge of Compliance with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed Pledge of Compliance prior to execution of the contract. A submitted Pledge of Compliance is a public record and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the Pledge of Compliance Attachment "A" and sign each page. The signatory guarantees the truth and accuracy of all responses and statements. Failure to submit this completed Pledge of Compliance may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

A. PROJECT TITLE:

Citywide Tree Service

Bid No. 10023410-12Q

B. BIDDER/CONTRACTOR INFORMATION:

West Coast Arborists, Inc.

Legal Name	2200 E. Via Burton St.	Anaheim	DBA CA	92806
Street Address	Patrick Mahoney, President	City (714) 991-1900	State (714) 991-1027	Zip
Contact Person, Title		Phone	Fax	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?

? Yes ? No

If Yes, use Pledge of Compliance Attachment "A" to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner or officer operated a similar business?

? Yes ? No

If Yes, use Pledge of Compliance Attachment "A" to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE: Indicate the organizational structure of your firm. Check one only on this page. Use Pledge of Compliance Attachment "A" if more space is required.

Corporation Date incorporated: 05 / 10 / 78 State of incorporation: California

List corporation's current officers: President: Patrick Mahoney
Vice Pres: Richard Mahoney
Secretary: Richard Mahoney
Treasurer: Rose Epperson

Is your firm a publicly traded corporation? Yes No

If Yes, name those who own five percent (5%) or more of the corporation's stocks:

Limited Liability Company Date formed: / / State of formation:

List names of members who own five percent (5%) or more of the company:

N/A

Partnership Date formed: / / State of formation:

List names of all firm partners:

N/A

Sole Proprietorship Date started: / /

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

N/A

Joint Venture Date formed: / /

List each firm in the joint venture and its percentage of ownership:

N/A

Note: Each member of a Joint Venture must complete a separate Contractor Standards Pledge of Compliance for a Joint Venture's submission to be considered responsive.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances and provide principal contact information.

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executives or management been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement for violating any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

- 1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

- 2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?
 Yes No

If Yes, use Pledge of Compliance Attachment "A" to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. TYPE OF SUBMISSION: This document is submitted as:

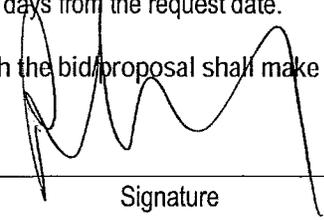
- Initial submission of Contractor Standards Pledge of Compliance.
- Update of prior Contractor Standards Pledge of Compliance dated ____/____/____.

Complete all questions and sign below. Each Pledge of Compliance Attachment "A" page must be signed.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this Pledge of Compliance and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Municipal Code §22.3224:

- (a) To comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the Contractor Standards Pledge of Compliance within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.

Patrick Mahoney, President  7/19/12

 Print Name, Title Signature Date

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

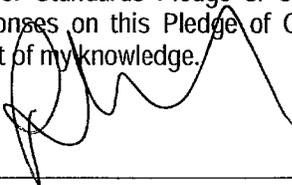
Provide additional information in space below. Use additional Pledge of Compliance Attachment "A" pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

N/A

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this Contractor Standards Pledge of Compliance and that I am responsible for completeness and accuracy of responses on this Pledge of Compliance Attachment "A" page and all information provided is true to the best of my knowledge.

Patrick Mahoney, President

Print Name, Title



Signature

7/19/12

Date

EQUAL BENEFITS ORDINANCE CERTIFICATION OF COMPLIANCE



For additional information, contact:
CITY OF SAN DIEGO
EQUAL BENEFITS PROGRAM
202 C Street, MS 9A, San Diego, CA 92101
Phone (619) 533-3948 Fax (619) 533-3220

COMPANY INFORMATION

Company Name: West Coast Arborists, Inc.	Contact Name: Victor Gonzalez
Company Address: 2200 E. Via Burton St., Anaheim, CA 92806	Contact Phone: 714-991-1900
	Contact Email: vgonzalez@wcainc.com

CONTRACT INFORMATION

Contract Title: Citywide Tree Service	Start Date: TBD
Contract Number (if no number, state location): 10023410-12-Q	End Date: TBD

SUMMARY OF EQUAL BENEFITS ORDINANCE REQUIREMENTS

The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits as defined in San Diego Municipal Code §22.4302 for the duration of the contract. To comply:

- Contractor shall offer equal benefits to employees with spouses and employees with domestic partners.
 - Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation expenses; employee assistance programs; credit union membership; or any other benefit.
 - Any benefit not offered to an employee with a spouse, is not required to be offered to an employee with a domestic partner.
- Contractor shall post notice of firm's equal benefits policy in the workplace and notify employees at time of hire and during open enrollment periods.
- Contractor shall allow City access to records, when requested, to confirm compliance with EBO requirements.
- Contractor shall submit EBO Certification of Compliance, signed under penalty of perjury, prior to award of contract.

NOTE: This summary is provided for convenience. Full text of the EBO and its Rules are posted at www.sandiego.gov/administration.

CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION

Please indicate your firm's compliance status with the EBO. The City may request supporting documentation.

- I affirm compliance with the EBO because my firm (contractor must select one reason):
- Provides equal benefits to spouses and domestic partners.
 - Provides no benefits to spouses or domestic partners.
 - Has no employees.
 - Has collective bargaining agreement(s) in place prior to January 1, 2011, that has not been renewed or expired.
- I request the City's approval to pay affected employees a cash equivalent in lieu of equal benefits and verify my firm made a reasonable effort but is not able to provide equal benefits upon contract award. I agree to notify employees of the availability of a cash equivalent for benefits available to spouses but not domestic partners and to continue to make every reasonable effort to extend all available benefits to domestic partners.

It is unlawful for any contractor to knowingly submit any false information to the City regarding equal benefits or cash equivalent associated with the execution, award, amendment, or administration of any contract. [San Diego Municipal Code §22.4307(a)]

Under penalty of perjury under laws of the State of California, I certify the above information is true and correct. I further certify that my firm understands the requirements of the Equal Benefits Ordinance and will provide and maintain equal benefits for the duration of the contract or pay a cash equivalent if authorized by the City.

Victor Gonzalez, Vice President-Marketing

7/19/12

Name/Title of Signatory

Signature

Date

FOR OFFICIAL CITY USE ONLY

Receipt Date:	EBO Analyst:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved – Reason:
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Attachment AA

City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209



WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: West Coast Arborists, Inc.

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 2200 E. Via Burton St.

City: Anaheim County: Orange State: CA Zip: 92806

Telephone Number: (714) 991-1900 Fax Number: (714) 991-1027

Name of Company CEO: Patrick Mahoney

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: 8524 Commerce Avenue, Suite B

City: San Diego County: San Diego State: CA Zip: 92121

Telephone Number: (858) 566-4204 Fax Number: (858) 566-4204

Type of Business: Tree maintenance and management services Type of License: C27/C61/D49

The Company has appointed: Eliz Parra, Human Resources Specialist

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 2200 E. Via Burton St., Anaheim, CA 92806

Telephone Number: (714) 991-1900 Fax Number: (714) 991-1027

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of West Coast Arborists, Inc.

(Firm Name)

Orange, California hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this 19th day of July, 2012

Patrick Mahoney, President

(Authorized Signature)

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: West Coast Arborists, Inc. DATE: 7/19/12

OFFICE(S) or BRANCH(ES): San Diego COUNTY: San Diego

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial			1									1		
Professional												2		
A&E, Science, Computer														
Technical														
Sales														
Administrative Support												2		
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*			29									5		

*Construction laborers and other field employees are not to be included on this page

Totals Each Column			30									8	2	
--------------------	--	--	----	--	--	--	--	--	--	--	--	---	---	--

Grand Total All Employees (San Diego) 40

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: West Coast Arborists, Inc. DATE: 7/19/12

OFFICE(S) or BRANCH(ES): San Diego COUNTY: San Diego

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers			1								2			
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance			29								8			
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column			30								10			
--------------------	--	--	----	--	--	--	--	--	--	--	----	--	--	--

Grand Total All Employees (San Diego) 40

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CONTRACT ACTIVITY REPORT

Proposers are required by contract to report Subcontractor activity in this format. Reports shall be submitted via the Project Manager to the *Equal Opportunity Contracting Program (EOCP)* no later than thirty (30) days after the close of each quarter.

PROJECT: _____ **PRIME CONTRACTOR:** _____
CONTRACT AMOUNT: _____ **INVOICE PERIOD:** _____ **DATE:** _____

Include Additional Services Not-to-Exceed Amount

Subcontractor	Indicate SLBE, ELBE, MBE, WBE, DBE, DVBE or OBE	Current Period		Paid to Date		Original Commitment	
		Dollar Amount	% of Contract	Dollar Amount	% of Contract	Dollar Amount	% of Contract
N/A							
Prime Contractor Total:							
Contract Total:							

Completed by: _____

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM A

Bid No. 10023410-12-Q

Revised Bid Closing Date: April 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from April 11, 2012 to April 20, 2012 @ 3:00 p.m.**
2. Delete the original Request for Bid cover page and replace with the attached Addendum A Request for Bid cover page.

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno
Principal Procurement Specialist
(619) 235-5212

April 9, 2012

FM/b19

Acknowledged by: _____



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM B

Bid No. 10023410-12-Q

Bid Closing Date: April 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. Delete the original Pricing Pages 6 & 7 and replace with Addendum B Pricing Pages 6 and 7. (NOTE: Delete "Grid Pruning for all tree types in Section C).
2. Delete the original Pricing Page 8 and replace with Addendum B Pricing Page 8. (NOTE: Add reference to "Attachment A" in Section F).
3. Delete the original Pricing Page 9 and replace with Addendum B Pricing Pages 9 and 9a. (NOTE: For Section G – Extraordinary Labor, for evaluation purposes, we will add the cost per hour for each of the 4 categories listed and average the cost).
4. Delete the original Pricing Page 9 and replace with Addendum B Pricing Page 9. (NOTE: Add Section H for "Emergency Callout").
5. Delete the original Specific Provisions Page 12 and replace with Addendum B Specific Provisions Page 12. (NOTE: Revise text in 2nd sentence and add License for "Utility Specialist").
6. Delete the original Specific Provisions Page 12 and replace with Addendum B Specific Provisions Page 12. (NOTE: Add to Reference Standards: #11. "Street Tree Selection Guide").
7. Delete the original Specific Provisions Page 14 and replace with Addendum B Specific Provisions Pages 14 and 14a. (NOTE: Change text for paragraph D – Award Clause).
8. Delete the original Specific Provisions Page 18 and replace with Addendum B Specific Provisions Pages 18 and 18a. (NOTE: Revise Text for paragraph H - Performance Bond).

Addendum B
Page 2

9. Delete the original **Specific Provisions** Page 19 and *replace* with Addendum B **Specific Provisions** Pages 19 and 19a. (NOTE: Adds Text to Section II, paragraph M, General Provisions).
10. Delete the original **General Specifications** Page 24 and *replace* with Addendum B **General Specifications** Page 24. (NOTE: Change Staffing description from "Certified Tree Laborers" to "Certified Tree Workers" and "Truck Driver/Workers" to "Truck Driver/Laborers").
11. Delete the original **Maintenance Specifications** Page 34 and *replace* with Addendum B **Maintenance Specifications** Page 34. (NOTE: Change text for paragraph D-1.u to read "A disinfectant (such as Clorox or rubbing alcohol) shall be used on "Date Palm" pruning tools...").
12. Delete the original **Maintenance Specifications** Page 37 and *replace* with Addendum B **Maintenance Specifications** Page 37. (NOTE: Revise text for paragraph D.4, Milling Specifications to "As Needed by the Contract Administrator").
13. Delete the original **Maintenance Specifications** Page 38 and *replace* with Addendum B **Maintenance Specifications** Pages 38 and 38a-38c. (NOTE: Add new D.5 text "Tree Removal"; Add new D.6 text "Tree Planting"; and Revise text for paragraph D.5, Tree Preservation/Root Pruning to #7 and "As Needed by the Contract Administrator").
14. Delete the original **Maintenance Specifications** Page 40 and *replace* with Addendum B **Maintenance Specifications** Page 40. (NOTE: Revise text for paragraph D-6.a, Equipment to: "A tower truck with capability of 90 foot reach shall be required in medians, right-of-ways, and ...").
15. Delete the original **Maintenance Specifications** Page 42 and *replace* with Addendum B **Maintenance Specifications** Page 42. (NOTE: Revise text for Paragraph E, Inspection & Disease/Pest Control to "As Needed by the Contract Administrator").
16. Add five (5) pages of the attached Addendum B "Street Tree Selection Guide".
17. Add a one (1) page "Map of the Tierrasanta MAD".

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

April 13, 2012

FM/b19

Acknowledged by: 

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM C

Bid No. 10023410-12-Q

Revised Bid Closing Date: May 4, 2012

@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from April 20, 2012 to May 4, 2012 @ 3:00 p.m.**
2. Delete the Addendum A Request for Bid cover page and replace with the attached Addendum C Request for Bid cover page.
3. Delete the original Specific Provisions Page 14 and replace with Addendum B Specific Provisions Pages 14 and 14a. (NOTE: Change text for paragraph D – Award Clause).

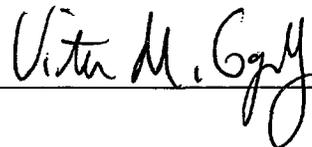
CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno
Principal Procurement Specialist
(619) 235-5212

April 19, 2012

FM/bl9

Acknowledged by: _____



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM D

Bid No. 10023410-12-Q

Revised Bid Closing Date: **Suspended Indefinitely**

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

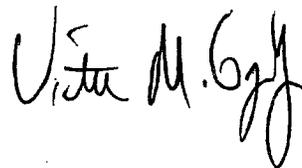
1. **The bid closing date has been changed from May 4, 2012 to Suspended Indefinitely**
2. Delete the Addendum C Request for Bid cover page and replace with the attached Addendum D Request for Bid cover page.

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

May 3, 2012

FM/bl9



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195
Fax: (619) 236-5904

ADDENDUM E

Bid No. 10023410-12-Q

Revised Bid Closing Date: **July 20, 2012**
@3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from Suspended Indefinitely to July 20, 2012 @ 3:00 p.m.**
2. Delete the Addendum D Request for Bid cover page and replace with the attached Addendum E Request for Bid cover page.
3. Delete the original page 4 & 5 and replace with the attached Addendum E page 4 & 5. (NOTE: Estimate numbers of trees have been added.)
4. Delete the Addendum B page 6, 7 & 8 and replace with the attached Addendum E page 6,7 & 8. (NOTE: Estimate numbers of trees have been added.)
5. Delete the Addendum B page 9 and replace with the attached Addendum E page 9. (NOTE: Section I, paragraph G has been changed.)
6. Delete the Addendum B page 14 and replace with the attached Addendum E page 14. (NOTE: Section II, paragraph D has been changed.)
7. Delete the original page 40 and replace with the attached Addendum E page 40. (NOTE: Section IV, paragraph D, item 6c has been changed.)
8. Add a one (1) page "Questions and Answers". (NOTE: This is for informational purposes only and is not part of any resulting contract.)

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

June 29, 2012

FM/b19

Acknowledged by: _____

Vita M. Gny

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM F

Bid No. 10023410-12-Q

Bid Closing Date: July 20, 2012
@3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. Delete the Addendum E Pricing, page 9 and replace with Addendum F Pricing, page 9. (NOTE: Adds new Biologist to Section G).
2. Delete the Addendum E Maintenance Specifications, page 40 and replace with Addendum F Maintenance Specifications, page 40. (NOTE: Revise text for paragraphs D-6a and D-6c).

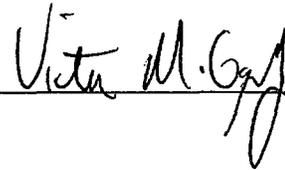
CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

July 11, 2012

FM/bl9

Acknowledged by: _____



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM G

Bid No. 10023410-12-Q

Bid Closing Date: July 20, 2012

@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Service**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **Delete** the Addendum E Cover page and **replace** with Addendum G Cover page.
(NOTE: Revise to delete the term "Maintenance" and replace with "Service").
2. **Delete** the Original pages 11, 23, 27, 30, 31, 36, 39, 43, 44 & 45 and **replace** with Addendum G pages 11, 23, 27, 30, 31, 36, 39, 43, 44 & 45.
(NOTE: Revise to delete the term "Maintenance" and replace with "Service").
3. **Delete** Addendum B, pages 18, 24, 38a & 42 and **replace** with Addendum G, pages 18, 24, 38a & 42.
(NOTE: Revise to delete the term "Maintenance" and replace with "Service").

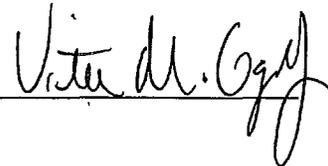
CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

July 13, 2012

FM/b19

Acknowledged by: _____



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195
Fax: (619) 236-5904

ADDENDUM H

Bid No. 10023410-13-Q

Bid Closing Date: July 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Service**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

- **Delete** the Addendum G Cover page and **replace** with Addendum H Cover page.
(NOTE: Revised Form to include "Discount Terms Offered").

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno, CPPB
Principal Procurement Specialist
(619) 235-5212

July 19, 2012

FM/bl9



I. PRICING

NOTE: All costs including labor, overhead, materials, traffic control services, equipment, etc. Shall be included in the rates quoted.

A. TREE TRIMMING PUBLIC RIGHTS-OF WAY, STREET TREES, LANDSCAPED PARKWAYS

Estimated No. of Trees: 16,924



Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$ 59.00
DATE PALM	EA	PER TREE Over 2 years of growth	\$ 120.00
QUEEN (COCO) PALM	EA	PER TREE 1 to 2 years of growth	\$ 22.00
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$ 30.00
FAN PALM	EA	PER TREE 1 to 2 years of growth	\$ 30.00
FAN PALM	EA	PER TREE Over 2 years of growth	\$ 59.00
DATE PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 59.00
DATE PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 120.00
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 22.00
QUEEN (COCO) PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 30.00

Tree Type	U/M	Description	UNIT COST
FAN PALM	EA	GRID PRUNING (Routine Trimming) 1 to 2 years of growth	\$ 30.00
FAN PALM	EA	GRID PRUNING (Routine Trimming) Over 2 years of growth	\$ 59.00
SHADE	EA	PER TREE	\$ 120.00
SHADE	EA	GRID PRUNING (Routine Trimming)	\$ 69.00
ALL TREE TYPES	HR	PER PERSON -HOUR RATE FOR TASKS IN SECTION A (X TIMES FOR MULTI-PERSON CREW)	\$ 59.00

TOTAL SECTION A: \$ 888.00

B. TREE TRIMMING OPEN SPACE, EASEMENTS AND LANDSCAPED SLOPES

(AREAS ADJACENT TO RIGHTS-OF-WAY, RESTORATION AREAS, AREAS OF EDGE OPEN SPACE ADJACENT TO PRIVATE PROPERTY, AREAS NEAR TRAILS, ETC.)

Estimated No. of Trees: 10,689

Tree Type	U/M	Description	UNIT COST
PALM - ALL TYPES	HR	PER PERSON - HOUR RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 47.50
SHADE	HR	PER PERSON -HOUR RATE (X TIMES FOR MULTI-PERSON CREW)	\$ 47.50

TOTAL SECTION B: \$ 95.00

C. TREE TRIMMING PARKS AND GREENBELTS

Estimated No. of Trees: 1090

Tree Type	U/M	Description	UNIT COST
DATE PALM	EA	PER TREE 1 to 2 years of growth	\$ 59.00
DATE PALM	EA	PER TREE Over 2 years of growth	\$ 120.00
QUEEN (COCO) PALM	EA	PER TREE 1-2 years of growth	\$ 22.00
QUEEN (COCO) PALM	EA	PER TREE Over 2 years of growth	\$ 30.00
FAN PALM	EA	PER TREE 1-2 years of growth	\$ 30.00
FAN PALM	EA	PER TREE Over 2 years of growth	\$ 59.00
DELETED			

Tree Type	U/M	Description	UNIT COST
SHADE	EA	PER TREE	\$ 120.00
DELETED	EA	GRID PRUNING (Routine Trimming)	\$
ALL TREE TYPES	HR	PER PERSON - HOUR RATE FOR TASKS IN SECTION C (X TIMES FOR MULTI-PERSON CREW)	\$ 59.00

TOTAL SECTION C: \$ 499.00

D. ALL AREAS - TREE PRESERVATION ROOT PRUNING/ROOT BARRIER INSTALLATION

Estimated No. of Trees: Preservation 50; Preservation Root Pruning 50; Trimming 50; Barrier Installation 50

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	1 EA	COMPLETE TREE TRIMMING OF VARIOUS SPECIES OF TREES	\$ 69.00
	HR	PER PERSON - HOURLY RATE (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 59.00
ALL TREE TYPES	1 LF	COMPLETE ROOT PRUNING OF VARIOUS SPECIES OF TREES	\$ 12.00
ALL TREE TYPES	1 LF	COMPLETE ROOT BARRIER INSTALLATION	\$ 16.00

TOTAL SECTION D: \$ 156.00

E. ALL AREAS TREE REMOVAL Estimated No. of Trees: 497

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 25.00
QUEEN (COCO) PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 12.00
FAN PALM	1 FT BTH	Removal cost per Brown Trunk Height	\$ 15.00
SHADE	1 DIA IN	TREES AVERAGING 15" IN DIAMETER AT 4' ABOVE GROUND LEVEL	\$ 19.00
ALL TYPES / MILLING	1 BF	MILLED WOOD, IN ACCORDANCE WITH ATTACHED SPECIFICATIONS	\$ 4.00

TOTAL SECTION E: \$ 75.00

F. ALL AREAS – TREE PLANTING PER SAN DIEGO REGIONAL STANDARD DRAWING, ATTACHMENT A

Estimated No. of Trees: 530

Tree Type	U/M	Description	UNIT COST
DATE PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 150.00
QUEEN PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 40.00
FAN PALM	1 FT BTH	Cost per Brown Trunk Height	\$ 30.00
SHADE	EA	15 GAL	\$ 125.00
SHADE	EA	24 INCH	\$ 225.00
SHADE	EA	36 INCH	\$ 400.00
SHADE	EA	48 INCH	\$ 700.00

Tree Type	U/M	Description	UNIT COST
ALL TREE TYPES	HR	PER PERSON – HOUR RATE FOR TASKS IN SECTION F (WILL MULTIPLY FOR MULTI-PERSON CREW)	\$ 59.00

TOTAL SECTION F: \$ 1,729.00

G. AS NEEDED SERVICES, HOURLY COST

Est. Qty.	U/M	Description	Cost Per Hour
1	HR	Certified Arborist	\$ 59.00
1	HR	Utility Specialist	\$ 59.00
1	HR	Certified Tree Worker	\$ 59.00
1	HR	Biologist	\$ 59.00

NOTE: For Evaluation purposes. Average price will be used by adding 4 lines and divide by 4.

TOTAL SECTION G: \$ 236.00

OPTIONAL SERVICE AS NEEDED

TREE INVENTORYING AND DATABASE

U/M	Description	Unit Cost
PER TREE	Conduct Tree Inventory including Developing Inventory Databases	\$ 2.00

This is not subject to annual increases, whether CPI or LWO and will not be used in the evaluation of award.

ADDITIONAL SERVICES FOR BID #100223410-13-Q

DESCRIPTION	UNIT	UNIT PRICE
CROWN REDUCTION/RESTORATION		
0-6 DBH	EACH	\$ 55.00
7-12 DBH	EACH	\$ 100.00
13-18 DBH	EACH	\$ 150.00
19 - 24 DBH	EACH	\$ 200.00
25-30 DBH	EACH	\$ 275.00
31+ DBH	EACH	\$ 385.00
CROWN RAISING	EACH	\$ 40.00
BIO BARRIER INSTALLATION	LINEAR FOOT	\$ 40.00
TREE INJECTION	PER TREE	\$ 59.00
ADDITIONAL TREE PLANTING		
PLANT PYGMY DATE PALM PER BTH	PER FOOT	\$ 50.00
PLANT KING PALM PER BTH	PER FOOT	\$ 100.00
PLANT WINDMILL PALM PER BTH	PER FOOT	\$ 100.00
PLANT MEDJOO PALM PER BTH	PER FOOT	\$ 150.00
PLANT GUADALUPE PALM PER BTH	PER FOOT	\$ 250.00
PLANT KENTIA PALM PER BTH	PER FOOT	\$ 400.00
PLANT CANARY ISLAND PALM PER BTH	PER FOOT	\$ 500.00
PLANT 60-INCH BOX TREE	EACH	\$ 4,000.00
SPECIALTY EQUIPMENT W/ OPERATOR		
CRANE	HOUR	\$ 118.00
LOADER	HOUR	\$ 118.00
90-FOOT AERIAL TOWER	HOUR	\$ 118.00
ATV WITH TRAILER	HOUR	\$ 59.00
DUMP TRUCK	HOUR	\$ 59.00
55 TO 65 FT. AERIAL TOWER	HOUR	\$ 59.00
CHIPPER	HOUR	\$ 59.00
STUMP GRINDER	HOUR	\$ 59.00
ARBORIST REPORT WRITING SERVICES	HOUR	\$ 125.00
EXPERT WITNESS ARBORIST SERVICES	HOUR	\$ 250.00
EMERGENCY RESPONSE SERVICES		
REGULAR BUSINESS DAY, M-F, 7AM - 5PM	MAN HOUR	\$ 90.00
EVENINGS 5:01PM - 6:59AM, WEEKENDS, OR HOLIDAYS	MAN HOUR	\$ 90.00



CITY OF SAN DIEGO

Citywide Tree Service- Bid No. 10023410-12-Q



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OUR VISION

West Coast Arborist's (WCA) vision is to deliver the best Urban Forestry Management Program in California. We achieve our vision by making total quality our way of doing business, by relentless pursuit of full customer satisfaction in every respect, by empowering our trained people, by leading the industry in state-of-the-art urban tree care services, and by performing superior and safe operations on a seven day a week, twenty-four hour a day basis.

Our corporate values include listening to our customers and improving our services to meet their needs. We are committed to providing superior performance and are accountable for our actions and results. Our leadership sets clear goals and expectations for the organization, is supportive of our outstanding and diverse WCA team, and

WCA crews working in the City of Fullerton



provides and seeks frequent feedback from our customers.

As a corporate citizen, WCA's responsibility and accountability are to the communities where we do business. We hold ourselves to the highest standards of ethical conduct and environmental responsibility, communicating openly with our customers and the communities in which we work.

100% CUSTOMER SATISFACTION

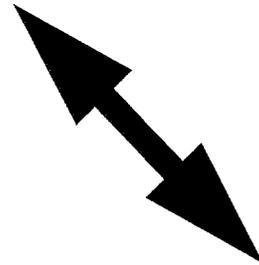
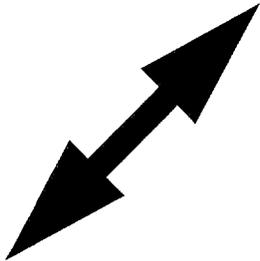
Customer satisfaction is our top priority. We guarantee your complete satisfaction with all aspects of our services. Our dedication to customer service has earned WCA a reputation unequalled in the industry for dependability, integrity, quality and courtesy.

We authorize our employees to do whatever is necessary to achieve the highest quality results. We know that high quality work saves our customers precious time and is far more cost effective if we do our work properly the first time. We are committed to courteous and prompt customer service to fully resolve any problem.

INTERACTIVE PARTNERSHIP IN URBAN TREE CARE

We believe in an Interactive Partnership where municipalities can confidently rely on WCA to assist them with any of their tree care needs. Our goals in urban tree care are to extend the life of all trees, preserve public safety, and produce a reliable source of shade, beauty, and the many benefits that result from healthy trees in parks and City right-of-ways.

COMMUNITY



CITY ADMINISTRATORS



- City Council**
- Public Works Department**
- Street Maintenance Department**
- Parks Commission**
- Risk Management**

WCA RESOURCES



- Cost effectiveness**
- Increased service levels**
- Precise scheduling of work**
- WCISA certified staff**
- State-of-the-art technology**



WCA is committed to a pro-active policy that reflects our sense of corporate and social responsibility. We have the qualifications, equipment, and corporate capabilities to meet the community's environmental and public safety needs. Our certified teams ensure the community that the work performed will be in accordance with industry standards. Our large fleet of equipment allows us to dedicate specific pieces to the City. Our support staff aids the field team with tailored information and database access which provides communities with a comprehensive urban tree care program.

INTRODUCTION

West Coast Arborists, Inc. (WCA) is a family-owned and operated company employing nearly 600 full-time employees providing various tasks to achieve one goal: serving communities who care about trees. Our employees operate from one of our six California offices: Anaheim, Fresno, San Diego, San Jose, Stockton, Riverside, and Ventura serving over 200 municipalities. The company is comprised of a top management team, a management committee and a safety committee. Staff members have diverse educational backgrounds including accounting, business administration, engineering and forestry.

WCA WORK FORCE

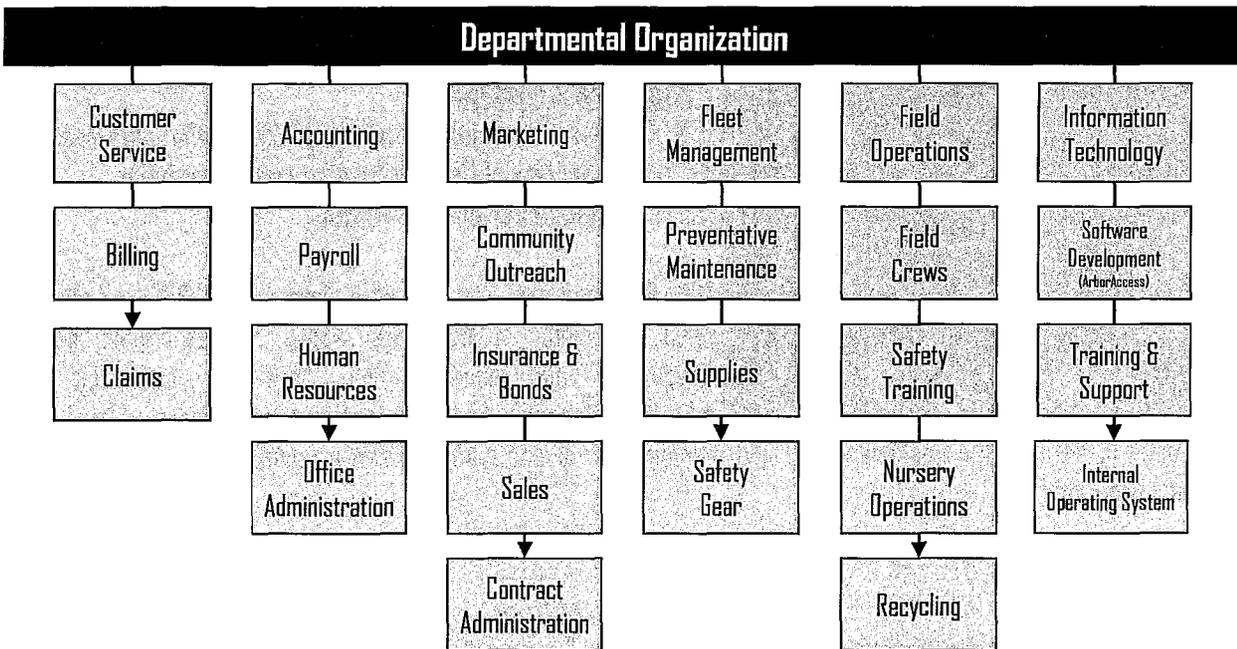
WCA actively maintains ongoing processes to assure that only qualified and competent staff provides safe and quality tree maintenance services. These skilled employees can only be achieved through both training and work experience. We believe that essential experience should always be obtained through qualified supervision; this includes both basic and extended skills. WCA makes every attempt to ensure that this is undertaken before career advancement, leading a crew, or performing work.

CERTIFICATION

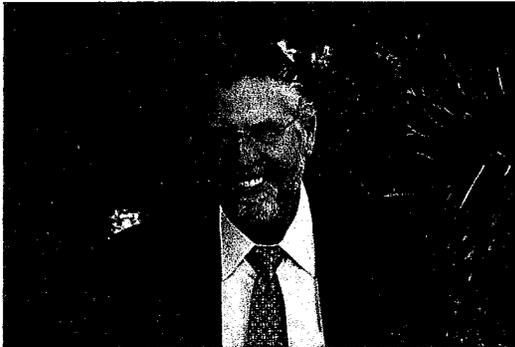
WCA prides itself in working to get its employees certified through the International Society of Arboriculture, raising the standard of professional tree care companies. This standard exemplifies our company's commitment to providing customers with competent, knowledgeable certified workers. WCA employs a large number of ISA Certified Arborists and ISA Certified Tree Workers, they are shown on the following page.

EVALUATION

WCA employees are evaluated through an internal mechanism supervised by the Management Team. Each employee performs his duties according to a criteria-based job description that reflects safety, quality workmanship, productivity, appropriateness of care, problem solving and customer service. A performance appraisal is conducted for each employee upon completion of the probationary period and at least annually thereafter. Each worker is also required to complete a competency assessment and orientation upon hire and annually thereafter in selected areas to assure that ongoing requirements are met and opportunities for improvement are identified.



PATRICK O. MAHONEY
President



Professional Registration
ISA, Certified Arborist #WE-1172A

Mr. Mahoney founded West Coast Arborists, Inc. in 1972. As President and Chief Executive Officer, Mr. Mahoney oversees the complete operation of the company. Under his direction the company has grown from 3 employees and 2 trucks to over 600 employees with a 700 plus unit fleet. In December of 2009, the Anaheim Chamber of Commerce honored Patrick as the "Business Champion of the Year" for 2009. The Business Champion of the Year Award recognizes an individual who uses their professional expertise and talents in activities that promote business and the Anaheim community.

Professional Affiliation

- Founder - Southern California Tree Trimmers Jamboree*
- Past President and Honorary Lifetime Member - Western Chapter ISA*
- Served 1989-97 - ISA Certification Committee*
- Award of Merit - Western Chapter ISA, 1997*
- Award of Achievement - ISA, 1998*
- Society of Commercial Arborists*
- Municipal Arborists Association*
- Street Tree Seminar*
- Tree Care Industry Association*
- Maintenance Superintendents Association*
- Utility Arborists Association*
- California Oak Foundation*

ROSE M. EPPERSON
Vice President



Professional Registration
B.S., Business Administration, Argosy University, Costa Mesa, CA
American Society of Consulting Arborists, Executive
ISA, Certified Arborist #WE-1045A

Mrs. Epperson has been with WCA since August 1979, and she has been a director at WCA since 1992. Her experience lies in accounting and administration. She is responsible for administrative and accounting functions on a corporate level. She has been involved in the implementation and management of our computerized accounting, estimating and job costing programs.

RICHARD MAHONEY

Vice President



Professional Registration

**B.S., Business Administration, *University of Houston, Houston, TX*
ISA, Certified Arborist #WE-1171A**

Mr. Mahoney has been with WCA since 1974 and has over 35 years experience in the tree care industry. He is responsible for internal operations, management of our fleet including maintenance and repairs, as well as overseeing facilities, supplies and purchasing. Prior to his present position with WCA, he spent two years as Vice President of Operations for Golden Coast Environmental Services, a computer oriented urban forestry consulting firm in Irvine, CA. With an extensive background in information systems management, he oversees the computer operations of WCA. He has also served as a member of the Board of Directors since 1978.

RANDY THOMPSON

Vice President/ Area Manager



Professional Registration

**ISA Certified Arborist #WE-1043A
TCIA, Certified Tree Care Safety Professional, #771
Wildlife Training Institute, Certified Wildlife Protector #581**

Mr. Thompson has been with WCA since 1978. He has over 30 years experience in the arboriculture field. He is responsible for estimating, scheduling, contract administration, personnel and daily operation. He is responsible for field operations, customers service, and management of crews throughout Orange County. Through his employment he has gained valuable experience in computer estimating, tree inventory systems, and costing programs which are essential in the efficient operation of tree crews.

ANDREW R. TROTTER

Vice President, Field Operations Manager



Professional Registration

**California Urban Forests Council, Certified Urban Forester #103
ISA, Certified Utility Arborist #WE-642AU
Wildlife Training Institute, Certified Wildlife Protector #533
TCIA, Certified Tree Care Safety Professional, #142**

Mr. Trotter has been with WCA since August of 1982. Prior to that, he had eight years experience in the tree care industry. After working as a Foreman for eight years, Mr. Trotter was promoted to Field Operations Manager in March of 1990. As Field Operations Manager, he supervises all of the field operations as well as oversees our safety, training, nursery and wood recycling facility. He has been an industry leader in many key projects including United Voices for Healthier Communities Great Clean Air Planting Project, Toolkit for Developing Urban Forest Management Plans and the Western Chapter ISA's annual "Workday" fundraiser.

DEBORAH DEPASQUALE

Vice President, Contract Service



Professional Registration

**B.A., Entrepreneurial Management minor in Political Science,
*California State University Fullerton, Fullerton, CA***

ISA, Certified Arborist #WE-3812A

Employee of the Year, WCA 1995

Ms. DePasquale has been with WCA since November of 1993. Before that time, she worked as a consultant for WCA and was a Senior Account Executive for a finance company for five years. Her responsibilities include managing Customer Service, Billing, Administration and Human Resources. Ms. DePasquale has over 20 years computer experience and 17 years in the tree care industry.

CHRISTOPHER CRIPPEN

Vice President, MIS



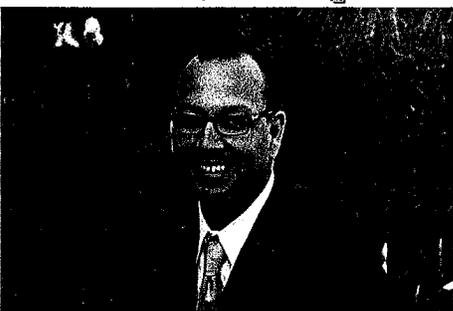
Professional Registration

Microsoft Certified Professional

Mr. Crippen has been with WCA since October of 1995. At that time, he had four years experience as a computer programmer for an insurance company. He supports the tree inventory software created by WCA, as well as customizes each software package for each City. In addition, he maintains the inventory databases compiled by the Inventory Specialists. He has over 18 years computer programming experience and over 14 years experience in the tree care industry.

VICTOR GONZALEZ

Vice President, Marketing



Professional Registration

B.S., Engineering Technology - Construction Management, *California State University, Long Beach, Long Beach, CA*

ISA, Certified Arborist #WE-7175A

ATSSA, Certified Traffic Control Designer #00236811

TCIA, Certified Tree Care Safety Professional, #761

Employee of the Year, WCA 2009

Mr. Gonzalez has been with WCA since June of 1999. During the previous two years, he worked as a Public Works Inspector for a private engineering firm serving cities in Orange and Los Angeles Counties. Before that time, he served the City of Bellflower for four years as an Executive Assistant to the Director of Public Services. His responsibilities included contract administration, project management, and customer service. He has over seven years of city government and public works experience and 11 years in the tree care industry. He is a member of the firm's Management Team that provides strategic leadership and business development. He leads the sales force in developing its customer base and strategic marketing plans. He oversees the procurement of company's annual insurance policy coverage and nearly 200 contracts.

STEVE BROWN
Inventory Supervisor



Professional Registration

B. S., Ornamental Horticulture, Cal Poly Pomona, Pomona, CA

Mr. Brown has been with WCA since November of 2000. Before that time he worked for Davey Resource Group as a Project Manager and for Golden Coast Environmental Services as an Inventory Supervisor. His responsibilities include planning and implementation of street tree inventories, performing quality control on tree inventory data and supervision of tree inventory data collection staff. He also provides technical support for our inventory software program, ArborAccess and performs Geographic Information Systems (GIS) functions. Mr. Brown has over 20 years of experience in the tree care industry.

BRIAN KOCH
Inventory Specialist



Professional Registration

**B.S., Ornamental Horticulture, Cal Poly Pomona, Pomona, CA
ISA, Certified Arborist #WE-341A**

Mr. Koch has been with WCA since November of 2000. He has over 25 years experience in the tree care industry. As a Data Collector he has inventoried trees throughout North America including Hawaii. His responsibilities include collecting tree site information for building databases. In addition, he develops master street tree planting programs and recommends species. Mr. Koch is member of the ISA and the Southern California Turfgrass Council.

RENE PORTILLO
Safety Trainer



Professional Registration

**ISA, Certified Utility Arborist #WE-2038AU
ISA, Certified Tree Worker #579C
TCIA, Certified Tree Care Safety Professional #CTSP-137
NCCCO, Certified Crane Operator #051223269
ATSSA, Certified Traffic Control Supervisor #00227843**

Mr. Portillo has been with WCA since September of 1993. As the Safety Trainer, he is responsible development, implementation and review of in-house training programs utilized for new hire and existing employees. These programs include administering certification training, crew leader training, commercial license, etc. He is also responsible for the Injury and Illness Prevention Program (IIPP), crew safety audits as well as follows up on safety improvement plans if accidents or incidents occur. Mr. Portillo has over 18 years experience in the tree care industry.

MICHAEL PALAT

Area Manager, San Diego County



Professional Registration

B.S., Parks & Recreation Management, minor in Environmental Science, *California University of Pennsylvania, California, PA*
Municipal Foresters Institute graduate
American Society of Consulting Arborists Academy graduate
ISA, Utility Certified Arborist & Municipal Specialist #WE-6541AUM
Wildlife Training Institute, Certified Wildlife Protector #575
TCIA, Certified Tree Care Safety Professional #CTSP-302

Mr. Palat has been with WCA since February of 2003. He brought several years experience in both utility and urban forestry working with ArcView and GPS as well as field experience. As an Area Manager, he is responsible for field operations and management of crews in the South Orange County and San Diego areas. He is also involved in scheduling, evaluation and production of street and park tree maintenance. Mr. Palat has over 11 years experience in the tree care industry. Mr. Palat is the current Chairman of the San Diego Regional Urban Forests Council.

TIM CROTHERS

Site Supervisor, San Diego County

Professional Registration

ISA, Certified Arborist #WE-7655A
DPR, Qualified Applicator #QAL123167

As Site Supervisor, Mr. Crothers is a full-time employee and speaks fluent English. He is responsible for reviewing the day's activities, assisting the Area Manager in scheduling, and insuring proper safety procedures are being followed. As Supervisor, Mr. Crothers is to communicate with city officials and other interested parties on a daily basis. Report and resolve malfunctions, damage, or industrial injury. He assists in employee training programs, maintains records, and files daily reports and receipts.

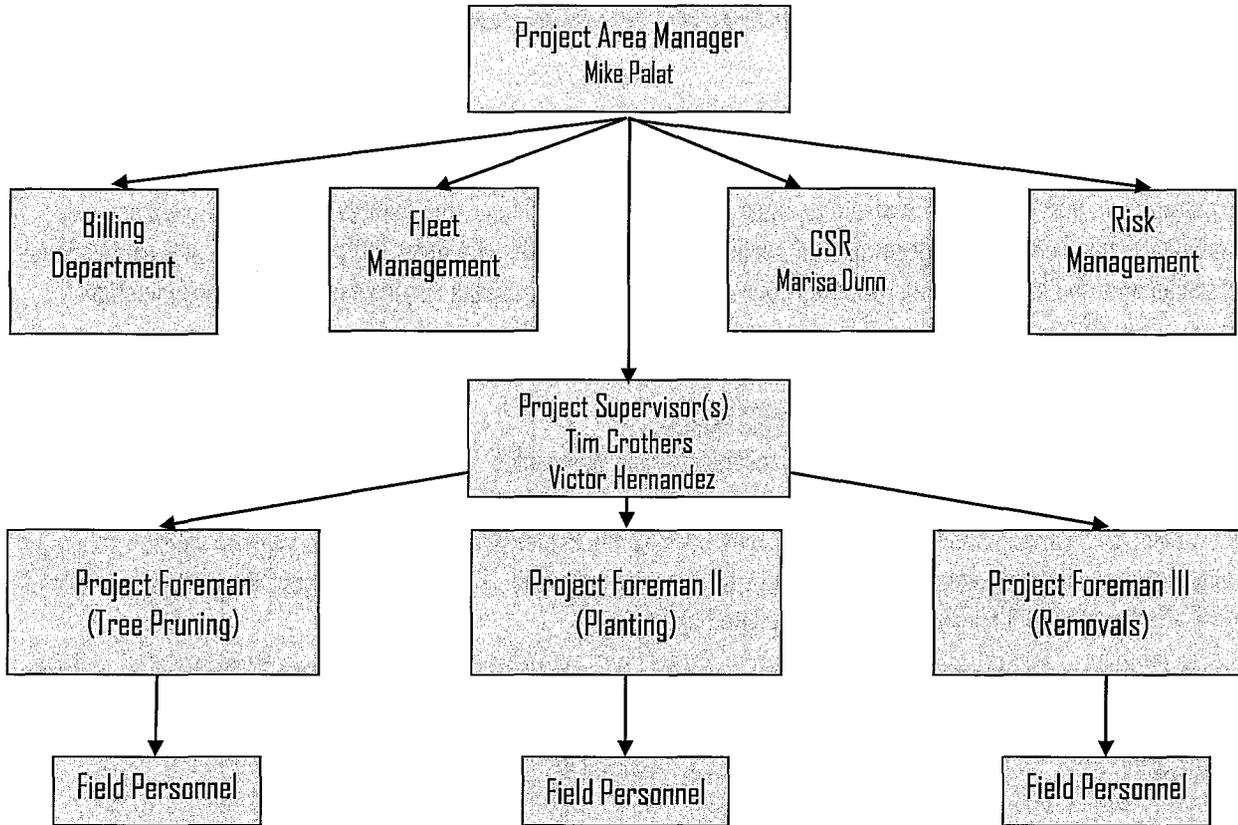
MARISA DUNN

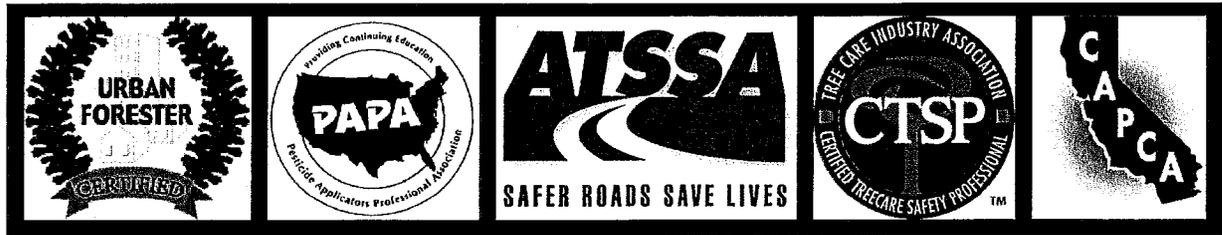
Customer Service Representative, San Diego County



As the CSR (Customer Service Representative), Marisa is responsible for providing support to the Area Manager, Site Supervisor and crew. The CSR is to act as a liaison between the company and it's clients as well as the general public. The CSR is responsible for responding to Customer Service inquires and facilitating contracting functions, such as: mapping, underground service alert, data entry, field book preparation, list preparation, public relations, errands, etc.

STAFF QUALIFICATIONS (PROJECT TEAM)





CERTIFIED URBAN FORESTER

The California Urban Forests Council's Certified Urban Forester program recognizes, encourages, and enhances the education, experience and professional status of urban forestry professionals, while providing agencies, organizations, and companies that utilize their services as a benchmark for identifying qualified professionals. The Certified Urban Forester Program grants certification to individuals who meet both educational and professional prerequisites and have compiled with the requirements, including passing a required certification examination.

Andrew Trotter, Certified Urban Forester #103

CERTIFIED TREE CARE SAFETY PROFESSIONAL

The Tree Care Industry Association (TCIA) accredits tree companies, develops safety and education programs, establishes standards of tree care practice and provides management information for arboricultural firms around the world. Our purpose for having Certified Tree Care Safety Professionals (CTSP) is to improve worker safety by empowering and encouraging the development of a culture of safety. Currently, WCA has the greatest number of CTSP's in the state of California and they are listed as follows:

J. Nick Alago CTSP-250	Jason Davlin CTSP-570	Juan Marquez CTSP-143	Jason Pinegar CTSP-259	Randy Thompson CTSP-771
Andrew Trotter CTSP-142	J. Alonso Garcia-Lopez CTSP-301	Herminio Padilla CTSP-139	Rene Portillo CTSP-137	Robert Thompson CTSP-755
Joseph Batolo CTSP-303	Victor Gonzalez CTSP-761	Michael Palat CTSP-302	Frank Quinn CTSP-562	J. Charles Working CTSP-141
David Cooper CTSP-574	Steve Hunt CTSP-564	J. Manuel Perez CTSP-575	H. Angel Rincon CTSP-763	
Amie Dahl CTSP-760	Veronica King CTSP-140	Lorenzo Perez CTSP-312	Jimmy Russo CTSP-573	

UTILITY LINE CLEARANCE TREE WORKERS

The State's Occupational Safety and Health Administration (Cal/OSHA) requires employers of line clearance tree trimmers and aerial lift operators to ensure that their workers have received specific training in accordance with the American National Standard's Institute Z133.2 guidelines. We have an extensive training program that aids in the continued development of our 60 Utility Line Clearance Tree Workers. A listing of names can be provided upon request.

PEST CONTROL APPLICATOR/ DEPT. PESTICIDE REGULATION

California Agriculture Production Consultants Association (CAPCA) and the Department of Pesticide Regulation (DPR) offer licensing programs to promote and educate the applicator, thereby fostering the highest quality pest management standards while recognizing our responsibility to the public, our employees, and the environment.

Jason Davlin, #PCA-30-000170

Erick Serrano, #OACI14846

Tim Crothers, #OACI23167

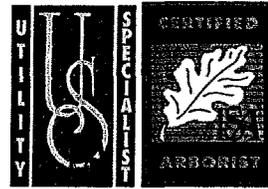
ATSSA CERTIFIED TRAFFIC CONTROL

The American Traffic Safety Services Association (ATSSA) provides quality roadway safety education and training. Their progressive and innovative approach to training and education has made them the state-recognized leader in traffic control safety. The following employees hold designated certifications:

Rene Portillo, Supervisor	#227843	Juan Marquez, Technician	#228625	J. Charles Working, Technician	#228622
Romualdo Gaeta, Technician	#233729	Herminio Padilla, Technician	#228618		
Victor Gonzalez, Designer	#236811	Jason Pinegar, Designer	#236727		

CERTIFIED ARBORISTS

International Society of Arboriculture Arborist Certification provides an educationally challenging program designed to upgrade the knowledge and proficiency levels in the tree care profession. Having an ISA Certified Arborist oversee the project is vital for the quality and craftsmanship of proper urban tree care. Our Arborists accumulate 10 Continuing Education Units (CEUs) annually, which help to ensure that they are keeping up with the latest research and techniques. Below is a list of our ISA Certified Arborists:



Jose Abalos	WE-8734A	Rose Epperson	WE-1045A	Richard Mahoney	WE-1171A	William Ponce	WE-6461A
J. Nick Alago	WE-4396AU	J. Alonso Garcia-Lopez	WE-8499A	Gail Manzanedo	WE-3858A	Rene Pottilo	WE-2038AU
		Kelley Gilleran	WE-7061A	Rebecca Mejia	WE-2355A	Kris Burbidge	WE-9566AUM
Eugene Barrientos	WE-8701AU	Victor Gonzalez	WE-7175A	Filandro Menjivar	WE-7014AU	Jesus Raya	WE-3449A
Joseph Bartolo	WE-2034AU	James Goss	WE-1042A	Hector Montez	WE-8079AU	Adan Reynaga	WE-7786A
Carlos Bracamontes	WE-8557A	Felix Hernandez	WE-2037A	Michael Morris	WE-1095A	H. Angel Rincon	WE-8710A
Manuel Briano	WE-8791A	Jaime Hernandez	WE-5297A	Juan Ortiz	WE-8514A	Rene Rosales	WE-7941A
Wallace Burch	WE-0713A	Steve Hunt	WE-1044A	Herminio Padilla	WE-7552AU	Erick Serrano	WE-6750A
David Cooper	WE-0497A	Brian Koch	WE-0341A	Marco Padilla	WE-8621A	Randy Thompson	WE-1043A
Leonel Cortez	WE-8625A	Eleuterio Lira	WE-1906A	Michael Palat	WE-6541AUM	Robert Thompson	WE-0915AU
Jose Cortez-Torres	WE-8539AU	Austin Lopez	WE-8906A	Gerardo Perez	WE-9131A	Andrew Trotter	WE-0642AU
Jason Davlin	WE-7628A	Ignacio Lopez	WE-7329AU	Jose Perez	WE-0818A	Jefferey Williams	WE-1100A
Deborah DePasquale	WE-3812A	Jorge Magana	WE-3460A	Lorenzo Perez	WE-7443A	J. Charles Working	WE-1592A
Al Epperson	WE-0719AU	Patrick Mahoney	WE-1172A	Jason Pinegar	WE-2039AU	Sara Young	WE-6373A

*U denotes Utility Specialist designation
*M denotes Municipal designation

CERTIFIED TREE WORKERS

The purpose of the ISA Tree Worker Certification is to establish a meaningful standard of skill and work quality, to establish and measure a level of training and knowledge, and to promote safe work practices. In an effort to provide the best possible urban tree care, WCA hires, trains and assigns Certified Tree Workers for our projects. This insures that a minimum level of training and knowledge for arboriculture has been obtained and that safe work practices and overall safety will be performed. We ensure continuing education and training for those Tree Workers who may wish to gain knowledge in arboriculture or who may want to become Certified Arborists. Below is a list of our Western Chapter ISA Certified Tree Workers:



Jose Abalos	1472C	Camerino Coronel	1297C	Jose Jimenez	1076C	Josafat Montoya	1788C	Daniel Rivas	1609C
Jose Aguayo	1050C	Jose Coronel	0851C	Samuel Jimenez	2033C	Michael Morris	0240C	Joel Rivera	1206C
Delfino Aguilar-Morales	1946C	Leonel Cortez	1188C	Francisco Jimenez	0375C	Rene Nunez	1141C	Adam Rodriguez	0493C
Nelson Aguirre	1460C	Jose Cortez-Torres	1770C	Jorge Jimenez	0990C	Gerardo Orduno	1961C	Jose Rodriguez	0594C
Ariel Alonso	0489C	Pedro Cuevas	1001C	Demetrio Lira	1694C	Joel Ortiz	0993C	Andras Roman	1967C
Jose Alvarez	1437C	Nieves De Paz	988C	Eleuterio Lira	0426C	Juan Ortiz	1505C	Rene Rosales	1259C
Mateo Arvizu	2014C	Jorge Duenas	1002C	Alfredo Lopez	0925C	Demetrio Oseguera	1008C	Raul Sanchez	1073C
Miguel Avalos	1896C	J. Refugio Escamilla	1268C	Armando Lopez	1255C	Marco Padilla	1603C	Salustio Sanchez	1508C
Salvador Avelar	1278C	Faustino Espinoza	1510C	Austin Lopez	1898C	Aurelio Paz-Guzman	1191C	Enrique Sandoval	1272C
Eduardo Avila	0420C	Romualdo Gaeta	0368C	Francisco Lopez	0992C	Juan Pena-Arias	0371C	Emigdio Serrano-Perez	1856C
Manuel Barragan	1461C	Gabriel Gamino	1051C	Juan Lopez	1431C	Celestino Perez	1120C	Salomon Silva	0858C
Martin Barrera	1136C	Felix Garcia	1003C	Sergio Lopez-Rivera	1103C	Gerardo Perez	1948C	Armando Soto	1994C
Eugene Barrientas	1712C	J. Socorro Garcia	1990C	Isaias Macias	1965C	Jose Juan Perez	1993C	Raul Tapia	1950C
Juan Becerra	0637C	Pedro Garcia	1921C	Miguel Macias	1024C	Jose Manuel Perez	0352C	Juan Tellez	1656C
Manuel Briano	1606C	Ramon Gomez	1984C	Jose Mancilla	1299C	Lorenzo Perez	7081C	Robert Thompson	0219C
Wallace Burch	0329C	Ventura Gomez	1990C	Juan Marquez	0430C	Luis Perez	1996C	Julio Vazquez	2032C
Jose Cancino	1683C	Antonio Gradilla	0971C	Eduardo Martinez	1087C	Rene Portillo	0579C	Jose Vega	1164C
Manuel Candelario	0577C	Raymundo Gutierrez	1074C	Joel Martinez	1447C	Francisco Ramirez	1009C	Marco Vergara	1465C
Eligio Cardoso	1070C	Fausto Guzman	1166C	Hugo Mendoza-Dorantes	1958C	Carlos Ramos	2015C	Francisco Villanueva	1552C
Agustin Carrillo	1097C	Felix Hernandez	0424C	Filandro Menjivar	1075C	Gonzalo Regalado	0495C	Cesarino Wenceslao	1011C
Ranulfo Castaneda	1923C	Padro Hernandez	1503C	Santo Menjivar	1007C	Adan Reynaga	0435C	Jeffery Williams	0437C
Antonio Castellanos	0491C	Steve Hunt	0425C	Hector Montes	1296C	Marcos Richard-Martiniez	1661C	J. Charles Working	0647C
Humberto Chavarria	1498C	Carlos Ixta	1052C	Jesus Montes	0583C	H. Angel Rincon	0614C	Jaime Zamora Jr.	1919C

WILDLIFE PROTECTION PLAN



A single violation of the Migratory Bird Treaties Act of 1918 (MBTA, 16 U.S.C. 703-711) carries with it a \$1,000 fine or 6 months in jail. The MBTA makes it unlawful to take, possess, buy, sell, purchase, or barter any migratory bird listed in 50 C.F.R. Part 10, including feathers, or other parts, nests, eggs, or products except as allowed by implementing regulations (50 C.F.R. Part 21). In addition, Sections 3505, 3503.5, and 3800 of the California Department of Fish and Game Code prohibit taking, possessing, or destroying birds, their nests or eggs. Disturbances that cause nest abandonment and/or loss of reproductive effort (e.g. killing or abandonment of eggs or young) may be considered taking and are potentially punishable by fines and/or imprisonment. The Endangered Species Act also protects listed animals; it is unusual to encounter listed species in urban setting. Avoiding violation of the taking provision generally requires that the project-related disturbances of active nests and territories be reduced or eliminated during the nesting cycle. A typical birdnesting cycle can begin in Spring and end in early Summer. Bird surveys required by the City of San Diego will be performed by an approved qualified biologist for all work performed with mechanized equipment during bird nesting season between March 15 and September 15 within designated sensitive habitat areas. WCA will make every attempt to protect all birds (including Migratory Birds), animals, and nests within trees. Listed below are steps to follow:

STANDARD PRUNING

1. Before commencing work, a visual inspection of the entire tree will be performed. Crews will check for any sign of birds nesting within the tree and for other wildlife nearby.
2. Should there be any sign of bird nesting or other wildlife within or near a tree, the Foreman will further check to see if it is an active or inactive nest.
3. If the nest is inactive, the crew will prune the tree around the nest location without disturbing its shelter and protection from weather elements and potential predators. The Foreman will notify the Agency's Inspector about the existing nest.
4. If the nest is active, the Foreman will attempt to prune the tree around the nest location without disturbing its shelter and protection from weather elements and potential predators. If this cannot be done, the Foreman will notify his Area Manager, Customer Service Representative and the Agency's Inspector. A request for further direction will be made to the Inspector.

WHEN FINDING A BIRD OR NEST

1. If you find a young bird that has been displaced from its nest and appears to be healthy, carefully place the bird back in its nest.
2. If the entire nest has fallen, try to place it back where it came from. If you cannot reach the nest, leave the bird where you found it so that its mother can take care of it. If the bird is in an unsafe location (on the street or sidewalk) place it in a safer location, close enough so that its mother can still find it.
3. If you find a bird that is need of assistance, place it in a clean cardboard box lined with either a clean towel or paper towels. Be sure to place air holes in the box before you place the bird inside.
4. Do not attempt to feed the bird and do not force it to drink.

David Cooper CWP 538
 Michael Palat CWP 575

Rene Portillo CWP 567
 Jimmy Russo CWP 579

Randy Thompson CWP 581
 Andrew Trotter CWP 533

*Upon approval:
 Tricia Wotipka, Qualified Biologist

INTRODUCTION

As a full-service tree maintenance company WCA is qualified and prepared to provide the most effective and efficient means of the tree care services. All work performed will adhere to industry ISA and ANSI A300 standards. Descriptions of some of the most common services are provided below.

PRUNING

The results of using this pro-active tree maintenance strategy are long term reduced costs, increased public safety, content residents, and an increased value of an essential City asset. Prior to commencement of work, WCA will post door hangers informing residents of the work that is to be performed. These notices will be delivered within the time specified by the City.

The objectives of tree pruning are:

- Reduce the risk of failure
- Provide clearance
- Reduce shade and wind resistance
- Maintain health
- Influence flower or fruit production
- Improve a view
- Improve aesthetics

WCA crews working in the City of Fullerton



BENEFITS OF A GRID PRUNING PROGRAM



We can assist the City with updating or establishing grids for a long-term pruning program. Maintenance should be performed throughout the entire fiscal year on a consistent basis. Regardless of the amount of a community's tree management budget, systematic tree maintenance reduces costs in the long term.

Improved Public Relations: Citizens can be informed in advance when their trees are scheduled for service. This is a pro-active approach to manage the community's urban forest.

Equal Service: Every citizen receives service whether requested or not. Maintenance is not dependent on a formal request or individual. This helps reduce the need for "emergency" or "service request" pruning, and can prevent liability problems (such as dead or weak branches).

Maintenance areas will include open space, parks, and city right-of-way.

SERVICES TO BE PERFORMED

Preventive Maintenance: All city trees receive routine maintenance; problems are corrected before they reach crisis levels.

Improved Health: Grid/area pruning improves the health of the tree population through routinely pruning weakened or pest infested branches and developing sound and vigorously growing crowns.

Maintain a Capital Asset: The urban forest is one of the Cities most valuable and overlooked capital assets. By investing in the systematic maintenance concept the City is maintaining its overall and real financial value to the community.

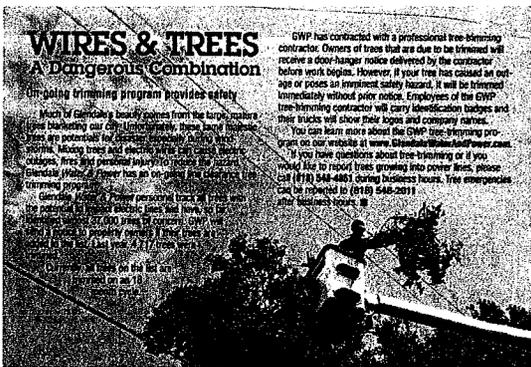
Reduced Liability: Due to the efficiency of grid trimming, all trees are services in a timely manner reducing liability exposure.

Efficient Record Keeping: The Foreman is able to update tree characteristic information on trees that our crew maintains in the City over the trim cycle period. Records are maintained for current status and returned to the City for their files.

CLEARANCE PRUNING

In addition to providing complete pruning operations, our highly trained staff will also perform clearance pruning services, which consist of removing branches to provide a fourteen (14) foot clearance from the top of the curb when practical, or as specified by the City. This operation also involves clearing limbs or branches away from wires, lights, building, and/or traffic signal devices. Also, we will remove all trunk sprouts and suckers and clear limbs to provide for pedestrian travel. All work will be performed in accordance with I.S.A. Standards, ANSA A300 Standards and City specifications.

LINE CLEARANCE PRUNING



An on-going trimming program provides safety when it come to tree and utility lines. Trees that interfere or have the probability of interfering with utility lines will be trimmed in a manner to achieve the required clearances as specified by the City in accordance with the California Public Utilities Commission. In addition to abiding by the clearance specifications set forth in General Order 95, utility line clearance pruning will be performed to protect the current health and condition of the tree and to maintain its symmetry. Limbs overhanging primary conductors will be removed, and natural pruning techniques that utilize the

least number of cuts will be made to direct growth away from the utility lines.

SMALL TREE CARE

We support the City's belief that proper pruning and care during the early stages of the tree's life will save money in the future, and create a safer, more beautiful, healthy, easy-to-maintain tree. We believe that tree care that is performed early will affect its shape, strength and life span. Our specialized Small Tree Care Team consists of certified personnel trained to perform the following:

- Selective structural pruning
- Removal of dead, interfering, split and/or broken limbs
- Pre-conditioning the water retention basin built around the tree
- Staking or re-staking
- Adjusting tree ties
- Adjusting trunk protectors
- Weed abatement



As the trees we plant mature, it is apparent that the trees and adjacent parkways will require certain maintenance needs. Therefore WCA will work with City staff to establish a Small Tree Care Maintenance Program to address the tree and parkway maintenance requirements on an individual basis. Each tree is inspected to determine specific needs and maintenance activities are then performed accordingly.

PALM TRUNK SKINNING

Palm tree skinning consists of the removal of dead frond bases (only), at the point they make contact with the trunk without damage to the live trunk tissue.

REMOVAL OPERATIONS

Removals will be completed per monthly lists compiled and submitted by the City or on an "as needed" basis after the trees have been marked. With a minimum of forty-eight hours advanced notice, WCA will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines.

The removal process consists of lowering limbs delicately onto the ground to prevent any hardscape damage. Immediately following the removal, the stump will be ground down in accordance with ANSI Z133 Standards.

ROOT PRUNING

We strongly recommend against any root pruning, however, should you want to proceed, we recommend that it should not be done any closer than 3 times the diameter of the trunk. Roots will be pruned to a depth of approximately 12 inches by cleanly slicing through the roots, so as not to tear or vibrate the root causing damage to the tree. The excavated area will be backfilled and debris will be hauled away.

TREE PLANTING

We can replace trees that have been removed and plant new trees in accordance with City specifications. Trees will be planted by lists compiled and submitted monthly or on an "as-needed" basis. We are prepared financially and logistically to acquire and purchase selected tree species for tree planting in the City.

We have the capability to send notices via U.S. Mail informing residents of the work that is to be performed if requested by the City. These notices can include a photo of the new tree that is to be planted or the residents may view the specie at www.WCAINC.com. At a minimum of forty-eight hours in advance we will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines.

SERVICES TO BE PERFORMED

Once the City approves the trees to be planted, we will plant in accordance with ISA Standards, ANSI A300 Standards and City specifications. A well-trained planting team will perform the soil preparation and installation of the tree.

TREE WATERING

Tree watering will be performed by a full-time, WCA team member on various routes, and young trees when requested by the City. This team will also be responsible for reporting special care needs to the Small Tree Care Team. This could include reporting weeds, soil that has settled, and/or staking and tying needs.

EMERGENCY RESPONSE



West Coast Arborists has an Area Manager on call 24 hours a day, 7 days a week, including holidays. The toll free number is 866-LIMB-DOWN (866-546-2369). This number will be provided to the City, Police Department and Fire Department. We will be prepared for emergency calls on a 7-day, 24-hour basis. Our emergency response team will do what is necessary to render the hazardous tree or tree-related condition safe until the following workday.

CREW RENTAL

There are many services that we provide to agencies that don't necessarily involve tree maintenance. Because of our commitment to customer satisfaction and our vast amount of resources, which includes specialty equipment, and qualified personnel, WCA responds to various miscellaneous requests. Some examples of these services are flag hanging, holiday light installation, changing ballpark lights, and miscellaneous use of our aerial towers and cranes. These types of services are performed on a crew rental basis, which consists of any number of men with necessary equipment. Special tree trimming projects are also performed under an hourly crew rental.



Holiday lighting project in the City of Mission Viejo

SPECIALTY EQUIPMENT RENTAL

Should the City encounter projects that may require specialty equipment, we have the ability to dispatch one of our Hi-Ranger aerial towers with a reach of 95 feet and/or one of our high-capacity cranes with a reach of more than 100 feet. We also have a number of roll-off boxes, trucks and loaders for special projects requiring hauling of debris.

CONSULTING ARBORIST/INSPECTION

The need for special reporting is increasing. We have a full-time Consulting Arborist on staff that can prepare detailed arborist reports, tree evaluations and site inspections based on your specific needs. Reporting can be generated on as little as one tree to an entire urban forest population and is handled on a case-by-case basis.

DATA ENTRY

Due to the large amount of information we process, we have a full-time Data Entry department that is capable of taking on extra projects. Projects of this nature include inputting of work history performed by City crews or conversion of data to assimilate into ArborAccess.

WEBPAGE DEVELOPMENT

Understanding the City's strive to expand and automate its service to the citizens by use of the City's website, WCA can establish and maintain informational pages on our website relative to the City's tree division & operation. A link on the City's website would interface with our website and the information displayed can include the following:

- Photos of tree species found within the City and currently listed on the City's tree palette
- Species Frequency Reports including DSH, and Height reports from the inventory
- Maps of the City, and zones
- Tree trimming specifications
- Tree planting specifications
- Tree Ordinance
- Contact information with e-mail addresses

Culver City > Government > Public Works > Maintenance Operations > Tree Maintenance & Trimming

GOVERNMENT PUBLIC WORKS

- Parking Meters »
- Sewer Maintenance »
- Street Lights »
- Street Maintenance »
- Tree Maintenance & Trimming »

Street Tree Master Plan

What is the street tree specie that has been assigned to my block?
 The City Council adopted the most recent version of the Street Tree Master Plan in 2002. For the criteria, policies and implementation plan, [click here](#) (pdf). Or, to find your street and its assigned tree species, [click here](#).

Tree Trimming Schedule

The Tree Maintenance Division maintains tree wells, plants new and removes decaying/diseased trees, removes tree hazards such as fallen branches, trims branches that have overgrown street signs and traffic signals, removes storm debris, and conducts weed abatement and [pest control](#) services for City facilities.

Tree trimming is conducted throughout the year. Each City tree is trimmed approximately once every three to four years. [Click here](#) for a list of the streets where tree-trimming activities are anticipated during July through June. To obtain your specific neighborhoods tree-trimming schedule, contact the Tree Maintenance Division at 310-253-6420.

home : methodology : help

Welcome to the City of Culver City's online tree inventory.
 For a complete understanding of the inventory methodology, [click here](#).

- > [Find My Street](#)
- > [Tree Pruning Schedule](#)
- > [Species Frequency Report](#)
- > [Top 25 Species](#)
- > [Top 10 Species](#)
- > [Trunk Diameter Frequency Report](#)
- > [Height Frequency Report](#)
- > [Frequently Asked Questions](#)
- > [Urban Forestry Links](#)
- > [Return to the Urban Forest Home Page](#)

We can complete the Webpage Development component at an hourly rate. Annual maintenance of the website will be included in the annual software maintenance agreement.

INTRODUCTION

West Coast Arborists includes with its comprehensive tree maintenance program a well defined quality control plan that incorporates certified personnel assigned to this project, safety, pruning specifications and guidelines, equipment, hours of operation, public relations, traffic control, work descriptions and communication systems. We believe in following this plan to help ensure the quality of work and the level of service expected.

PROJECT AREA MANAGER

The Project Area Manager for this contract will be Mike Palat, he holds ISA Certified Arborist number WE-6541AUM. Mr. Palat will provide exclusive field supervision and crew management to the City for the length of the contract. They will be the central point of contact with the City and will work cooperatively with City staff, local residents and business owners. Our Project Area Managers have successfully worked with several cities and established a familiarity with the community and logistics of each City respectively.

Daily Supervision

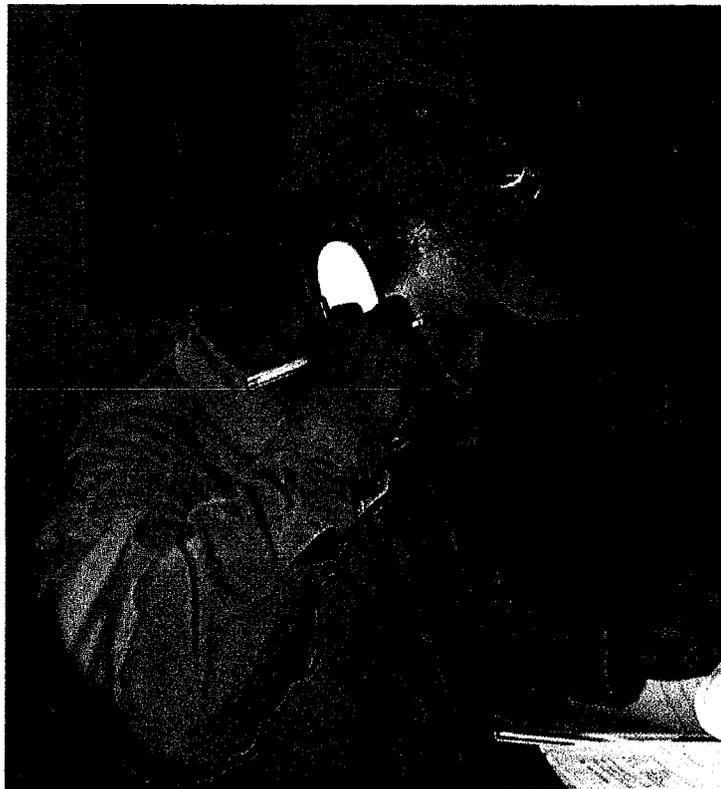
Daily supervision will consist of, but is not limited to:

- Report to the City Inspector with location of crew and maintain an open line of communication
- Supervise crew personnel to insure proper pruning standards are followed in a safe manner
- Traffic control setup and maintenance of coned area
- Insure City streets are left free of any debris at end of each work day
- Maintain record of work completed each day
- Maintain good public relations at all times
- Immediate notification to City Inspector upon damage of personal property including a plan for corrective measures to take place within 48 hours

Weekly Supervision

Weekly supervision will consist of, but is not limited to:

- Weekly inspection of work completed
- Meeting with the City to review work schedule and progress
- Insure standards of pruning are performed in accordance with specifications provided by the City
- Maintain open communication with City Inspector and field crew





PROJECT WORK FORCE

- WCA is a professional organization and employs only the highest standard of tree care professionals
 - All employees will comply with any applicable laws of the State, County, City and/or political subdivision of such state without limitations while under contract
 - WCA does not discriminate against employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, or physical handicap
 - Equal opportunity will be extended to all persons in all aspects of the employer-employee relationship, including but not limited to hiring, transfer, promotion, training, compensation, layoff, recall or termination
- Employment decisions comply with all applicable laws prohibiting discrimination and comply with Title VII of the Civil Rights Act of 1992 and all federal, state and municipal laws pertaining thereto
 - Any employee who is found to be incompetent, troublesome, disorderly or otherwise objectionable, or who fails or refuse to perform work properly and acceptable, will immediately be removed from working on this project

HOURS OF WORK AND OPERATION

All regular tree care will be performed between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday. In accordance with the City's specifications, we are prepared to perform work during the weekend and evenings. With our large number of employees, we are able to create special weekend teams and night teams that are accustomed to performing during those shifts. Oftentimes these special shifts help to alleviate traffic and pedestrian congestion that may otherwise occur during normal business hours.

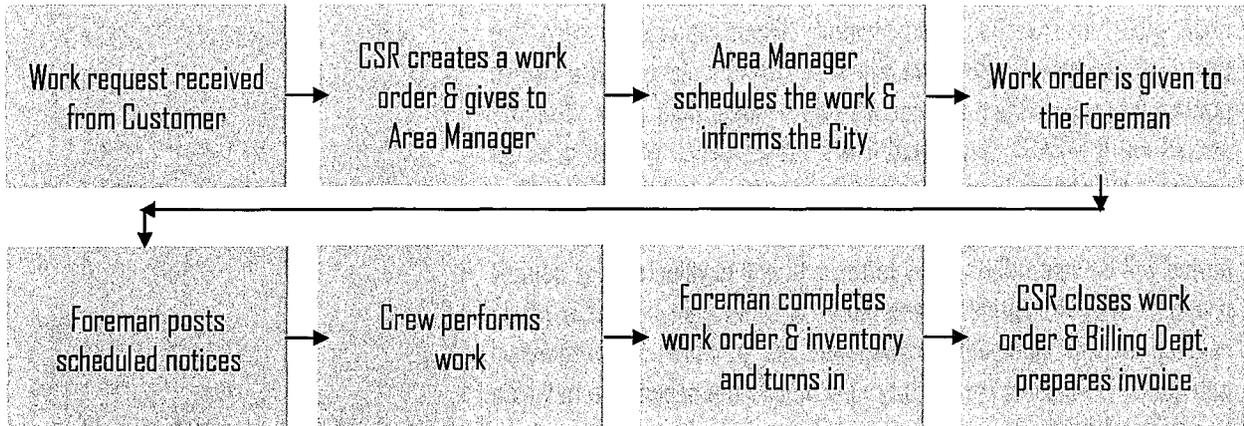
SCHEDULING OF WORK

The project shall conform to the City's schedule of performance. We recommend equal distribution of work throughout the course of the fiscal year. West Coast Arborists, Inc. will notify the City of any changes in the start date of each tree maintenance operation at least 24 hours in advance, weather permitting. Our company tracks lists according to work type and prioritizes accordingly. West Coast Arborists, Inc. will provide door hangers that explain the tree maintenance process (acceptable to the City) and distribute the notifications to citizens prior to the start of pruning operations in said area. Work shall be conducted in a cooperative manner as to cause the least amount of possible interference with or annoyance to others. Service request pruning is done on an "as needed" basis and is performed to rectify and immediate problem, a full trim will be completed during the grid pruning cycle. The Area Manager is responsible for scheduling the work, a detailed workflow process is shown on the following page, outlining how work is processed and scheduled

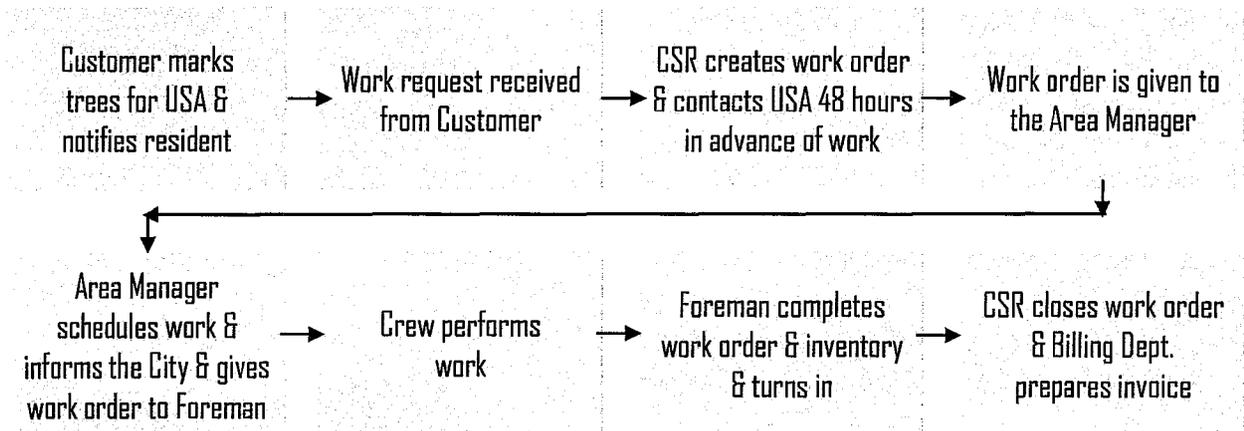
THE WORKFLOW PROCESS

When work is ordered from WCA we follow standard procedures for each. Shown below are flowcharts for pruning, removals and planting:

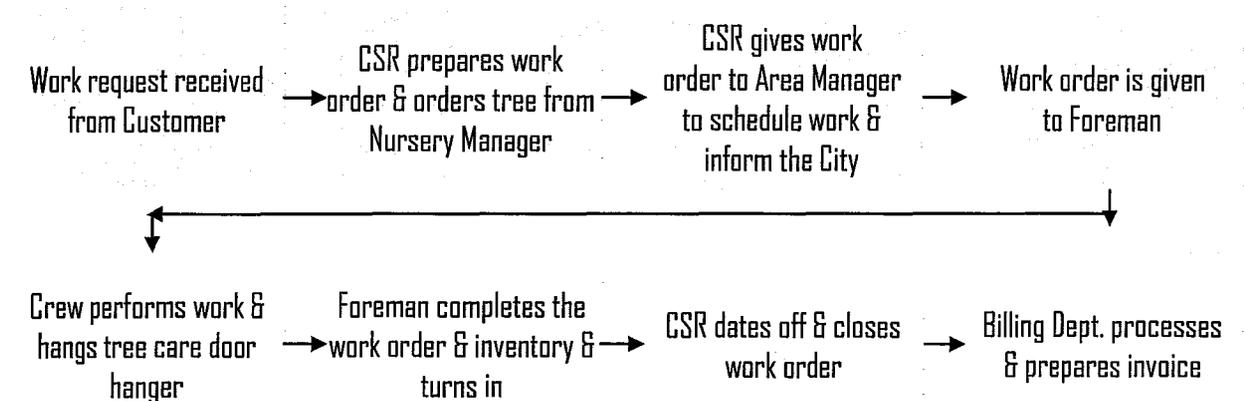
GRID PRUNING FLOWCHART



REMOVAL FLOWCHART



PLANTING FLOWCHART



PUBLIC NOTIFICATION

Prior to commencement of grid pruning, WCA will prepare a sample door hanger notice and present it to City staff for approval. Upon approval, we will have the pruning door hangers printed and post them within twenty-four (24) hours prior to the commencement of work, or as directed by the City. Tree planting door hangers will be hung after the tree has been planted. When requiring a response pertaining to tree planting, we will send a letter along with a return postcard to the resident and respectfully request their input. The City should notify WCA if they would like a mailer sent. We will print all notices (and photos for tree planting operations) and distribute them to the residents utilizing a mail addressing software program. Each notice will be sent utilizing City letterhead and envelopes. For special projects and/or routine maintenance, we can also submit a press release to the community newspaper for a more comprehensive outreach. We understand the City may modify the procedure to which to notify residents.

COMMUNICATION SYSTEMS

- WCA uses a technologically modern and reliable communications system
- NEXTEL® Digital Radio/Blackberry® email and Internet issued to Area Managers and management team
- NEXTEL® Digital Radio issued to Foremen for maintaining communication with the City and WCA office
- Unlimited access to voicemail message boxes that immediately page the NEXTEL® Digital Phone Systems

Another recent achievement that affects job performance and efficiency includes WCA's introduction of Sprint's HTC EVO View 4G Tablet™ that will be used by all of Management and the Field Foremen for the purpose of inputting data such as tree inventory, daily work records, timesheets, photos, and billing information. It will also be used as a navigational device and a communication device. This alleviates the need to handwrite all data, reduces time required to deliver data to the corporate or regional offices, and improves customer service and response time.



TREE PLANTING NOTICE

As part of the City of San Diego's efforts to beautify the City, the undergrounding of overhead power lines along your street is almost complete. This includes planting trees in your parkway at or near the white arrow painted on the top face of the curb. The tree selected was based on tree performance characteristics such as limb and root structure and general resistance to insects and disease. The planting will be completed by West Coast Arborists, the tree care contractor for the City.

The City shall be responsible for all major pruning and any tree surgery that is needed and the control and treatment of insect pests and diseases. However, we ask that you take the responsibility of watering your tree as needed. Here are a few guidelines to follow for proper care and maintenance of your new tree: 1) Do not change the staking; tight staking does not let the tree grow strong. 2) Keep the tree well free of weeds and other plants; they will take nutrients away from the tree. 3) Fill the tree well with water twice a week; deep watering will promote downward growth of roots and help prevent broken curbs and sidewalk damage. 4) Keep fertilizer with weed killer at least five to ten feet away from the tree. 5) If a tree needs re-staking, please call West Coast Arborists, Inc. at (858)566 4204 or undergrounding information line at (619) 533 3841.

Your cooperation is greatly appreciated in this effort to make your City a beautiful place to live.

(Approx. date of planting: _____)



PERMITS AND LICENSING

WCA will procure a City Business License and any "no-fee" permits prior to commencement of work. Permits (i.e., encroachment, traffic control, etc.) requiring fees will be charged back to the agency.

RIGHT-OF-WAY

All work will be performed in the public right-of-way. Employees will not utilize private property for eating, coffee breaks or any other reason or use water or electricity from such property without prior written permission of owner.

COOPERATION AND COLLATERAL WORK

WCA will give right to operate within the project area to the City workers and contractors, utility companies, street sweepers, and others as needed in a cooperative effort to minimize interference in daily operations.

PROJECT SITE MAINTENANCE

Work site will be left free of debris at the end of each workday. We will not discharge smoke, dust, or any other air contaminants in quantities that violate the regulations of any legally constituted authority.

PROTECTION OF PUBLIC AND PRIVATE PROPERTY

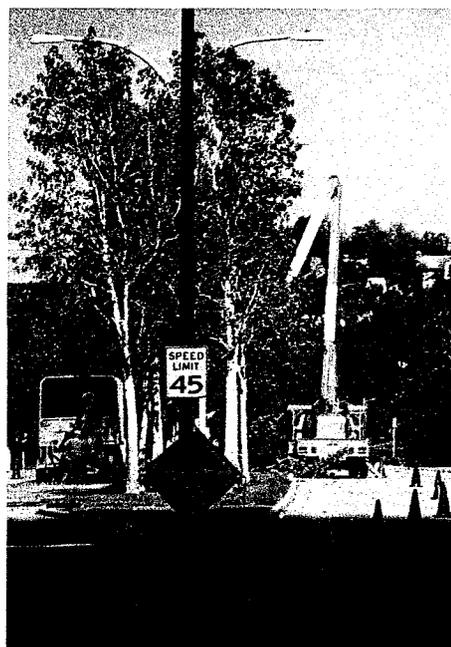
WCA will provide all safety measures necessary to protect the public and worker within the work area. We will maintain good public relations at all times. The work will be conducted in a manner which will cause the least possible interference or annoyance to the public.

PUBLIC CONVENIENCE AND SAFETY

WCA will comply with any and all local sound control and noise level rules, regulations, and ordinances which apply to any work performed in the City. All work will cease by 5:00 pm or as directed by the City. Emergency services will be excluded from these time restraints.

TRAFFIC CONTROL

Traffic control procedures will be set-up in accordance with the Work Area Traffic Control Handbook (W.A.T.C.H.) and State of California Manual of Traffic Controls as well as the City Traffic and Safety Operating Rules. WCA will make adequate provisions to insure the normal flow of traffic over the public streets and park roads. Every effort will be made to keep commercial driveways and passageways open to the public during business hours. High visibility arrowboard(s) will be used when needed. Prior to use, the City will approve traffic safety equipment and devices. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker will serve to coordinate safe operations on the ground at all times when work operations are in progress.



CUSTOMER SERVICE DEPARTMENT

As we work with or near the public, WCA is mindful that we will most likely be the first person the public contacts. We have seven (7) full-time Customer Service Representatives throughout our operation. Each is trained in the best approach in addressing concerned residents. When speaking with a resident it is important not to disrupt them, be honest, respectful and calm. Always smile and keep the tone of your voice level. Empathizing with the residents (placing yourself in their shoes) helps to resolve the matter more quickly.



West Coast Arborists' Claims Coordinator

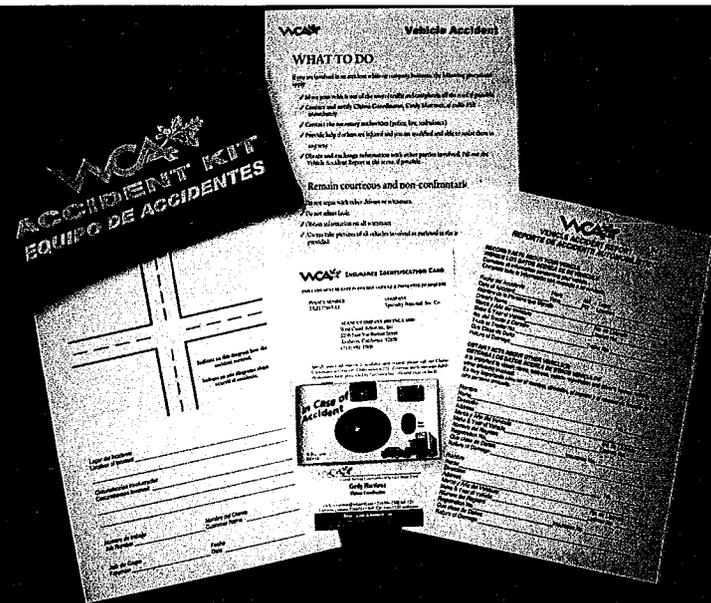
Should there be any property damage, we adhere to specific procedures to resolve the problem. The Foreman on the job site will notify the resident and the Inspector immediately.

Complaints and Damage Resolution

If the resident is not at home, then we will leave a WCA card with instructions to call our Claims Coordinator in our corporate office. The ultimate goal at each work site is to leave the property in the same condition as before we entered it. West Coast Arborists, Inc. will notify the City Representative immediately upon damage of personal property including plans for corrective measures to take place within 48 hours.

All WCA vehicles are equipped with an Accident Kit should anything happen during the work day. Each kit has an Incident Report, an Accident Report, an Injury Report, a camera, First Aid instructions and protocol for contacting the corporate office. A computerized log of all incidents is maintained to include the date, time of occurrence, location, problem and action to be taken pursuant thereto or reasoning for non-action.

West Coast Arborists' Accident Kit that is in each company vehicle



Any activities found by the City to be unacceptable will be rectified immediately. All other complaints will be abated or resolved within twenty-four (24) hours of the occurrence. We have teams specifically assigned for handling damage to properties, both private and public. Through our communication system, we have the ability to dispatch either of these teams and have them respond immediately to the site for proper repair. We pride ourselves on professional workmanship to avoid these types of incidents, however, should one occur, we take all appropriate measures to resolve the matter in a timely and efficient manner.

PRUNING STANDARDS

West Coast Arborists, Inc. will perform all tree maintenance in accordance with the Standards adopted by the American National Standard for Tree Care Operations (ANSI A300) and the Best Management Practices, a supplement from the International Society of Arboriculture Pruning Standards. Final pruning cut will be made without leaving stubs. Cuts will be made in a manner to promote fast callous growth. Representative photographs depicting "before and after" trimming are included in this proposal. West Coast Arborists, Inc. will clean all job sites when work is completed, including the raking of leaves, twigs, etc. from the lawn and parkway and the sweeping of streets. All resulting debris will be removed from the work site daily and properly disposed of at the end of each work day.



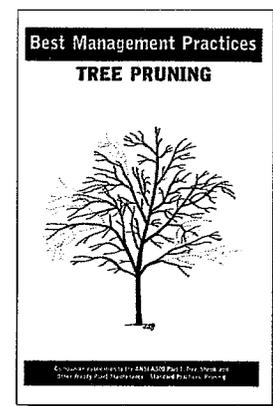
WCA crews in action at our state's Capitol building

Benefits of proper tree pruning include reduced risk of branch and stem breakage, better clearance for vehicles and pedestrians, improved health and appearance, enhanced view, increased flowering. When improperly performed, pruning can harm the tree's health, stability, and appearance. Several consequences occur when pruning is not performed at all. These consequences include development of low limbs; weak, co-dominant stems; defects such as included bark; and accumulation of dead branches. Formation of co-dominant stems and defects such as included bark can lead to increased risk of breakage.

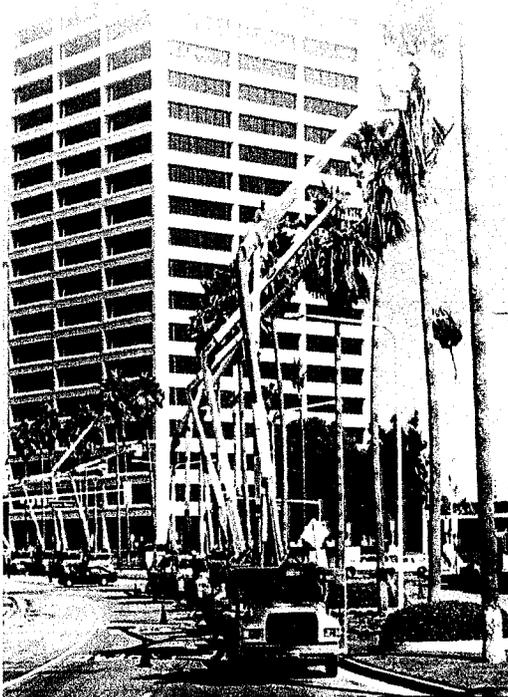
No tree should be pruned without first establishing clearly defined objectives. Seven main objectives are described, along with pruning types that help meet those objectives. These objectives serve as examples and can be expanded or shortened to meet site conditions and customer expectations. Even with proper pruning cuts, if the wrong branches-or too many branches-are removed, nothing of merit has been accomplished.

Objectives of pruning:

- Reduce risk of failure
- Provide clearance
- Reduce shade and wind resistance
- Maintain health
- Influence flower or fruit production
- Improve a view
- Improve aesthetics



Nine pruning types are used in arboriculture to achieve the objective of the tree's owner or manager. Pruning types include structural, cleaning, thinning, raising, reducing, restoring, and pollarding. Pruning palms and conifers and pruning for utility line clearance are other types of pruning.



ASSEMBLY BILL 939 (AB939)

The management of solid waste has become a major issue in California and throughout the country. Not only are we producing an increasing amount of solid waste each year, but we are running out of places to put it. Because of the concern about water and air pollution associated with landfills, the opportunities to develop additional disposal capacity are limited.

To address these issues, the Governor of California signed into law on September 29, 1989, Assembly Bill 939 (AB 939). The law fundamentally restructured the state's approach to solid waste management. AB 939 established an integrated waste management hierarchy in the following order of importance:

- Source reduction
- Recycling and composting
- Environmentally safe transformation and land disposal of solid wastes

AB 939 requires that each California county and incorporated city prepare a Source Reduction and Recycling Elements (SRRE) report which shows how they will meet solid waste diversion goals of 50 percent by the year 2000 and beyond.

West Coast Arborists, Inc., offers a multitude of waste diversion opportunities to cities including mulch, compost, firewood and logs to lumber. In an effort to provide cities with valued information pursuant to AB 939 requirements, we provide immediate reporting capabilities through ArborAccess at no additional cost.

SAMPLE RECYCLING REPORT

City of San Diego				Green Waste Recycling Report	
From 1/1/2012 to 1/31/2012					
Date	Job #	Truck	Recycling Site	Material	Weight in Tons
01/04/12	20589	D37	CITY OF SAN DIEGO	CHIP	1.00
01/05/12	20589	D37	CITY OF SAN DIEGO	CHIP	1.00
01/06/12	19714	D37	CITY OF SAN DIEGO	CHIP	1.00
01/09/12	19714	D37	CITY OF SAN DIEGO	CHIP	2.00
01/09/12	20572	D106	CITY OF SAN DIEGO	CHIP	3.50
01/10/12	19714	D37	CITY OF SAN DIEGO	CHIP	1.00
01/10/12	20572	D106	OTAY LANDFILL	PALM	1.01
01/10/12	20613	D36	CITY OF SAN DIEGO	CHIP	5.00
01/10/12	20613	D36	OTAY LANDFILL	PALM	0.85
01/11/12	19714	D37	CITY OF SAN DIEGO	CHIP	2.00
01/11/12	20572	D106	CITY OF SAN DIEGO	CHIP	4.00
01/12/12	19714	D37	CITY OF SAN DIEGO	CHIP	1.00
01/12/12	20615	D36	CITY OF SAN DIEGO	CHIP	5.00
01/13/12	19714	D37	CITY OF SAN DIEGO	CHIP	1.00
01/13/12	20170	D106	INLAND PACIFIC RESOURCE RECOVERY, INC	LOGS	5.00
01/13/12	20615	D36	CITY OF SAN DIEGO	CHIP	4.30
01/16/12	20863	D37	SYCAMORE LANDFILL	PALM	0.72
01/18/12	20614	D36	CITY OF SAN DIEGO	CHIP	5.00

RECYCLING PROGRAM

WCA's commitment to be a socially responsible corporate partner to our customers and communities is exemplified in our Recycling Program. With the steadily-increasing concern for the ecological health of our communities, WCA has embarked on a landfill diversion process where all material is taken to recycling facilities where it is used in the production of soil amendments. We are committed to taking all recyclable materials removed from the trees trimmed for the duration of this project to a recycling center for processing. Verification of amounts recycled will be obtained and reported by WCA via ArborAccess for the purpose of meeting the goals of the State for reducing landfill usage.

RECYCLED PRODUCTS:

MULCH



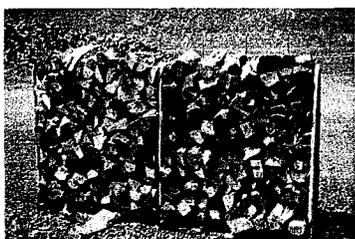
Mulch is made from coarse ground branches and leaves. It should be spread on the ground at a rate of six to twelve inches for best effect. Fresh mulch will deplete nitrogen from the surface of the soil which will reduce unwanted weeds. Once the mulch has decayed, it returns nitrogen which helps build the quality of soil for plants. A large amount of tree debris is processed by WCA and used in large scale mulching projects for establishing native plants in open space areas.

COMPOST



Compost is made from fine ground branches, leaves or other organic material. When mixed with oxygen and water, the organic material will decay or "compost." A finished compost is excellent for turning into the top layer of soil and will add nitrogen and increase the water holding capacity of soil. You can make compost at home in a pile in your yard or in a bin that you make or purchase. Large scale composting is done at regional recycling facilities.

FIREWOOD



Firewood is traditionally the most common use of large branches and logs. Firewood is used to heat homes during winter months. WCA takes logs to a yard in Irvine where a firewood retailer splits and resells the firewood to local residents.

LOGS TO LUMBER

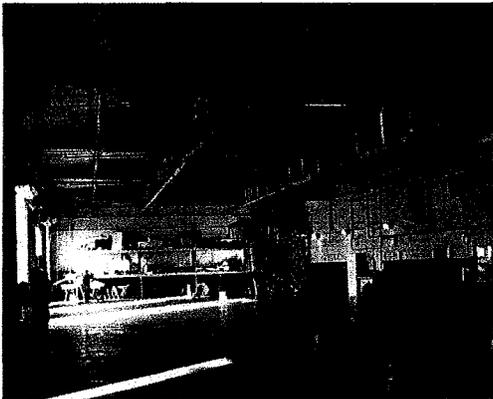
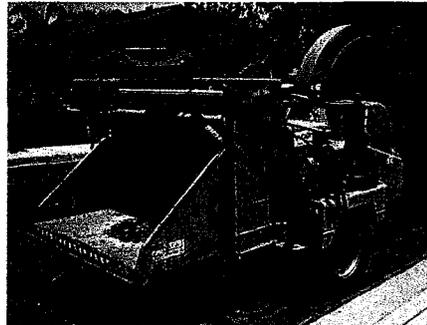


Currently WCA is looking for new and better ideas for the use of tree logs. An old idea with a new approach is converting city trees into usable lumber. WCA worked on a twelve month trial program with the California Department of Forestry and Fire Protection to create an environmentally sound and socially responsible alternative to importing lumber from other areas, reducing our demand on trees from natural forests. WCA has demonstrated its wood, hand-crafting ability by offering sturdy and beautiful wooden benches for city use, exemplifying our commitment to the environment.

INTRODUCTION

Our modern fleet consists of over 600 vehicles that undergo daily inspection by each driver. All equipment is kept serviced and free of graffiti at all times and is painted and detailed on a regular basis. We have a credit line of \$2 million dollars for the acquisition of new equipment.

WCA's policy is that all employees hold a valid, insurable Driver's License. We are enrolled in the DMV's Employee Pull Notice Program which provides us with a means of promoting driver safety through ongoing review of the driving records of commercial drivers. Our company has been assigned CHP Carrier Number CAG8562 in the California Highway Patrol's Management Information System of Terminal Evaluation Records (MISTER), which is an automated file pertaining to the motor carriers operating in the State of California. MISTER gives the CHP immediate access to emergency information about our company and enhances the CHP's capability to monitor the overall safety operations of our company.

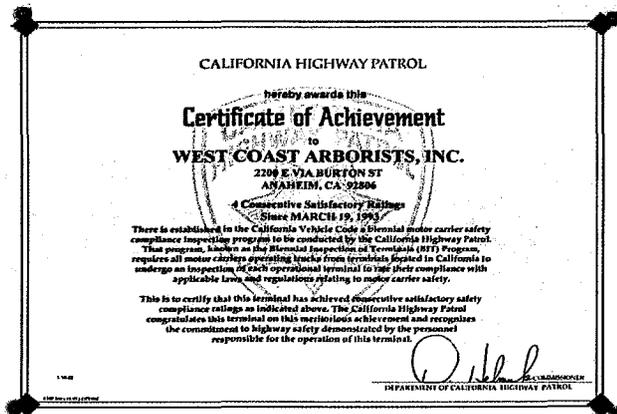


EQUIPMENT MAINTENANCE FACILITY

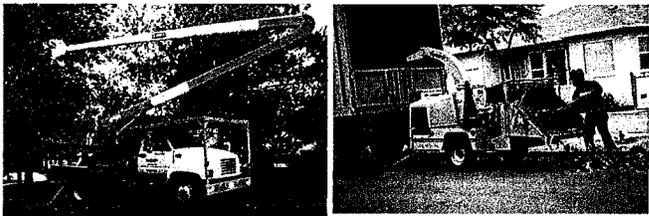
- We have a state-of-the-art full service Maintenance Department at our corporate headquarters
- WCA has 32 full-time mechanics on staff, 6 saw mechanics and a full-time Preventive Maintenance Manager
- 90-day detailed inspections are performed by the WCA Maintenance Department
- Aerial lift safety inspections occur annually

CHP BIENNIAL INSPECTION OF TERMINALS CERTIFICATION

We have successfully been awarded the CHP Biennial Inspection Award of Recognition for the fourth inspection in a row. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.



EQUIPMENT



EQUIPMENT LIST SUMMARY

- Prius 22
- Pick Up Trucks 170
- Aerial Lift Devices 170
- Arrowboards 35
- ATVs 2
- Back Hoes 1
- Brush Chippers 112
- Cranes 4
- Dump Trucks 101
- Flat Beds 14
- Forklifts 3
- Stump Grinders 28
- Loaders 35
- Rubber Track Loader 1
- Root Pruners 2
- Rolloff Trucks 27
- Saw Mill 1
- Log Skidder 1

ARBORACCESS ONLINE: TREE INVENTORY SOFTWARE

BENEFITS

- Ease of Use
- Database View
- Tree Detail Form
- Searching Database
- Track Order Management
- Map View
- Compatibility Upgrades



ARBORACCESS ONLINE

ArborAccess Online is an Internet driven program that was developed by tree care professionals at West Coast Arborists and was based on the tree maintenance needs of our customers. The user-friendly program allows customers to store, retrieve, update, delete and add tree records and work histories. The information contained in ArborAccess Online is live data that can also be linked directly to a GIS program, such as ArcView, for geo-coding purposes and can assist your agency in meeting GASB34 requirements. The information management possibilities for data integration are endless for urban forestry management programs that use similar management methods and resources.

COMPUTER SOFTWARE SPECIFICATIONS

The software program organizes your tree inventory and provides an interface that is easy to use and understand. By utilizing ArborAccess Online and incorporating tree maintenance, the tree inventory is automatically updated with each billing cycle. This process eliminates the hassle of dual inputting by the Association and WCA. There are several features that can be generated to assist you with ordering and tracking work, resident requests, maintenance scheduling, and budget projections. In addition, ArborAccess Online provides an unlimited resource of information on your Association's urban forest.

SOFTWARE TRAINING

Our IT Department is based out of our corporate office in Anaheim, CA. Local satellite offices are located throughout the state of California in: Stockton, San Jose, Fresno, Ventura, Riverside, and San Diego. Each office has the ability to provide software training to customers. We are available to provide training sessions on-site at the customer's discretion. On-site training is proven to be effective as it provides a guided hands-on experience. We also offer periodic customer workshops for larger groups who can also earn International Society of Arboriculture continuing education credits (CEU's) for Certified Arborists and Tree Workers. Additionally, unlimited telephone and or email technical support is available to answer questions and aid Association staff in the use of the software system. The success of any urban forest program depends on the proper management of information. Software training and support is included in the cost associated with the inventory data collection.

BILLING

West Coast Arborists has a state-of-the-art invoicing system that is updated on a daily basis. Progress billings will be submitted to the Association on a bi-weekly basis, unless otherwise requested. Invoices will reflect an amount complete for the billing period, along with a year-to-date total for that job. Each billing will include a listing of completed work by address, tree species, work performed and appropriate data acceptable to the Association. This information will be supplied in hardcopy and immediately accessible on ArborAccess Online. Job balances reflecting the percent of completion for each job can be viewed on ArborAccess Online.

LIST TRACKING SYSTEM

The List Tracking Report is a useful tool in the management of incoming work. This report allows us to track specific jobs as they are ordered by the Association. Proper use of this system enables the Association and WCA to track the completion of work that is ordered. Also, projected work schedules and trim cycles may be calculated on real time by reviewing how long the project took in the past.

List Management								
All lists <input type="button" value="Create a new list"/>								
<input type="checkbox"/>	List Name	Work Type	Crew	Created By	Create	Sent	Complete	Sites
<input type="checkbox"/>	Grid #34 2011	WCA Trim	WCA	ontarionick	9/4/2011	9/4/2011		1120
<input type="checkbox"/>	OCT STUMP LIST FY 1112	WCA Removal	WCA	mikem	9/2/2011			0
<input type="checkbox"/>	OCT SR TRIM LIST FY 1112	WCA Trim	WCA	mikem	9/2/2011			21
<input type="checkbox"/>	OCT REMOVAL LIST FY 1112	WCA Removal	WCA	mikem	9/2/2011			23
<input type="checkbox"/>	Grid #12 2011	WCA Trim	WCA	ontarionick	8/8/2011	8/8/2011		1542
<input type="checkbox"/>	SEP STUMP LIST FY 1112	WCA Removal	WCA	mikem	8/1/2011	9/2/2011		1
<input type="checkbox"/>	SEP REMOVAL LIST FY 1112	WCA Removal	WCA	mikem	8/1/2011	9/2/2011		56
<input type="checkbox"/>	SEP SR TRIM LIST FY 1112	WCA Trim	WCA	mikem	8/1/2011	9/2/2011		41
<input type="checkbox"/>	AUG REMOVAL LIST FY 1112	WCA Removal	WCA	mikem	7/11/2011	8/1/2011	8/11/2011	25
<input type="checkbox"/>	AUG STUMP LIST FY 1112	WCA Removal	WCA	mikem	7/11/2011	8/1/2011	8/23/2011	13

SAMPLE MANAGEMENT TOOLS:

DETAILED TREE SITE CHARACTERISTICS

The state-of-the-art technology provides a valuable tool to urban forestry professionals by displaying tree site specifics along with a representative photograph of the species type and a recommended maintenance field. ArborAccess' built-in quality control features assist in data accuracy. As maintenance is performed, the work history is automatically updated via downloads that accompany bi-weekly invoices. This process assists the Association in elimination of dual-inputting and helps keep the tree inventory current.



[view more details](#)
[show map and 360° panorama](#)
[print](#)

Street: 705 FOOTHILL RD /N
 Species: *Phoenix canariensis*, CANARY ISLAND DATE PALM
 DBH/Height: 31+/45-60
 Parkway Size: Unknown

WCA Work History

Date	Work Type	Amount	Job#	Species (if removed)
11/1/2010	Prune - Crew	Hourly	16437	
7/28/2010	Date Palm Pruning	\$125.00	16437	
8/4/2009	Date Palm Pruning	\$125.00	14161	
7/29/2008	Date Palm Pruning	\$125.00	12286	
10/16/2007	Date Palm Pruning	\$125.00	10808	
11/9/2006	Date Palm Pruning	\$125.00	9523	
12/6/2005	Date Palm Pruning	\$125.00	8307	
10/31/2005	Prune - Crew	Hourly	8307	
9/22/2003	Date Palm Trim	\$125.00	6057	
8/14/2002	Date Palm Trim	\$125.00	5141	

ACCURATE MAINTENANCE RECORDS

Accurate maintenance records for each location can assist the Association with liability claims. Providing a detailed history of the maintenance performed at each location can display the effort the Association puts forth in maintaining its urban forest. By linking the tree maintenance to the tree inventory it eliminates the task of having to go through the data entry process because the records are updated concurrently with each billing cycle. In order to maintain accurate maintenance records, it is imperative that work requests are pulled from the system prior to the work being performed, otherwise inventory accuracy is not guaranteed.

ACCURATE MAINTENANCE RECORDS

Accurate maintenance records for each location can assist the Association with liability claims. Providing a detailed history of the maintenance performed at each location can display the effort the Association puts forth in maintaining its urban forest. By linking the tree maintenance to the tree inventory it eliminates the task of having to go through the data entry process because the records are updated concurrently with each billing cycle. In order to maintain accurate maintenance records, it is imperative that work requests are pulled from the system prior to the work being performed, otherwise inventory accuracy is not guaranteed.

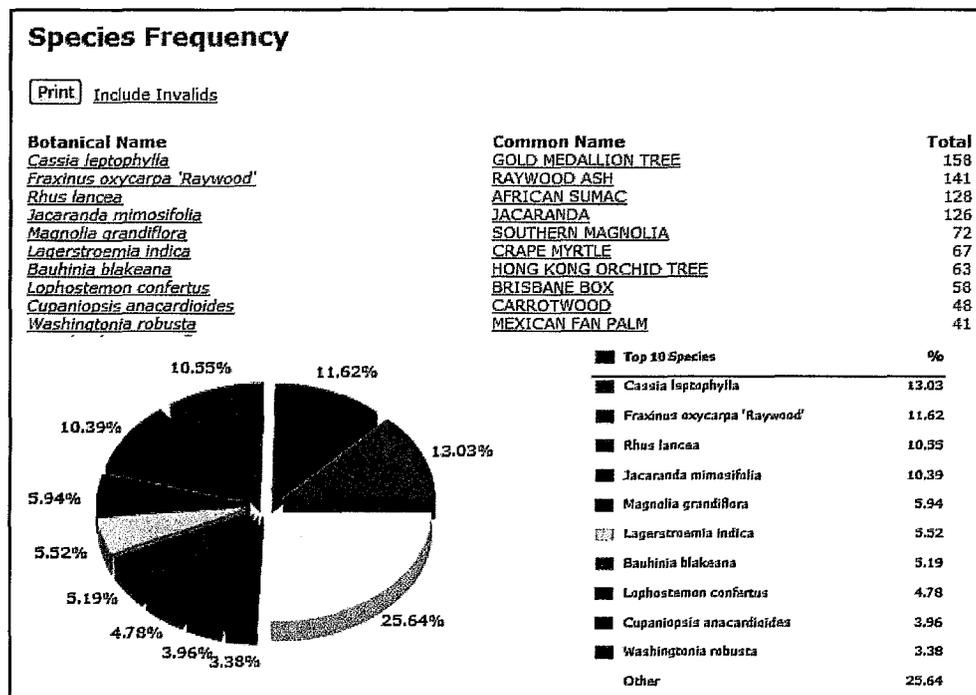
DETAILED REPORTING OPTIONS

REPORTING FEATURES

Several types of reports can be generated within ArborAccess, depending on the type of information needed. Some report samples are:

- Inventory
- Work Summary
- View Invoices
- Job Balance
- Greenwaste
- Work History
- DBH Frequency
- Height Frequency
- District Frequency
- Species Frequency (*shown below*)
- Work Type by District Frequency
- All Trees at an Address
- Estimated Tree Value

The Species Frequency Report can assist your agency in identifying the tree population within the urban forest. This type of information is valuable in the event of an insect infestation, deadly disease, or even estimating future maintenance costs. In addition, an analysis can be performed to evaluate the history of the performance of a particular species within your Association.



MUNICIPAL EXPERIENCE: GPS TREE INVENTORIES

Agoura Hills	Fillmore	Rosemead
Anaheim	Fontana	Rossmoor
Anaheim Resort Hotel District	Goleta	San Dimas
Artesia	Highland	San Fernando
Azusa	Imperial Beach	San Gabriel
Bellflower	Indio	San Juan Capistrano
Beverly Hills	Irwindale	San Ramon
Brentwood	La Mirada	Santa Barbara
Buena Park	Laguna Hills	Santa Maria
Calabasas	Lakewood	Santa Monica
California Villas HOA	Los Angeles Convention Center	Santee
Palm Desert	Madera	Seal Beach
Camarillo	Menlo Park	Solana Beach
Carlsbad	Mission Viejo	Spectrum Property Services (Ventura)
Carpentaria	Morgan Hill	Temecula
Catalina Island Company	Newport Beach	Tempe, Arizona
Claremont	Ontario	Torrance
Claremont Unified School District	Padre Dam MWD (Santee Lakes)	Tracy
Coronado	Paramount	Tulare County
Costa Mesa	Placentia	Tustin
Covina	Pleasanton	Upland
Culver City	Port of Long Beach	Ventura
Dana Point	Poway	Vista
Diamond Bar	Rancho Mirage	Walnut
Dublin	Redlands	Westminster
El Cajon	Redondo Beach	Yorba Linda Assessment
Emeryville	Riverside	
Encinitas	Rolling Hills Estates	

MUNICIPAL EXPERIENCE: TEXT-BASED TREE INVENTORIES

Alhambra	La Verne	Pomona
Azusa Unified School District	Lawndale	Rancho Palos Verdes
Azusa Water & Power	Leisure Village Camarillo	Rialto
Brea	Lomita	Santa Fe Springs
Cerritos	Manhattan Beach	Santa Paula
Chino Hills	Maywood	Soledad
Commerce	Montclair	Temple City
Downey	Monterey	Vernon
El Segundo	Monterey Park	West Covina
Fountain Valley	Moorpark	West Covina Unified School District
Glendale	Norco	Whittier
Hollister	Norwalk	Yorba Linda Parks
Inglewood	Ojai	
La Puente	Pico Rivera	

CURRENT CONTRACT WORK EXPERIENCE

West Coast Arborists understands the challenge that many cities face to reduce the cost of tree maintenance services, while increasing the level of performance. Utilizing our services as a valuable, cost-effective resource, cities are able to provide better services to their community. These contracts cover a range of services from providing emergency response to maintaining the City's entire urban forest.

WCA performs various tree maintenance services for the Street, Park, Maintenance Assessment District,

City of San Diego

Since 2007



WCA performs various tree maintenance services for the Street, Park, Maintenance Assessment District, Underground Utility, Water Utility, Library and Golf Course divisions which consists of more than 500,000 City-owned trees. We have completed several GPS inventories for four Maintenance Assessment Districts and one City-owned cemetery. We are currently responsible for maintaining four separate contracts with the City: Tree Removal, Shade Tree Pruning, Root Pruning and Palm Tree Pruning.

Annual Budget: \$2,000,000

Contact: Drew Potocki

Address: 2781 Caminito Chollas, San Diego, CA 92105

Phone: (619) 527-5486

Email: dpotocki@sandiego.gov

City of Coronado

Since 2008



Primarily WCA performs the City's annual palm tree pruning and shade tree pruning by designated districts. Additionally, last year there was a significant amount of time spent balling Canary Island Date Palms. A GPS inventory was completed in 2010 of all City-owned trees.

Annual Budget: \$105,000

Contact: Ricky Fernandez, Parks Supervisor

Address: 101 B Avenue, Coronado, CA 92118

Phone: (619) 435-4479

Email: rfernandez@coronado.ca.us

City of Vista

Since 2011



WCA currently maintains the City's entire urban forest consisting of nearly 20,000 street trees. Tree maintenance is performed on a grid basis developed by WCA and approved by the City. In 2010 Vista was a recipient of the "Communitrees" grant; sponsored by the San Diego Regional Urban Forests Council. WCA assisted the City with the planting event.

Annual Budget: \$125,000

Contact: Chuck Crist, Public Works Supervisor

Address: 1165 E. Taylor Street, Vista, CA 92084

Phone: (760) 726-1340 ext. 1631

Email: ccrist@cityofvista.com

City of Encinitas

Since 2000



The City of Encinitas implemented a tree ordinance which was a requirement needed for the City to qualify to become a Tree City USA. With the new ordinance intact, the City celebrated their first Arbor Day in 2011. Tree pruning is performed by district for the Public Works Dept. Encinitas was a recipient of the "Communitrees" grant established by the San Diego Regional Urban Forests Council. WCA assisted the City with the planting event.

Annual Budget: \$160,000
 Contact: Mark Hosford, Street Maintenance Supervisor
 Address: 505 North Vulcan Ave., Encinitas, CA 92024
 Phone: (760) 633-2850
 Email: mhosford@ci.encinitas.ca.us

City of Carlsbad

Since 2004



WCA performs tree maintenance in several areas including blocks, medians, trails, facilities and parks. There are a number of larger specimen trees that the City has maintained at a higher frequency.

Annual Budget: 395,000
 Contact: Mike Bliss, Supervisor
 Address: 1200 Carlsbad Village Drive, Carlsbad, CA 92008
 Phone: (760) 434-2824
 Email: michael.bliss@carlsbadca.gov

GENERAL BUSINESS STATEMENT

West Coast Arborists, Inc., is committed to successfully completing each project in accordance with the specifications, budget, schedule and with the highest quality of service. Our customers' satisfaction is a direct result of our means to carry out each project. Listed below are some of our corporate capabilities, which not only provide a sense of comfort and confidence to our customers, but also assure them of our continuous ability to carry out the duties of managing their urban forest.

- In business continuously and actively since 1972
 - Contractor's License C61 & C27
 - Over \$2,000,000 line of credit available
 - Bonded by CBIC, an A+ rated company
 - Approximately 600 employees
 - Over 45 Certified Arborists
 - Over 100 Certified Treeworkers
 - Over 200 contracts with public agencies
 - Prune an average of 500,000 trees annually over past 3 years
 - Remove an average of 18,000 trees annually over past 3 years
 - Plant an average of 14,000 trees annually over past 3 years
 - Inventory an average of 250,000 trees annually over past 3 years
 - Drug-free workplace
 - Award winning staff
 - 14,000 sq. ft. Headquarters located in Anaheim, *company-owned*
 - Nursery license through the Department of Agriculture
 - Fully insured with insurance up to \$5 million
 - Federal Tax ID #95-3250682, current on all taxes and filings with state and federal government
 - Sales volume over \$50 million annually
 - Retained earnings of over \$7 million
 - Fleet of approximately 700 modern vehicles
 - over 170 aerial towers
 - over 101 dump/chipper trucks
 - over 27 roll off trucks
 - Active member
 - International Society of Arboriculture (ISA)
 - Maintenance Superintendents Association (MSA)
 - California Landscape Contractors Association (CLCA)
 - Tree Care Industry Association (TCIA)
- Listed below are key statistics regarding our operations.
- Street Tree Seminar (STS)
 - Professional Tree Care Association of SD. (PTCA)

Evidence of Insurance

Certificate of Insurance

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON YOU THE CERTIFICATE HOLDER. THIS CERTIFICATE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. POLICY LIMITS ARE NO LESS THAN THOSE LISTED, ALTHOUGH POLICIES MAY INCLUDE ADDITIONAL SUBLIMIT/LIMITS NOT LISTED BELOW.

This is to Certify that

WEST COAST ARBORISTS, INC

2200 EAST VIA BURTON

ANAHEIM

CA 92806

NAME AND ADDRESS OF INSURED



Liberty Mutual

is, at the issue date of this certificate, insured by the Company under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and Conditions and is not altered by any requirement, term or condition of any contract or other document with respect to which this certificate may be issued.

TYPE OF POLICY	EXP DATE		POLICY NUMBER	LIMIT OF LIABILITY	
	<input type="checkbox"/> CONTINUOUS	<input type="checkbox"/> EXTENDED			
WORKERS COMPENSATION STATUTORY	<input checked="" type="checkbox"/> POLICY TERM	7/1/2013	WA2-66D-039499-072	COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATES: CA	EMPLOYERS LIABILITY Bodily Injury by Accident \$1,000,000 Each Accident Bodily Injury By Disease \$1,000,000 Policy Limit Bodily Injury By Disease \$1,000,000 Each Person
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE		7/1/2013	TB2-661-039499-012	General Aggregate	\$2,000,000
				Products / Completed Operations Aggregate	\$2,000,000
				Each Occurrence	\$1,000,000
				Personal & Advertising Injury	\$1,000,000 Per Person / Organization
	RETRO DATE			Other FIRE DAMAGES \$100,000	Other MEDICAL PAYMENTS \$5,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> HIRED		7/1/2013	AS7-661-039499-032		Each Accident—Single Limit \$1,000,000 B.I. And P.D. Combined
					Each Person
					Each Accident or Occurrence
					Each Accident or Occurrence
OTHER Umbrella Excess Liability		7/1/2012 7/1/2013	TH7-661-039499-042	\$5,000,000 PER OCCURRENCE/AGGREGATE	
ADDITIONAL COMMENTS See Addendum Attached.					

* If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (NOT APPLICABLE UNLESS A NUMBER OF DAYS IS ENTERED BELOW.) BEFORE THE STATED EXPIRATION DATE THE COMPANY WILL NOT CANCEL OR REDUCE THE INSURANCE AFFORDED UNDER THE ABOVE POLICIES UNTIL AT LEAST **30** DAYS NOTICE OF SUCH CANCELLATION HAS BEEN MAILED TO:

Liberty Mutual Insurance Group

City of San Diego
Purchasing & Contracting Dept

1200 Third Ave Ste 200
San Diego CA 92101-4195

Elaine Ulan
Elaine Ulan
Los Angeles / 0603 AUTHORIZED REPRESENTATIVE
818 W 7th Street, Suite 850 0564408
Los Angeles CA 90017 213-624-1171 **6/6/2012**
OFFICE PHONE DATE ISSUED

This certificate is executed by LIBERTY MUTUAL INSURANCE GROUP as respects such insurance as is afforded by those Companies NM 772 07-10 LDI COI 268896 02 11



State Of California
CONTRACTORS STATE LICENSE BOARD
ACTIVE LICENSE



License Number **366764**

Entity **CORP**

Business Name **WEST COAST ARBORISTS INC**

Classification(s) **C61/D49 C27**

Expiration Date **12/31/2012**

www.cslb.ca.gov



CORPORATE CAPABILITIES

Business License

POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

CITY OF SAN DIEGO * CERTIFICATE OF PAYMENT OF BUSINESS TAX

WEST COAST ARBORISTS INC
VICTOR GONZALEZ
2200 E VIA BURTON ST
ANAHEIM, CA 92806

Certificate Number: B2001011673

Business Name: WEST COAST ARBORISTS INC
Business Owner: WEST COAST ARBORISTS INC
Business Address: 2200 E VIA BURTON ST
ANAHEIM CA 92806

Primary Business Activity: ALL OTHER SPECIAL TRADE CONTRACTORS

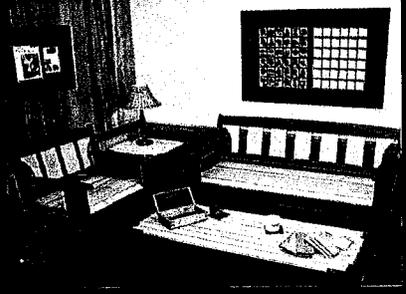
Secondary Business Activity:

Effective Date: 12/01/2011
Expiration Date: 11/30/2012

PLEASE NOTIFY THE CITY TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - BUSINESS TAX DIVISION, PO BOX 122289, SAN DIEGO, CA 92112

TERM

The CITY, at its option with CONTRACTOR concurrence, may renew this contract for an additional 3-year periods, in one year increments, on the same terms and conditions as provided herein. This option may be exercised only if the CONTRACTOR demonstrates superior performance in the provision of tree maintenance services during the prior five year contract term, assuming all of the annual renewal options were awarded.



OFFICE LOCATIONS

SAN JOSE
390 Martin Ave.
Santa Clara, CA 95050

SAN DIEGO
8524 Commerce Avenue, Suite B
San Diego, CA 92121

FRESNO
5424 N. Barcus Street
Fresno, CA 93722

ANAHEIM
(CORPORATE HEADQUARTERS)
2200 E. Via Burton
Anaheim, CA 92806

STOCKTON
436 W. Scotts Avenue
Stockton, CA 95203

RIVERSIDE
21718 Walnut Ave.
Grand Terrace, CA 92313

VENTURA
11405 Nardo Street
Ventura, CA 93004





THE CITY OF SAN DIEGO

November 30, 2012

Mr. Patrick Mahoney, President
West Coast Arborists, Inc.
8524 Commerce Ave. #B
San Diego, CA 92121

SENT VIA E-MAIL AND U.S. MAIL

Subject: RFB No. 10023410-13-Q Citywide Tree Services Request Investigation of Non-Responsibility on Atlas Environmental Services

Dear Mr. Mahoney:

The City of San Diego acknowledges receipt of your letter dated November 2, 2012 relative to the recommendation for award of certain sections of the subject contract to Atlas Environmental Services (Atlas). In your letter you request the City conduct an investigation of Atlas for non-responsibility pursuant to the Contractor Standards Ordinance Rules. The City has reviewed the issues raised in your letter and has determined that Atlas was responsive and has demonstrated the proper quality, fitness and capacity to satisfactorily perform the contract requirements and has the business integrity to justify the award of public tax dollars as required by the Contractor Standards Ordinance. Since the City finds that Atlas is a responsible bidder, a hearing is not required or necessary.

Thank you for your interest in doing business with the City of San Diego.

Sincerely,

Ed Plank
Purchasing & Contracting Interim Director

cc: Andy Field, Deputy Director, Drew Potocki, City Arborist, Chris Zirkle, Deputy Director, File



**Purchasing & Contracting Department
Business Office & Support Services**

1200 Third Avenue, Suite 200 • San Diego, CA 92101

Tel (619) 236-6000 Fax (619) 236-5904





THE CITY OF SAN DIEGO

November 30, 2012

Mr. Patrick Mahoney, President
West Coast Arborists, Inc.
8524 Commerce Ave. #B
San Diego, CA 92121

SENT VIA E-MAIL AND U.S. MAIL

Subject: RFB No. 10023410-13-Q Citywide Tree Services Request Investigation of Non-Responsibility on Aztec Landscaping, Inc.

Dear Mr. Mahoney:

The City of San Diego acknowledges receipt of your letter dated November 2, 2012 relative to the recommendation for award of one section of the subject contract to Aztec Landscaping, Inc. (Aztec). In your letter you request the City conduct an investigation of Aztec for non-responsibility pursuant to the Contractor Standards Ordinance Rules. The City has reviewed the issues raised in your letter and has determined that Aztec was responsive and has demonstrated the proper quality, fitness and capacity to satisfactorily perform the contract requirements and has the business integrity to justify the award of public tax dollars as required by the Contractor Standards Ordinance. Since the City finds that Aztec is a responsible bidder, a hearing is not required or necessary.

Thank you for your interest in doing business with the City of San Diego.

Sincerely

Ed Plank

Purchasing & Contracting Interim Director

cc: Andy Field, Deputy Director, Drew Potocki, City Arborist, Chris Zirkle, Deputy Director,
File



**Purchasing & Contracting Department
Business Office & Support Services**

1200 Third Avenue, Suite 200 • San Diego, CA 92101
Tel (619) 236-6000 Fax (619) 236-5904





November 2, 2012

Ed Plank, Interim Director
Purchasing and Contracting
1200 Third Ave, Suite 200 MS 56P
San Diego, CA 92101

RE: Bid 10023410-13-Q Citywide Tree Services

Dear Mr. Plank,

We recently received a letter informing us that the City had completed its review of the Citywide Tree Services bid and are recommending award to multiple vendors. The City's intent is to award Sections A, C, D, G, H to Atlas Environmental Services (Atlas), Section B to Aztec Landscaping, Inc. and Sections E and F to West Coast Arborists, Inc. The purpose of this letter is to respectfully request the City conduct an "investigation of non-responsibility" on Aztec Landscaping, Inc. (Aztec), as outlined in the City's ordinance "Rules for Awarding Contracts Over \$50,000." Please see Attachment D.

Pursuant to the Freedom of Information Act, we obtained copies of bids from the City. When we compared Aztec's bid to the City-issued required specifications, we noticed several places where they did not meet the bid requirements. These discrepancies are detailed below and support the petition to deem Aztec as non-responsive.

1. **Aztec does not meet the requirement as stated in the City's bid specifications, particularly where it states that "licenses and certification must be possessed at the time of submittal."**
 - a. Aztec does not have a City Pest Control Business License as required in the bid specifications. Please reference Attachment A for WCA's current Pest Control Business License.

2. **Aztec does not meet the requirement, to have the experience in projects of similar *size and nature* as required in the bid specifications.** Aztec listed the following references to be of similar size and nature: 1) San Diego Regional Airport at \$117,000 2) San Diego Housing Commission at \$113,830/ \$245,714 3) and City of Chula Vista at \$56,697. Please reference Attachment B for a copy of both Aztec and WCA's submittal of page 47.
 - a. **San Diego Regional Airport \$117,000.** This project is NOT of *similar nature* as it is not a municipality. This is not of similar size, as compared to the estimated \$3,000,000 project for the City of San Diego.

 - b. **San Diego Housing Commission - \$113,830 per year from 2006-2009; \$245,714 from 2009-2012.** This project is NOT of *similar nature* as this agency is not a municipality and



a significant portion of work is landscaping services. This is also not of similar size as compared to the estimated \$3,000,000 project for the City of San Diego.

- c. **City of Chula Vista - \$56,697 per year.** This is not of similar size as compared to the estimated \$3,000,000 project for the City of San Diego.
 - d. The dollar amounts of the above referenced contracts do NOT match the *similar size and/or nature* requirement and do NOT provide adequate proof of experience or capacity to perform the work efficiently.
- 3. Aztec does not meet the requirement to have the equipment to complete this contract.** The City specifications require the Contractor to demonstrate that they are properly equipped to perform the work of this size contract.

- a. According to Aztec's Equipment List on page 49, the number of units listed is NOT sufficient in providing work efficiently as required of the projected \$3 million dollar project.
- b. Aztec has 5 aerial towers 1 of which meets the 90 ft. requirement, while WCA has a total of 170. A job of this size will require a minimum of 15 aerial towers and 2 90' towers.
- c. In comparison, WCA has 35 times more equipment which is available to perform the job at hand. Below is an overview. Please reference Attachment C for a copy of both Aztec and WCA's submittal of page 47.

Equipment	Est. San Diego Needs	WCA Capability	Aztec Capability
Pick Up Trucks	10	170	
Aerial Lift Devices	17 (2 of which are 90')	170 (4 of which are 90')	5 (1 of which is 90')
Arrowboards	5	35	
ATVs		2	2
Back Hoes	1	1	
Brush Chippers	20	112	6
Cranes	1	4	1
Dump Trucks	20	101	6
Flat Beds	5	14	
Forklifts		3	
Stump Grinders	4	28	3
Loaders	2	35	
Root Pruners	1	2	
Rolloff Trucks	2	27	
Saw Mill	1	1	
Log Skidder		1	
Spray Rig		0	0
Street Sweeper		0	1



4. Aztec does not meet the requirements; Sub-contractor does not have a California Contractors license as required in the bid specifications. City specification requires that Sub-contractors be licensed by the State.

- a. Timothy Faucett does not have a California State Contractor's License.

Aztec's bid is non-responsive for failure to meet the required bid requirements listed above. West Coast Arborists, Inc. has met all of the bid requirements and should be considered the lowest responsive bidder, and therefore, should be awarded the contract, specifically Section B.

Although the legal basis for the staff's recommendation is unclear, the bid requirements may not be waived or disregarded as an informality or irregularity. If the City decides that the above referenced requirements should be removed from the contract solicitation, its sole course of action is to reject all bids and rebid the contract with amended qualifications. Please note that our findings herein, are all based upon the City of San Diego's Administrative Code 22.3206, and the City of San Diego's "Rules for Awarding Contracts Over \$50,000." See attachment F.

West Coast Arborists, Inc. has annual contracts with over 220 municipalities with sales surpassing \$55 million dollars last year. We have over 700 pieces of equipment and over 650 employees operating from our seven regional offices, including San Diego. We have the utmost confidence in our ability to meet your scheduling needs, to work with various City departments and staff, and to provide superior customer service to the citizens of San Diego. We have successfully worked with the City over the past 10 years pruning thousands of trees without incident.

Sincerely,

Patrick Mahoney
President

Attachment A: WCA Pest Control Business License

POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

CITY OF SAN DIEGO * CERTIFICATE OF PAYMENT OF BUSINESS TAX

Certificate Number: B2001011673

Business Name: WEST COAST ARBORISTS INC
Business Owner: WEST COAST ARBORISTS INC
Business Address: 2200 E VIA BURTON ST
ANAHEIM CA 92806

WEST COAST ARBORISTS INC
VICTOR GONZALEZ
2200 E VIA BURTON ST
ANAHEIM, CA 92806

Primary Business Activity: ALL OTHER SPECIAL TRADE CONTRACTORS

Secondary Business Activity: EXTERMINATING & PEST CONTROL SERVICES

Effective Date: 12/01/2011

Expiration Date: 11/30/2012

PLEASE NOTIFY THE CITY TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - BUSINESS TAX DIVISION, PO BOX 122289, SAN DIEGO, CA 92112

Attachment B: Aztec References

Bid No. 10023410-12-Q

VI. FORMS

BIDDER'S REFERENCES

The Bidder is required to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: San Diego Regional Airport Contact Name: Jerónimo Chavez
Address: P.O. Box 82776 Phone Number: 619-400-2733
San Diego, CA 92138 Fax Number: 619-400-2726
Dollar Value of Contract: \$ 117,000.00/yr Contract Dates: 2010-2013
Requirements of Contract: yearly tree maintenance service at the San Diego
International Airport (Tree pruning, on-call tree removals, palm tree skinning)
(3 x per year @ approx. \$39,000 each occurrence)

Company Name: San Diego Housing Commission Contact Name: Gary Gelbman
Address: 1122 Broadway Suite 300 Phone Number: 619-578-7414
San Diego, CA Fax Number: 619-578-7385
Dollar Value of Contract: \$ 113,830/yr Contract Dates: 2006-2009
~~245,714.00~~ ~~2009-2012~~
Requirements of Contract: 2006-2009; Tree & Shrub Maintenance @ all Housing Sites
2009-2012 Landscaping Services including tree maintenance @ all Housing Sites

Company Name: City of Chula Vista Contact Name: Randy Webb
Address: 1800 Maxwell Rd. Phone Number: 619-397-6040
Chula Vista, CA 91911 Fax Number: 619-397-6259
Dollar Value of Contract: \$ 56,697.00 Contract Dates: 2008 - 2012
Requirements of Contract: As-needed tree trimming and tree removals throughout
City of Chula Vista

Attachment B: WCA References

Bid No. 10023410-12-Q

VI. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: City of Santa Monica Contact Name: Walter Warriner
Address: 2600 Ocean Park Blvd. Phone Number: (310) 458-8974
Santa Monica, CA 90406 Fax Number: (310) 399-8984
Dollar Value of Contract: \$ 800,000.00 Contract Dates: 2001- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

Company Name: City of Monterey Contact Name: Robert Reid
Address: 23 Ryan Ranch Rd. Phone Number: (831) 646-3860
Monterey, CA 93940 Fax Number: (831) 646-3946
Dollar Value of Contract: \$ 700,000.00 Contract Dates: 2000- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

Company Name: City of Newport Beach Contact Name: John Conway
Address: 592 Superior Avenue Phone Number: (949) 644-3083
Newport Beach, CA 92663 Fax Number: (949) 650-5643
Dollar Value of Contract: \$ 1,100,000.00 Contract Dates: 1993- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

CURRENT CONTRACT WORK EXPERIENCE

West Coast Arborists understands the challenge that many cities face to reduce the cost of tree maintenance services, while increasing the level of performance. Utilizing our services as a valuable, cost-effective resource, cities are able to provide better services to their community. These contracts cover a range of services from providing emergency response to maintaining the City's entire urban forest.

WCA performs various tree maintenance services for the Street, Park, Maintenance Assessment District,

City of San Diego

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Annual Budget: \$2,000,000

Contact: Drew Potocki

Address: 2781 Caminito Chollas, San Diego, CA 92105

Phone: (619) 527-5486

Email: dpotocki@sandiego.gov

City of Coronado

Since 2008



Primarily WCA performs the City's annual palm tree pruning and shade tree pruning by designated districts. Additionally, last year there was a significant amount of time spent pulling Canary Island Date Palms. A GPS inventory was completed in 2010 of all City-owned trees.

Annual Budget: \$105,000

Contact: Ricky Fernandez, Parks Supervisor

Address: 101 B Avenue, Coronado, CA 92118

Phone: (619) 435-4479

Email: rfernandez@coronado.ca.us

City of Vista

Since 2011



WCA currently maintains the City's entire urban forest consisting of nearly 20,000 street trees. Tree maintenance is performed on a grid basis developed by WCA and approved by the City. In 2010 Vista was a recipient of the "Communitrees" grant; sponsored by the San Diego Regional Urban Forests Council. WCA assisted the City with the planting event.

Annual Budget: \$125,000

Contact: Chuck Crist, Public Works Supervisor

Address: 1165 E. Taylor Street, Vista, CA 92084

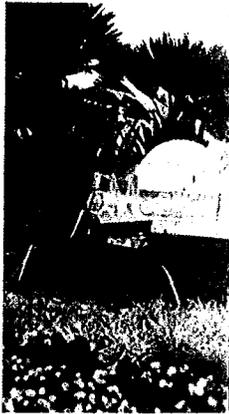
Phone: (760) 726-1340 ext. 1631

Email: ccrist@cityofvista.com

REFERENCES

City of Encinitas

Since 2000



The City of Encinitas implemented a tree ordinance which was a requirement needed for the City to qualify to become a Tree City USA. With the new ordinance intact, the City celebrated their first Arbor Day in 2011. Tree pruning is performed by district for the Public Works Dept. Encinitas was a recipient of the "Communitrees" grant established by the San Diego Regional Urban Forests Council. WCA assisted the City with the planting event.

Annual Budget: \$160,000

Contact: Mark Hosford, Street Maintenance Supervisor

Address: 505 North Vulcan Ave., Encinitas, CA 92024

Phone: (760) 633-2850

Email: mhosford@ci.encinitas.ca.us

City of Carlsbad

Since 2004



WCA performs tree maintenance in several areas including blocks, medians, trails, facilities and parks. There are a number of larger specimen trees that the City has maintained at a higher frequency.

Annual Budget: 395,000

Contact: Mike Bliss, Supervisor

Address: 1200 Carlsbad Village Drive, Carlsbad, CA 92008

Phone: (760) 434-2824

Email: michael.bliss@carlsbadca.gov

Attachment C: Aztec List of Equipment

Bid No. 10023410-12-Q

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is required to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment: See "Equipment Inventory"

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Attachment C: Aztec List of Equipment

Tree Equipment Inventory

<u>Equipment Description</u>	<u>Quantity</u>	<u>Make/Model/Year</u>	<u>Owned</u>
Boom Trucks Aerial Lift Devise	4	4900 DT 466 International Altec 1991-2001	Yes
90 ft. reach tower truck	1	JLG 860AJ 2009	leased
root pruner/barrier equipment		Vermeer SC 60	yes
16-ton crane	1	Link-Belt HTC-25 25-ton hydraulic truck crane	leased
ATV with trailer	2	Polaris Ranger 4WD 2008-2009	yes
Chippers	6	Vermeer Altec BC1000, BC 1500 BC, 600 Whisper 1998-2002	Yes
Dump Trucks 1/2 ton	6	4900 DT466 International 1995-2005	Yes
Street Sweeper	1	Tymco (Isusu cabin) DST-4 2009	Yes
Stump Grinder	3	Dosco 1998 Vermeer 672(tow behir	Yes

Attachment C: Aztec List of Equipment

		1995 Vermeer 505 (track unit)	
GPS Handheld Unit	1	GEOXH 2008	Yes
GPS software	1	Terra-sync Professional 2012	Yes
GPS software	1	Pathfinder Office 2012	Yes
GPS software	1	ESRI ArcGIS Arc View 2012	Yes
Laser rangefinder	1	LTI 360B Laser Rangefinder 2012	Yes
traffic control equipment	various		
Various small Hand and Pruning Tools	various	Marvin and Corona	Yes
Climbing Equipment	various	Various Purchased at Mason's and Bishop	Yes
Chain Saws & Blowers	35	Various sizes Stihl MS 200-MS 840 Red Max Blowers (HC-2000)	Yes
photo camera	2	Sony Digital	Yes

Aztec Landscaping, Inc. owns over 100 vehicles, including:

** Seven (7) inter-changeable containers with 2008 Freightliner Semi*

Attachment C: WCA List of Equipment

Bid No. 10023410-12-Q

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

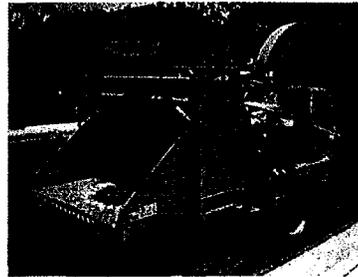
Year, Make & Model: _____

Explanation: _____

INTRODUCTION

Our modern fleet consists of over 600 vehicles that undergo daily inspection by each driver. All equipment is kept serviced and free of graffiti at all times and is painted and detailed on a regular basis. We have a credit line of \$2 million dollars for the acquisition of new equipment.

WCA's policy is that all employees hold a valid, insurable Driver's License. We are enrolled in the DMV's Employee Pull Notice Program which provides us with a means of promoting driver safety through ongoing review of the driving records of commercial drivers. Our company has been assigned CHP Carrier Number CAB8562 in the California Highway Patrol's Management Information System of Terminal Evaluation Records (MISTER), which is an automated file pertaining to the motor carriers operating in the State of California. MISTER gives the CHP immediate access to emergency information about our company and enhances the CHP's capability to monitor the overall safety operations of our company.



EQUIPMENT

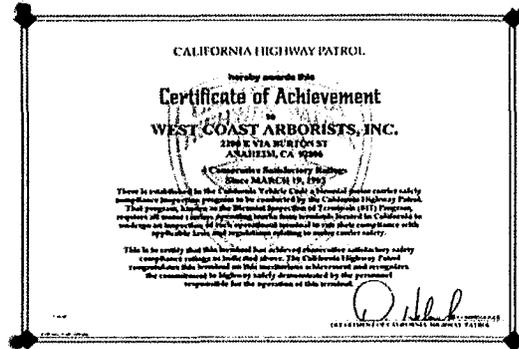


EQUIPMENT MAINTENANCE FACILITY

- We have a state-of-the-art full service Maintenance Department at our corporate headquarters
- WCA has 32 full-time mechanics on staff, 6 saw mechanics and a full-time Preventative Maintenance Manager
- 90-day detailed inspections are performed by the WCA Maintenance Department
- Aerial lift safety inspections occur annually

CHP BIENNIAL INSPECTION OF TERMINALS CERTIFICATION

We have successfully been awarded the CHP Biennial Inspection Award of Recognition for the fourth inspection in a row. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.



EQUIPMENT



EQUIPMENT LIST SUMMARY

- Prius 22
- Pick Up Trucks 170
- Aerial Lift Devices 170
- Arrowboards 35
- ATVs 2
- Back Hoes 1
- Brush Chippers 112
- Cranes 4
- Dump Trucks 101
- Flat Beds 14
- Forklifts 3
- Stump Grinders 28
- Loaders 35
- Rubber Track Loader 1
- Root Pruners 2
- Rolloff Trucks 27
- Saw Mill 1
- Log Skidder 1

Attachment D:

San Diego Contractor Standards & Rules and the City's Municipal Code are attached.

CITY OF SAN DIEGO

**RULES FOR AWARDING CONTRACTS OVER \$50,000
[Contractor Standards Ordinance Rules]**

Effective date August 22, 2005; revision date October 1, 2010

LIVING WAGE PROGRAM
Administration Department
202 C Street, M.S. 9A, San Diego, CA 92101
Phone: (619) 236-6682 Fax: (619) 533-3240

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“**Invitations for Bids,**” as used in these Rules, include Requests for Bids (RFBs), Requests for Proposals (RFPs), and Requests for Quotations (RFQs).

B. INVITATIONS FOR BIDS

- 1. Issuance of Invitation for Bids:** The City shall include the following in all *Invitations for Bids* unless the proposed contract is exempt from the Ordinance:
 - a. Language informing potential *bidders* of the Ordinance; and
 - b. The *Contractor Standards Pledge of Compliance* for *bidders* to submit with their bid.
- 2. Bid Submissions:**
 - a. All bids for proposed contracts subject to the Ordinance are required to include a completed and signed *Contractor Standards Pledge of Compliance*. Failure to submit a *Contractor Standards Pledge of Compliance* shall make the *bidder* non-responsive and disqualified from the bidding process.
 - b. Upon receipt by the City, a submitted *Contractor Standards Pledge of Compliance* becomes a public record and subject to public review, except to the extent information contained therein is exempt from disclosure pursuant to applicable law.
 - c. The *Contractor Standards Pledges of Compliance* of all *bidders* will be retained by the City as part of the contract file.
- 3. Non-competitive Procurement.** If the City uses a non-competitive process to procure a proposed contract, the prospective contractor and each subcontractor whose subcontract is greater than \$50,000 in value is required to submit a completed *Contractor Standards Pledge of Compliance* to the City for determination of the contractor’s and subcontractors’ responsibility prior to execution of the contract.

C. AWARD AND EXECUTION OF CONTRACTS

- 1. Responsiveness.** As part of the determination of a *bidder*’s responsiveness, the City will review bid submissions to determine whether a completed *Contractor Standards Pledge of Compliance*, signed under penalty of perjury, has been included with the bid. If a completed *Contractor Standards Pledge of Compliance* has not been included, the *bidder* shall be deemed to be non-responsive and disqualified from the bidding process.
- 2. Public Review.** The Purchasing Agent shall receive and make available for public review for at least ten calendar days prior to award the completed *Contractor Standards Pledges of Compliance* from all responsive *bidders* including:
 - a. The three lowest responsive *bidders* and their lists of proposed subcontractors, if any, if a contract is to be awarded pursuant to a competitive Request for Bid process;

- b. Short-listed *bidders* and their lists of proposed subcontractors, if any, if a contract is to be awarded pursuant to a Request for Proposal or Request for Qualifications process and award is not based on the lowest submitted bid price; and
 - c. The prospective contractor, if no short-listing procedure is used.
3. **Determination of *Responsibility*.** The Purchasing Agent shall determine whether a *bidder* or contractor is *responsible*. In determining whether the *bidder* or contractor has the necessary quality, fitness and capacity to perform the work set forth in the proposed contract, the Purchasing Agent shall consider the following:
- a. Responses to the *Contractor Standards Pledge of Compliance*;
 - b. Results of any investigation by the City of the *bidder's* or contractor's *responsibility*; and
 - c. Information from any compliance or regulatory governmental agency.
4. **Requirements Prior to Contract Award or Execution.** The City may not award or execute a contract with a *bidder* or contractor if:
- a. The *bidder's* or contractor's *Contractor Standards Pledge of Compliance* has not been available for public review for at least ten calendar days;
 - b. The City is investigating the *bidder's* or contractor's *responsibility*;
 - c. The *bidder* or contractor has been found to be *non-responsible*;
 - d. The *bidder* or contractor appears on any City list of debarred *bidders* or contractors; and
 - e. The *bidder* or contractor has not met all other applicable City requirements.
5. **Subcontractor *Responsibility*:**
- a. Contractors shall ensure that their subcontractors whose subcontracts are greater than \$50,000 in value complete a *Contractor Standards Pledge of Compliance* attesting under penalty of perjury to compliance with the Ordinance. Contractors shall ensure that all their subcontractors meet the criteria for *responsibility* set forth in the Ordinance and these Rules.
 - b. Contractors shall not use in any capacity any subcontractor determined to be *non-responsible* by the City.
 - c. Subject to written approval by the City, contractors may substitute a *non-responsible* subcontractor with another subcontractor with no changes in bid amounts.

circumstance that changes those responses.

- b. If the City becomes aware of new information concerning a contractor and determines the contractor should have provided the new information to the City, but failed to do so, the Director of Administration or designee shall issue a written notice to the contractor requiring the contractor to submit the new information within ten (10) calendar days.
- c. The contractor's failure to provide information or updated information when required by the City, the Ordinance or these Rules may be considered a material breach of the contract, and the City may exercise its legal rights, including termination of the contract.

3. Contractors Responsible for Subcontractor Information. Contractors shall ensure that subcontractors abide by these notification and updating requirements. Contractors shall:

- a. Notify the Purchasing Agent within fifteen (15) calendar days after receiving notification that a government agency has begun an investigation of the subcontractor that may result in a finding that the subcontractor is not or was not in compliance with any applicable local, State, or Federal law, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- b. Notify the Purchasing Agent within fifteen (15) calendar days of receiving notice that there has been a finding by a government agency or court of competent jurisdiction of a violation by the subcontractor of applicable local, State, or Federal law, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- c. For every subcontractor whose subcontract is greater than \$50,000 in value, update the subcontractor's responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days of any event, occurrence, or circumstance that changes those responses.
- d. Submit requested information to the Purchasing Agent within ten (10) calendar days of receipt of written notice that the Purchasing Agent has become aware of new information concerning a subcontractor and has determined the subcontractor should have provided the new information, but failed to do so.

F. INVESTIGATION OF NON-RESPONSIBILITY

1. Complaints of non-responsibility. Complaints that a *bidder* or contractor is non-*responsible* must be submitted to the City in writing. However, the Director of Administration or designee may investigate a *bidder* or contractor's *responsibility* whether or not a complaint has been submitted in writing.

2. Investigation Process:

- a. Upon initiation of an investigation, the Director of Administration or designee shall provide written notice of the investigation to the *bidder* or contractor, the complainant, and the Requesting Department. The notice to the Requesting Department will also indicate that no contract shall be awarded to the *bidder* or contractor until the conclusion of the investigation.
- b. As part of its investigation, the Director of Administration or designee shall gather necessary facts and documentation as well as conduct interviews of the complainant, if necessary. The City may also require the *bidder* or contractor to respond to the complaint. Where a subcontractor is the subject of the investigation, the contractor shall assist the City to obtain the required response. To the extent practicable, the City shall maintain the confidentiality of all individuals participating in the investigation.
- c. At the conclusion of the investigation, the Director of Administration or designee shall prepare a written report of its findings and provide written notice of those findings to the *bidder* or contractor, the complainant, and the Requesting Department.
- d. Neither an employer nor an employer's representative shall take any action against an individual in retaliation for providing information towards or cooperating in an investigation of a *bidder's* or contractor's *non-responsibility*. If an employee is terminated, demoted, or otherwise penalized by an employer or employer's representative within sixty (60) days of providing information towards or cooperating in an investigation of a *bidder's* or contractor's *non-responsibility*, a rebuttable presumption shall arise that the action was taken in retaliation for the employee's participation and shall be considered a violation of these Rules.

G. DETERMINATION OF NON-RESPONSIBILITY

- 1. Written Notice of Violation.** If the City determines the *bidder* or contractor has violated any provision of the Ordinance, the Director of Administration or designee shall issue a written notice to the contractor that the violation is to be corrected within ten calendar days from receipt of notice.
- 2. Ten Days to Correct Violation.** If the contractor has not corrected the violation or taken reasonable steps to correct the violation within ten calendar days, then the City may do one or both of the following:
 - a. Declare a material breach of the contract and exercise its contractual remedies which include but are not limited to termination of the contract; or
 - b. Declare the contractor to be non-responsible in accordance with procedures set forth in the Ordinance and these Rules.
- 3. Contractor's Opportunity to Be Heard.** Before declaring a bidder or contractor non-responsible, the City shall:

- (d) For contracts greater than \$50,000 but equal to or less than \$1,000,000, the Purchasing Agent may award the contract only after advertising for sealed bids or proposals for a minimum of one day in the City official newspaper at least ten days before bids or proposals are due.
- (e) For contracts greater than \$1,000,000, the Purchasing Agent shall advertise for sealed bids or proposals for a minimum of one day in the City official newspaper at least ten days before bids or proposals are due.

(“Use of Brand Name in Specifications; Offers of “Or Equals;” Testing” added 6-29-1998 by O-18532 N.S.)

(“Competitive Process for Contracts for Goods and Services” added 4-23-2012 by O-20148 N.S.; effective 5-23-2012 Former Section 22.3203 repealed.)

§22.3204 Subdividing Purchase Prohibited

The Purchasing Agent is prohibited from subdividing into two or more purchases any purchase of goods or services for an expenditure of \$50,000 or more that logically should be made as a single transaction if the purpose of the subdividing is to avoid the bidding requirements of the San Diego Municipal Code and the City Charter.

*(“Subdividing Purchase Prohibited” added 6-29-1998 by O-18532 N.S.)
(Amended 4-23-2012 by O-20148 N.S.; effective 5-23-2012.)*

§22.3205 Civil Service Commission Review

All *contracts for services* shall be reviewed by the Civil Service Commission in accordance with Section 23.1801.

*(“Civil Service Commission Review” added 6-29-1998 by O-18532 N.S.)
(Amended 4-23-2012 by O-20148 N.S.; effective 5-23-2012.)*

§ 22.3206 Award of Contracts for Goods and Services

- (a) Except as provided in Section 22.3206(b), the Purchasing Agent shall award *contracts for goods* and *contracts for services* to the *bidder* offering the best value to the City, considering price and other factors. The City may consider the following factors in evaluating which bid or proposal offers the best value to the City: unit cost, life cycle cost, economic cost analysis, operating efficiency, warranty and quality, compatibility with existing equipment, maintenance costs (including the costs associated with proprietary invention), experience and *responsibility* of the *bidder*, and any additional factors the City deems relevant.

- (b) The Purchasing Agent may award *contracts for goods* and *contracts for services* to the lowest *responsible* and reliable *bidder* if the Purchasing Agent determines that the quality of the goods or services in responsive bids will be substantially equal and that the primary difference between bids will be the price.
- (c) Unless otherwise provided in this Division, *contracts for goods* and *contracts for services* that exceed \$1,000,000 as awarded, amended or extended, must be approved by the City Council.

(“Award of Contracts for Goods and Services” added 4-23-2012 by O-20148 N.S.; effective 5-23-2012.)

§22.3207 Award of Consultant Contracts

- (a) The Purchasing Agent may award a *consultant contract* without City Council approval if:
 - (1) The *consultant contract* does not exceed \$250,000; and
 - (2) The total cumulative amount of contract awards to the consultant, including the current award, does not exceed \$250,000 in any given fiscal year.
- (b) Notwithstanding Section 22.3207(a), the Purchasing Agent may award a *consultant contract* to provide architectural or engineering services for a public works project without City Council approval provided that:
 - (1) The public works project was previously identified and appropriated through the Annual Capital Improvements Program budget; and
 - (2) The Annual Capital Improvements Program budget is the source of funding for the *consultant contract*; and
 - (3) The *consultant contract* does not exceed \$1,000,000; and
 - (4) The total cumulative amount of contract awards to the consultant, including the current award, does not exceed \$1,000,000 in any given fiscal year.
- (c) All other *consultant contracts* must be approved by the City Council.



November 2, 2012

Ed Plank, Interim Director
Purchasing and Contracting
1200 Third Ave, Suite 200 MS 56P
San Diego, CA 92101

RE: Bid 10023410-13-Q Citywide Tree Services

Dear Mr. Plank,

We recently received a letter informing us that the City had completed its review of the Citywide Tree Services bid and are recommending award to multiple vendors. The City's intent is to award Sections A, C, D, G, H to Atlas Environmental Services (Atlas), Section B to Aztec Landscaping, Inc. and Sections E and F to West Coast Arborists, Inc. The purpose of this letter is to respectfully request the City conduct an "investigation of non-responsibility" on Atlas Environmental Services, Inc., as outlined in the City's ordinance "Rules for Awarding Contracts Over \$50,000." Please see Attachment F.

Pursuant to the Freedom of Information Act, we obtained copies of bids from the City. When we compared Atlas bid to the City-issued required specifications, we noticed several places where they did not meet the bid requirements. These discrepancies are detailed below and support the petition to deem Atlas as non-responsive.

1. **Atlas does not meet the requirement as stated in the City's bid specifications, particularly where it states that "licenses and certification must be possessed *at the time of submittal*."**
 - a. Atlas provided their contractor's number and completed the form with a license that had been expired for 20 days at the time of submittal.
 - b. Atlas does not have a Pest Control Business License as required in the bid specifications. Atlas provided Pest Control Business License #PR6346 held in the name of Best Bee Removal Company. The license provided is NOT a Pest Control Business License. It is a license issued by the California Structural Pest Control Board, however, not issued to Atlas. In addition, Atlas did NOT list Best Bee Removal as a sub-contractor as required on page 48. Please reference Attachment A, for WCA's current Pest Control Business License and Attachment B for a copy of both Atlas and WCA's submittal of page 48 Subcontractors.
 - c. Atlas listed Mr. Dan Bohnett as the name of the licensed Utility Specialist to be used on the contract; ISA certificate license #WE6010AU was provided. Mr. Bohnett is NOT an employee of Atlas; instead, he is an employee of San Diego Gas Electric. Again, Atlas failed to list Mr. Bohnett as a subcontractor on page 48 and also listed him as an employee. Please reference Attachment C, for a confirmation letter from Mr. Bohnett denying his affiliation with Atlas, and the submittal page from Atlas.



- d. Below is a copy of page 12 from the above mentioned bid as submitted by Atlas on July 20, 2012.

Bid No. 10023410-12-Q

The Contractor may be, if requested by the Contract Administrator, required to have International Society of Arboriculture (ISA) Certified Tree Workers performing work in trees as specified.

The Contractor must possess licenses and certification at the time of bid submittal as follows.

	License Number	Expiration Date	Name
C-27 Contractor's License	593660	5/31/2012	Atlas Environmental Services, Inc.
State of California Contractor's License C-61 (1249)	Class: C61 (049) No: 593660	5/31/2012	Atlas Environmental Services, Inc.
International Society of Arboriculture (I.S.A.) Certified Arborist	See attached		See attached
International Society of Arboriculture (I.S.A.) Certified Tree Worker	See attached		See attached
Qualified Applicator Certificate	105452	12/30/2013	Jerry Provansol
Pest Control Business License	PR6346	6/30/2014	Best Bee Removal
Pest Control Advisor	#73278	12/31/2014	Lee Wozniak
Utility Specialist	ISA WE6010 AV	12/31/2013	Dan Bohnett

2. Atlas does not meet the requirement, to have the experience in projects of similar size and nature as required in the bid specifications. Atlas listed the following references to be of similar size and nature: 1) Resource Conservation District of Greater San Diego County in the amount of \$1,200,000, which equates to \$480,000 annually for the period 10-2010 thru 4-2012, 2) City of San Diego at \$455,000, 3) and San Diego Unified School District at \$300,000. Please reference Attachment D for a copy of both Atlas and WCA's submittal of page 47.

- a. Resource Conservation District of Greater San Diego County \$1,200,000, or \$480,000 per year for the period 10-2010 thru 4-2012. This project consists of fuels reduction and is NOT of similar nature to the work required by the City of San Diego and is not a municipality. This is not of similar size project as compared to the estimated \$3,000,000 project for the City of San Diego.
- b. San Diego Unified School District - \$300,000 per year. This project is NOT of similar nature as this agency is not a municipality. This is also not of similar size as compared to the estimated \$3,000,000 project for the City of San Diego.
- c. City of San Diego - \$455,000 per year. This is not of similar size \$455,000 per year as compared to the estimated \$3,000,000 project for the City of San Diego.



- d. The dollar amounts of the above referenced contracts do NOT match the *similar size* requirement and do NOT provide adequate proof of experience or capacity to perform the work efficiently.
- 3. Atlas does not meet the requirement to have the equipment to complete this contract.** The City specifications require the Contractor to demonstrate that they are properly equipped to perform the work of this size contract.
- a. According to Atlas' Equipment List on page 49, the number of units are listed is NOT sufficient in providing work efficiently as required of the projected \$3 million dollar project.
 - b. The bid requires an aerial tower with a reach capable of 90 feet to be used in medians, right-of-ways, and at other sites. Atlas does NOT have the required aerial tower.
 - c. Atlas has 6 aerial towers none of which meet the 90 ft. requirement, while WCA has a total of 170. A job of this size will require a minimum of 15 aerial towers and 2 90' towers.
 - d. In comparison, WCA has 15 times more equipment which is available to perform the job at hand. Please reference Attachment E for a copy of both Atlas and WCA's submittal of page 47.

Equipment	Est. San Diego Needs	WCA Capability	Atlas Capability
Pick Up Trucks	10	170	14
Aerial Lift Devices	17 (2 of which are 90')	170 (4 of which are 90')	6
Arrowboards	5	35	1
ATVs		2	
Back Hoes	1	1	
Brush Chippers	20	112	14
Cranes	1	4	1
Dump Trucks	20	101	12
Flat Beds	5	14	
Forklifts		3	
Stump Grinders	4	28	2
Loaders	2	35	
Root Pruners	1	2	1
Rolloff Trucks	2	27	
Saw Mill	1	1	
Log Skidder		1	
Spray Rig		0	1
Street Sweeper		0	0



- 4. Atlas does not meet the requirements, Sub-contractor does not have a California Contractors license as required in the bid specifications.** City specification requires that Sub-contractors be licensed by the State.
- a. Best Bee Removal does not have a California State Contractor's License.

Atlas's bid is non-responsive for failure to meet the required bid requirements listed above. West Coast Arborists, Inc. has met all of the bid requirements and should be considered the lowest responsive bidder, and therefore, should be awarded the contract.

Although the legal basis for the staff's recommendation is unclear, the bid requirements may not be waived or disregarded as an informality or irregularity. If the City decides that the above referenced requirements should be removed from the contract solicitation, its sole course of action is to reject all bids and rebid the contract with amended qualifications. Please note that our findings herein, are all based upon the City of San Diego's Administrative Code 22.3206, and the City of San Diego's "Rules for Awarding Contracts Over \$50,000." See attachment F.

West Coast Arborists, Inc. has annual contracts with over 220 municipalities with sales surpassing \$55 million dollars last year. We have over 700 pieces of equipment and over 650 employees operating from our seven regional offices, including San Diego. We have the utmost confidence in our ability to meet your scheduling needs, to work with various City departments and staff, and to provide superior customer service to the citizens of San Diego. We have successfully worked with the City over the past 10 years pruning thousands of trees without incident.

Sincerely,

Patrick Mahoney
President

Attachment A: WCA Pest Control Business License

POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

CITY OF SAN DIEGO * CERTIFICATE OF PAYMENT OF BUSINESS TAX

Certificate Number: B2001011673

Business Name: WEST COAST ARBORISTS INC
Business Owner: WEST COAST ARBORISTS INC
Business Address: 2200 E VIA BURTON ST
ANAHEIM CA 92806

WEST COAST ARBORISTS INC
VICTOR GONZALEZ
2200 E VIA BURTON ST
ANAHEIM, CA 92806

Primary Business Activity: ALL OTHER SPECIAL TRADE CONTRACTORS
Secondary Business Activity: EXTERMINATING & PEST CONTROL SERVICES

Effective Date: 12/01/2011
Expiration Date: 11/30/2012

PLEASE NOTIFY THE CITY TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS -- BUSINESS TAX DIVISION, PO BOX 122289, SAN DIEGO, CA 92112

Attachment B: Atlas List of Subcontractors

Bid No. 10023410-12-Q

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is required to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: Tree Elements Contact Name: Keith Hennig
Address: P.O. Box Phone Number: 877-844-3282
Anaheim Hills, CA 92817 Fax Number: _____
Dollar amount of sub-contract: \$ 10,000.- Contract Dates: 7-1-2012-+6-30-2017
Contractor's License #: 810157
Requirements of contract: Inventory, Data Collection Database
What portion of work will be assigned to this Subcontractor: 0.06%

Company Name: CO's Traffic Contact Name: Marlene Sanchez
Address: P.O. Box 13459 Phone Number: 858-259-0300
San Diego, CA 92170 Fax Number: 858-259-0357
Dollar amount of sub-contract: \$ 15,000.- Contract Dates: 7-1-2012-+6-30-2017
Contractor's License #: 818076
Requirements of contract: Traffic Control Services, Plans and Permits
What portion of work will be assigned to this Subcontractor: 0.06%

Company Name: Landscapes USA Contact Name: Mike Pruett
Address: 9164 Rehco Rd. Phone Number: 858-386-9470
San Diego, CA 92121 Fax Number: 858-625-0656
Dollar amount of sub-contract: \$ 15,000.- Contract Dates: 7-1-2012-+6-30-2017
Contractor's License #: 926161
Requirements of contract: Small tree planting
What portion of work will be assigned to this Subcontractor: 0.06%

Attachment B: WCA List of Subcontractors

Bid No. 10023410-12-Q

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: RPW Services, Inc. Contact Name: Paul Webb
Address: 2473 E. Orangethorpe Ave. Phone Number: 714-870-6352
Fullerton, CA 92831 Fax Number: 714-870-6485

Dollar amount of sub-contract: \$ TBD As-Needed Contract Dates: _____

Contractor's License #: 942173, C-27, Exp. 1/31/14

Requirements of contract: Provide as-needed advisory information pertaining pest control application.

What portion of work will be assigned to this Subcontractor: Pest Control Advisor

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Attachment C: Letter from Dan Bohnett Re. Utility Specialist Requirement

November 1, 2012

City of San Diego
Ed Plank, Interim Director
Purchasing and Contracting
1200 Third Ave, Suite 200 MS 56P
San Diego, CA 92101

RE: Citywide Tree Services

To Whom It May Concern:

It has been brought to my attention, Dan Bohnett, that my name and license number were provided in a recent bid submitted to the City of San Diego for Tree Services by Atlas Environmental Services.

Let it be known that I am not an employee of the above referenced company and said company did not have my consent to provide my information as their Utility Specialist.

Should you have any questions or concerns please feel free to contact me at (619) 980 5478 or via email at Dbohnnett@semprautilities.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Bohnett", with a long horizontal flourish extending to the right.

Dan Bohnett
#WE 6010AU

Cc: West Coast Arborists, Inc.

Attachment D: Atlas References

Bid No. 10023410-12-Q

VI. FORMS

BIDDER'S REFERENCES

The Bidder is required to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: Resource Preservation District of Greater San Diego County Contact Name: Marty Levitt
 Address: 11769 Waterhill Rd. Phone Number: (619) 749-4232
Lakeside, Ca. 92040 Fax Number: (619) 749-4327
 Dollar Value of Contract: \$ 1,200,000.00 Contract Dates: 10-2010 thru 4-2012
 Requirements of Contract: "23" Oak tree mortality & fuels reduction program (tree removal)

Company Name: City of San Diego Contact Name: VARIOUS
Jan Eby Steve Lucas
 Address: 1250 La Jolla Ave. 4th Floor Phone Number: (619) 980-7717 (619) 235-5259
San Diego, Ca. 92101-4300 Cell Jan Eby Steve Lucas
 Fax Number: (619) 980-7717 (619) 980-3813
 Dollar Value of Contract: \$ 455,000.00/yr Contract Dates: 7-1-2011 thru 6-30-2012
 Requirements of Contract: Misc. tree trimming and removal at various locations located throughout the city, as needed.

Company Name: San Diego Unified School Dist. Contact Name: Larry Jones
 Address: 4800 Ruffner St. Phone Number: (619) 301-1857
San Diego Ca. 92111-1522 Email address: ljones@sandi.net
 Fax Number: _____
 Dollar Value of Contract: \$ 300,000.00/yr Contract Dates: 6-1-2011 thru 5-31-13
 Requirements of Contract: Misc. tree work at various schools located throughout the district, as needed.

Attachment D: WCA References

Bid No. 10023410-12-Q

VI. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: City of Santa Monica Contact Name: Walter Warriner
Address: 2600 Ocean Park Blvd. Phone Number: (310) 458-8974
Santa Monica, CA 90405 Fax Number: (310) 399-6984
Dollar Value of Contract: \$ 800,000.00 Contract Dates: 2001- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

Company Name: City of Monterey Contact Name: Robert Reid
Address: 23 Ryan Ranch Rd. Phone Number: (831) 646-3860
Monterey, CA 93940 Fax Number: (831) 646-3946
Dollar Value of Contract: \$ 700,000.00 Contract Dates: 2000- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

Company Name: City of Newport Beach Contact Name: John Conway
Address: 592 Superior Avenue Phone Number: (949) 644-3083
Newport Beach, CA 92663 Fax Number: (949) 650-6643
Dollar Value of Contract: \$ 1,100,000.00 Contract Dates: 1993- Present
Requirements of Contract: Tree maintenance & management services
*Additional detailed references available in Proposal book

CURRENT CONTRACT WORK EXPERIENCE

West Coast Arborists understands the challenge that many cities face to reduce the cost of tree maintenance services, while increasing the level of performance. Utilizing our services as a valuable, cost-effective resource, cities are able to provide better services to their community. These contracts cover a range of services from providing emergency response to maintaining the City's entire urban forest.

WCA performs various tree maintenance services for the Street, Park, Maintenance Assessment District,

City of San Diego

Since 2007



WCA performs various tree maintenance services for the Street, Park, Maintenance Assessment District, Underground Utility, Water Utility, Library and Golf Course divisions which consists of more than 500,000 City-owned trees. We have completed several GPS inventories for four Maintenance Assessment Districts and one City-owned cemetery. We are currently responsible for maintaining four separate contracts with the City: Tree Removal, Shade Tree Pruning, Root Pruning and Palm Tree Pruning.

Annual Budget: \$2,000,000

Contact: Drew Potocki

Address: 2781 Caminito Chollas, San Diego, CA 92105

Phone: (619) 527-5486

Email: dpotocki@sandiego.gov

City of Coronado

Since 2008



Primarily WCA performs the City's annual palm tree pruning and shade tree pruning by designated districts. Additionally, last year there was a significant amount of time spent balling Canary Island Date Palms. A GPS inventory was completed in 2010 of all City-owned trees.

Annual Budget: \$105,000

Contact: Ricky Fernandez, Parks Supervisor

Address: 101 B Avenue, Coronado, CA 92118

Phone: (619) 435-4479

Email: rfernandez@coronado.ca.us

City of Vista

Since 2011



WCA currently maintains the City's entire urban forest consisting of nearly 20,000 street trees. Tree maintenance is performed on a grid basis developed by WCA and approved by the City. In 2010 Vista was a recipient of the "Communitrees" grant; sponsored by the San Diego Regional Urban Forests Council. WCA assisted the City with the planting event.

Annual Budget: \$125,000

Contact: Chuck Crist, Public Works Supervisor

Address: 1165 E. Taylor Street, Vista, CA 92084

Phone: (760) 726-1340 ext. 1631

Email: ccrist@cityofvista.com

REFERENCES

City of Encinitas

Since 2000



The City of Encinitas implemented a tree ordinance which was a requirement needed for the City to qualify to become a Tree City USA. With the new ordinance intact, the City celebrated their first Arbor Day in 2011. Tree pruning is performed by district for the Public Works Dept. Encinitas was a recipient of the "Communitrees" grant established by the San Diego Regional Urban Forests Council. WCA assisted the City with the planting event.

Annual Budget: \$160,000
Contact: Mark Hosford, Street Maintenance Supervisor
Address: 505 North Vulcan Ave., Encinitas, CA 92024
Phone: (760) 633-2850
Email: mhosford@ci.encinitas.ca.us

City of Carlsbad

Since 2004



WCA performs tree maintenance in several areas including blocks, medians, trails, facilities and parks. There are a number of larger specimen trees that the City has maintained at a higher frequency.

Annual Budget: 395,000
Contact: Mike Bliss, Supervisor
Address: 1200 Carlsbad Village Drive, Carlsbad, CA 92008
Phone: (760) 434-2824
Email: michael.bliss@carlsbadca.gov

Attachment E: Atlas List of Equipment

Bid No. 10023410-12-Q

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is required to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description:

See attached list

Owned Rented Other (explain below)

If Owned, Quantity Available:

See attached list

Year, Make & Model:

" "

Explanation:

" "

Equipment Description:

Owned Rented Other (explain below)

If Owned, Quantity Available:

Year, Make & Model:

Explanation:

Equipment Description:

Owned Rented Other (explain below)

If Owned, Quantity Available:

Year, Make & Model:

Explanation:

Attachment E: Atlas List of Equipment

Equipment List 4/19/2012

Vehicle	Year	Make	Model	License #	Vehicle ID #
Dump Trucks					
D-15	1992	Ford	F700	5V82920	1FDWF70J9NVA33546
D-17	1992	Ford	F700	4N14770	1FDWF70J7NVA33545
D-26	1999	Int.	4700	6X62608	1HTSCAAM6XH680749
D-27	2003	Int.	4300	7T98613	1HTMMAAL43H583170
D-28	2003	Int.	4300	6Z21544	1HTMMAAL63H583171
D-29	1996	Peterbilt	200-33	5R75807	3BPMH77X5WF610072
D-30	2001	Int.	4700	7T46618	1HTSCAAMX1H331746
D-31	2001	Int.	4700	6H31405	1HTSCAAM11H363453
D-32	2004	Ford	F650	7J12189	3FRWF653X4V603133
D-33	2006	Ford	F750	7Z39157	3FRWX75S96V347712
D-34	2006	Ford	F750	7Z39166	3FRWX76S06V347713
D-35	2006	Ford	F450	7W88741	1FDXF46P66ED43329

Pick-Up Trucks					
P-12	1997	Dodge	1 Ton 4x4	5M55395	3B7KF23WXVM549891
P-13	1994	Ford	F150	5A80332	1FTEF15Y6RLA05561
P-15	1998	Chevy	Crew Cab	7P23681	1GCQC33J1WFO55235
P-16	1999	Ford	F250	3T10695	1FTHX25G9KKA39337
P-17	2001	Toyota	Tundra	6M64260	5TBRT341X1S158114
P-18	2003	Toyota	Tacoma	7F23626	5TEGN92N13Z270890
P-19	2003	Toyota	Tundra	7E85175	5TBRN34I23S394964
P-20	2005	Toyota	Tundra	8P85100	5TBRU341X6S450901
P-21	2006	Toyota	Tundra	8P85101	5TBRU34186S480321
P-22	2005	Toyota	Tundra	8P54248	5TBRU34126S461587
P-23	2006	Toyota	Tundra	8P85144	5TBRU34186S467830
P-24	2006	Toyota	Tundra	8P85145	5TBRU34146S467128
P-25	2006	Toyota	Tundra	8P85143	5TBRU341X6S477288
P-26	2005	Chevy	1500	8Z91463	1GCEC14X65Z230509

Man Lift Trucks					
M-11	2000	Int. / Altec	4700	6B99078	1HTSCAAM4YH248182
M-12	2000	Int. / Altec	4700	6K54425	1HTSCAAM6YH248183
M-14	1999	Int. / Altec	4700	6A87977	1HTSCAAM1XH683820
M-15	2005	Int. / Altec	4300	7T91574	1HTMMAALX5H147507
M-16	2008	Ford / Altec	F-750	8N88149	3FRWX75ZX8V632385
M-17	1993	Kenworth	T-450	9B95848	1XKND59X4PJ598089

Attachment E: Atlas List of Equipment

Equipment List 4/19/2012

Vehicle	Year	Make	Model	License #	Vehicle ID #
Crane					
Crane - 17 ton	1993	Kenworth	T 450	9B95848	1XKND59X4PJ598089

Specialty					
A-1	1992	ISU/spray	Cabover	4938960	JALB4B1KXN7003896

Brush Chippers					
C-18	2000	Vermeer	BC 1000	SE504718	1VRU111A0Y1000372
C-19	2001	Vermeer	BC1000XL	SE499181	1VRU111AX11002264
C-20	2001	Vermeer	BC1000XL	SE499187	1VRU111AX11002250
C-22	2002	Vermeer	BC1800A	4AK8757	1VRN1312911002653
C-23	2004	Vermeer	BC1400	SE531782	1VRU1614441001039
C-24	2001	Vermeer	BC1000XL	4GA4491	1VRU111A411000820
C-25	2007	Morbark	Tornado 15	4JU3617	4S8SZ161X7W024571
C-26	2007	Morbark	Tornado 15	4KT8127	4S8SZ161X7W024570
C-27	2003	Vermeer	BC1800-A	52481	1VRN1312021002980
C-28	2007	Morbark	Tornado 15	4JU3615	4S8SZ161X7W024569
C-29	2007	Morbark	Tornado 15	4LT6277	4S8SZ161X7W024568
C-30	2006	Vermeer	BC1000XL	4JU3613	1VRY1119271008172
C-31	2006	Vermeer	BC1000XL	4JU3614	1VRY1119761008103
C-32	2006	Vermeer	BC-1800	SE557397	R504850JD6068

Miscellaneous					
S-1	2004	Rayco	Stumper RG-50	N/A	RG5001131002
S-3	2001	Vermeer	Stumper 252	N/A	5984
S-7	1996	Roof Pruner	Dosko	N/A	N/A
S-9	2007	Wanco	Arrow Board	N/A	SF11S101871000098
S-10	2006	Suzuki	4 Trax	83L79X	5SAAK46K467109188
S-11	2010	Honda	4 Trax	N/A	1HFTE3509A4303318

U-2	1988	TXBRG	Trailer	4HW9783	17XFA1011J1882680
U-3	1988	TXBRG	Trailer	4LT6244	CA842329
U-7	2000	Carson	Trailer	1JC9872	4HXSU1422YC020694
U-8	2002	Carson	Trailer	4DJ6432	4HXSU10203C095149

Attachment E: WCA List of Equipment

Bid No. 10023410-12-Q

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

*Please reference proposal book _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

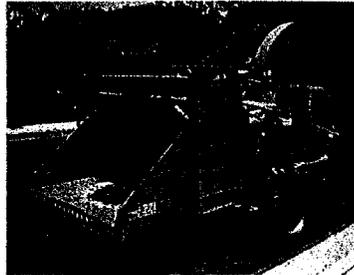
Year, Make & Model: _____

Explanation: _____

INTRODUCTION

Our modern fleet consists of over 600 vehicles that undergo daily inspection by each driver. All equipment is kept serviced and free of graffiti at all times and is painted and detailed on a regular basis. We have a credit line of \$2 million dollars for the acquisition of new equipment.

WCA's policy is that all employees hold a valid, insurable Driver's License. We are enrolled in the DMV's Employee Pull Notice Program which provides us with a means of promoting driver safety through ongoing review of the driving records of commercial drivers. Our company has been assigned CHP Carrier Number CAG8562 in the California Highway Patrol's Management Information System of Terminal Evaluation Records (MISTER), which is an automated file pertaining to the motor carriers operating in the State of California. MISTER gives the CHP immediate access to emergency information about our company and enhances the CHP's capability to monitor the overall safety operations of our company.



EQUIPMENT MAINTENANCE FACILITY

- We have a state-of-the-art full service Maintenance Department at our corporate headquarters
- WCA has 32 full-time mechanics on staff, 6 saw mechanics and a full-time Preventive Maintenance Manager
- 90-day detailed inspections are performed by the WCA Maintenance Department
- Aerial lift safety inspections occur annually

CHP BIENNIAL INSPECTION OF TERMINALS CERTIFICATION

We have successfully been awarded the CHP Biennial Inspection Award of Recognition for the fourth inspection in a row. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.



EQUIPMENT



EQUIPMENT LIST SUMMARY

- Prius 22
- Pick Up Trucks 170
- Aerial Lift Devices 170
- Arrowboards 35
- ATVs 2
- Back Hoes 1
- Brush Chippers 112
- Cranes 4
- Dump Trucks 101
- Flat Beds 14
- Forklifts 3
- Stump Grinders 28
- Loaders 35
- Rubber Track Loader 1
- Root Pruners 2
- Rolloff Trucks 27
- Saw Mill 1
- Log Skidder 1

Attachment F:

San Diego Contractor Standards & Rules and the City's Municipal Code are attached.

CITY OF SAN DIEGO

**RULES FOR AWARDING CONTRACTS OVER \$50,000
[Contractor Standards Ordinance Rules]**

Effective date August 22, 2005; revision date October 1, 2010

LIVING WAGE PROGRAM
Administration Department
202 C Street, M.S. 9A, San Diego, CA 92101
Phone: (619) 236-6682 Fax: (619) 533-3240

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“**Invitations for Bids,**” as used in these Rules, include Requests for Bids (RFBs), Requests for Proposals (RFPs), and Requests for Quotations (RFQs).

B. INVITATIONS FOR BIDS

- 1. Issuance of Invitation for Bids:** The City shall include the following in all *Invitations for Bids* unless the proposed contract is exempt from the Ordinance:
 - a. Language informing potential *bidders* of the Ordinance; and
 - b. The *Contractor Standards Pledge of Compliance* for *bidders* to submit with their bid.
- 2. Bid Submissions:**
 - a. All bids for proposed contracts subject to the Ordinance are required to include a completed and signed *Contractor Standards Pledge of Compliance*. Failure to submit a *Contractor Standards Pledge of Compliance* shall make the *bidder* non-responsive and disqualified from the bidding process.
 - b. Upon receipt by the City, a submitted *Contractor Standards Pledge of Compliance* becomes a public record and subject to public review, except to the extent information contained therein is exempt from disclosure pursuant to applicable law.
 - c. The *Contractor Standards Pledges of Compliance* of all *bidders* will be retained by the City as part of the contract file.
- 3. Non-competitive Procurement.** If the City uses a non-competitive process to procure a proposed contract, the prospective contractor and each subcontractor whose subcontract is greater than \$50,000 in value is required to submit a completed *Contractor Standards Pledge of Compliance* to the City for determination of the contractor’s and subcontractors’ responsibility prior to execution of the contract.

C. AWARD AND EXECUTION OF CONTRACTS

- 1. Responsiveness.** As part of the determination of a *bidder*’s responsiveness, the City will review bid submissions to determine whether a completed *Contractor Standards Pledge of Compliance*, signed under penalty of perjury, has been included with the bid. If a completed *Contractor Standards Pledge of Compliance* has not been included, the *bidder* shall be deemed to be non-responsive and disqualified from the bidding process.
- 2. Public Review.** The Purchasing Agent shall receive and make available for public review for at least ten calendar days prior to award the completed *Contractor Standards Pledges of Compliance* from all responsive *bidders* including:
 - a. The three lowest responsive *bidders* and their lists of proposed subcontractors, if any, if a contract is to be awarded pursuant to a competitive Request for Bid process;

- b. Short-listed *bidders* and their lists of proposed subcontractors, if any, if a contract is to be awarded pursuant to a Request for Proposal or Request for Qualifications process and award is not based on the lowest submitted bid price; and
 - c. The prospective contractor, if no short-listing procedure is used.
- 3. Determination of Responsibility.** The Purchasing Agent shall determine whether a *bidder* or contractor is *responsible*. In determining whether the *bidder* or contractor has the necessary quality, fitness and capacity to perform the work set forth in the proposed contract, the Purchasing Agent shall consider the following:
- a. Responses to the *Contractor Standards Pledge of Compliance*;
 - b. Results of any investigation by the City of the *bidder's* or contractor's *responsibility*; and
 - c. Information from any compliance or regulatory governmental agency.
- 4. Requirements Prior to Contract Award or Execution.** The City may not award or execute a contract with a *bidder* or contractor if:
- a. The *bidder's* or contractor's *Contractor Standards Pledge of Compliance* has not been available for public review for at least ten calendar days;
 - b. The City is investigating the *bidder's* or contractor's *responsibility*;
 - c. The *bidder* or contractor has been found to be *non-responsible*;
 - d. The *bidder* or contractor appears on any City list of debarred *bidders* or contractors; and
 - e. The *bidder* or contractor has not met all other applicable City requirements.
- 5. Subcontractor Responsibility:**
- a. Contractors shall ensure that their subcontractors whose subcontracts are greater than \$50,000 in value complete a *Contractor Standards Pledge of Compliance* attesting under penalty of perjury to compliance with the Ordinance. Contractors shall ensure that all their subcontractors meet the criteria for *responsibility* set forth in the Ordinance and these Rules.
 - b. Contractors shall not use in any capacity any subcontractor determined to be *non-responsible* by the City.
 - c. Subject to written approval by the City, contractors may substitute a *non-responsible* subcontractor with another subcontractor with no changes in bid amounts.

circumstance that changes those responses.

- b. If the City becomes aware of new information concerning a contractor and determines the contractor should have provided the new information to the City, but failed to do so, the Director of Administration or designee shall issue a written notice to the contractor requiring the contractor to submit the new information within ten (10) calendar days.
- c. The contractor's failure to provide information or updated information when required by the City, the Ordinance or these Rules may be considered a material breach of the contract, and the City may exercise its legal rights, including termination of the contract.

3. Contractors Responsible for Subcontractor Information. Contractors shall ensure that subcontractors abide by these notification and updating requirements. Contractors shall:

- a. Notify the Purchasing Agent within fifteen (15) calendar days after receiving notification that a government agency has begun an investigation of the subcontractor that may result in a finding that the subcontractor is not or was not in compliance with any applicable local, State, or Federal law, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- b. Notify the Purchasing Agent within fifteen (15) calendar days of receiving notice that there has been a finding by a government agency or court of competent jurisdiction of a violation by the subcontractor of applicable local, State, or Federal law, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- c. For every subcontractor whose subcontract is greater than \$50,000 in value, update the subcontractor's responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days of any event, occurrence, or circumstance that changes those responses.
- d. Submit requested information to the Purchasing Agent within ten (10) calendar days of receipt of written notice that the Purchasing Agent has become aware of new information concerning a subcontractor and has determined the subcontractor should have provided the new information, but failed to do so.

F. INVESTIGATION OF NON-RESPONSIBILITY

- 1. Complaints of non-responsibility.** Complaints that a *bidder* or contractor is non-responsible must be submitted to the City in writing. However, the Director of Administration or designee may investigate a *bidder* or contractor's *responsibility* whether or not a complaint has been submitted in writing.

2. Investigation Process:

- a. Upon initiation of an investigation, the Director of Administration or designee shall provide written notice of the investigation to the *bidder* or contractor, the complainant, and the Requesting Department. The notice to the Requesting Department will also indicate that no contract shall be awarded to the *bidder* or contractor until the conclusion of the investigation.
- b. As part of its investigation, the Director of Administration or designee shall gather necessary facts and documentation as well as conduct interviews of the complainant, if necessary. The City may also require the *bidder* or contractor to respond to the complaint. Where a subcontractor is the subject of the investigation, the contractor shall assist the City to obtain the required response. To the extent practicable, the City shall maintain the confidentiality of all individuals participating in the investigation.
- c. At the conclusion of the investigation, the Director of Administration or designee shall prepare a written report of its findings and provide written notice of those findings to the *bidder* or contractor, the complainant, and the Requesting Department.
- d. Neither an employer nor an employer's representative shall take any action against an individual in retaliation for providing information towards or cooperating in an investigation of a *bidder's* or contractor's *non-responsibility*. If an employee is terminated, demoted, or otherwise penalized by an employer or employer's representative within sixty (60) days of providing information towards or cooperating in an investigation of a *bidder's* or contractor's *non-responsibility*, a rebuttable presumption shall arise that the action was taken in retaliation for the employee's participation and shall be considered a violation of these Rules.

G. DETERMINATION OF NON-RESPONSIBILITY

1. **Written Notice of Violation.** If the City determines the *bidder* or contractor has violated any provision of the Ordinance, the Director of Administration or designee shall issue a written notice to the contractor that the violation is to be corrected within ten calendar days from receipt of notice.
2. **Ten Days to Correct Violation.** If the contractor has not corrected the violation or taken reasonable steps to correct the violation within ten calendar days, then the City may do one or both of the following:
 - a. Declare a material breach of the contract and exercise its contractual remedies which include but are not limited to termination of the contract; or
 - b. Declare the contractor to be non-responsible in accordance with procedures set forth in the Ordinance and these Rules.
3. **Contractor's Opportunity to Be Heard.** Before declaring a bidder or contractor non-responsible, the City shall:

- (d) For contracts greater than \$50,000 but equal to or less than \$1,000,000, the Purchasing Agent may award the contract only after advertising for sealed bids or proposals for a minimum of one day in the City official newspaper at least ten days before bids or proposals are due.
- (e) For contracts greater than \$1,000,000, the Purchasing Agent shall advertise for sealed bids or proposals for a minimum of one day in the City official newspaper at least ten days before bids or proposals are due.

(“Use of Brand Name in Specifications; Offers of “Or Equals;” Testing” added 6-29-1998 by O-18532 N.S.)

(“Competitive Process for Contracts for Goods and Services” added 4-23-2012 by O-20148 N.S.; effective 5-23-2012 Former Section 22.3203 repealed.)

§22.3204 Subdividing Purchase Prohibited

The Purchasing Agent is prohibited from subdividing into two or more purchases any purchase of goods or services for an expenditure of \$50,000 or more that logically should be made as a single transaction if the purpose of the subdividing is to avoid the bidding requirements of the San Diego Municipal Code and the City Charter.

*(“Subdividing Purchase Prohibited” added 6-29-1998 by O-18532 N.S.)
(Amended 4-23-2012 by O-20148 N.S.; effective 5-23-2012.)*

§22.3205 Civil Service Commission Review

All *contracts for services* shall be reviewed by the Civil Service Commission in accordance with Section 23.1801.

*(“Civil Service Commission Review” added 6-29-1998 by O-18532 N.S.)
(Amended 4-23-2012 by O-20148 N.S.; effective 5-23-2012.)*

§ 22.3206 Award of Contracts for Goods and Services

- (a) Except as provided in Section 22.3206(b), the Purchasing Agent shall award *contracts for goods* and *contracts for services* to the *bidder* offering the best value to the City, considering price and other factors. The City may consider the following factors in evaluating which bid or proposal offers the best value to the City: unit cost, life cycle cost, economic cost analysis, operating efficiency, warranty and quality, compatibility with existing equipment, maintenance costs (including the costs associated with proprietary invention), experience and *responsibility* of the *bidder*, and any additional factors the City deems relevant.

- (b) The Purchasing Agent may award *contracts for goods* and *contracts for services* to the lowest *responsible* and reliable *bidder* if the Purchasing Agent determines that the quality of the goods or services in responsive bids will be substantially equal and that the primary difference between bids will be the price.
- (c) Unless otherwise provided in this Division, *contracts for goods* and *contracts for services* that exceed \$1,000,000 as awarded, amended or extended, must be approved by the City Council.

(“Award of Contracts for Goods and Services” added 4-23-2012 by O-20148 N.S.; effective 5-23-2012.)

§22.3207 Award of Consultant Contracts

- (a) The Purchasing Agent may award a *consultant contract* without City Council approval if:
 - (1) The *consultant contract* does not exceed \$250,000; and
 - (2) The total cumulative amount of contract awards to the consultant, including the current award, does not exceed \$250,000 in any given fiscal year.
- (b) Notwithstanding Section 22.3207(a), the Purchasing Agent may award a *consultant contract* to provide architectural or engineering services for a public works project without City Council approval provided that:
 - (1) The public works project was previously identified and appropriated through the Annual Capital Improvements Program budget; and
 - (2) The Annual Capital Improvements Program budget is the source of funding for the *consultant contract*; and
 - (3) The *consultant contract* does not exceed \$1,000,000; and
 - (4) The total cumulative amount of contract awards to the consultant, including the current award, does not exceed \$1,000,000 in any given fiscal year.
- (c) All other *consultant contracts* must be approved by the City Council.

November 1, 2012

City of San Diego
Ed Plank, Interim Director
Purchasing and Contracting
1200 Third Ave, Suite 200 MS 56P
San Diego, CA 92101

RE: Citywide Tree Services

To Whom It May Concern:

It has been brought to my attention, Dan Bohnett, that my name and license number were provided in a recent bid submitted to the City of San Diego for Tree Services by Atlas Environmental Services.

Let it be known that I am not an employee of the above referenced company and said company did not have my consent to provide my information as their Utility Specialist.

Should you have any questions or concerns please feel free to contact me at (619) 980 5478 or via email at Dbohnnett@semprautilities.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Bohnett", with a long horizontal flourish extending to the right.

Dan Bohnett
#WE 6010AU

Cc: West Coast Arborists, Inc.



THE CITY OF SAN DIEGO

January 28, 2012

VIA EMAIL

Ms. Ann Fege, Chair
Community Forest Advisory Board

Subject: Citywide Tree Services

Ms. Fege,

Per our discussion at the Community Forest Advisory Board meeting on January 9th I am providing a written summary of the information I presented verbally to the Board regarding the issues raised by West Coast Arborist with respect to the Citywide Tree Services solicitation process.

Prior to 2010 City Departments relied on several contracts with different companies to provide the variety of tree services required across the City. Due to financial considerations the City implemented a strategy of consolidating the procurement of services where possible to achieve reduced costs through economies of scale associated with larger volumes of work. In addition, Audits of purchasing practices raised concerns regarding the City practice of utilizing multiple contracts for the same or similar services, citing Municipal Code sections which state: "The Purchasing Agent is prohibited from subdividing into two or more purchases any purchase of goods or services for an expenditure of \$50,000 or more that logically should be made as a single transaction if the purpose of the subdividing is to avoid the bidding requirement of the San Diego Municipal Code and City Charter." The Auditor also cited the potential for avoiding City Council approval of contracts exceeding \$1 million as another possible consequence of separate versus consolidated contracting.

As a result, P&C required that the Tree Services Request for Bids be structured to include tree services citywide and involve all the stakeholder departments. The City issued the comprehensive RFB on March 20, 2012. Staff conducted a pre-bid conference on March 29, 2012. Due to the extensive content of the solicitation and the questions raised by potential bidders, a total of seven addenda were distributed to participating vendors over the course of four months (through July) to reflect changing bid specifications, modified submission format, and a new deadline for bid submission. The deadline for participating vendors to submit a bid was July 20, 2012. Purchasing and Contracting Department received six bids by the closing deadline. Staff analyzed the bids in accordance with Municipal Code §22.3001 *et seq* and recommended the award by sections to Atlas Environmental Services (Atlas), Aztec Tree Trimming Service (Aztec), and West Coast Arborists (WCA).

On November 5, 2012, the City of San Diego received West Coast Arborists' letters regarding the City's intent to award the Citywide Tree Services Bid No. 10023410-13-Q. In their letters, WCA requested investigations of non-responsibility of Atlas and Aztec based on four points: 1.) Lack of licenses, 2.) Experience, 3.) Equipment, and, 4.) Subcontractor licensing.

Purchasing & Contracting Department

1200 Third Avenue, Suite 200, MS 56P • San Diego, California 92101

(619) 236-6000 • (619) 236-5904



West Coast Arborist, Inc. (WCA) asserted that Atlas's Contractor License had expired. The tree services solicitation was open for an extended period of time (4 months) because of multiple (8) addenda. Atlas's bid response contained a version of their Contractor License with an expiration date in the recent past, however the Contractors State License Board website indicates that Atlas's license is current and had been valid throughout the entire timeframe. *WCA also asserted Atlas's bid lacked a Pest Control Business License.* Atlas indicated their intent to use Best Bee Removal for any work needing such license by including them on the listing under the licensing section; Atlas also has listed Landscape USA as a subcontractor. Landscape USA also has a pest control business license. Best Bee Removal should have been included on the listing of subcontractors. Since the company was noted on the licensee listing, this oversight is not considered material to the level of disqualifying the Atlas bid.

WCA states Mr. Bohnett, who is included on the list of licensees submitted by Atlas, is not an Atlas employee. This is correct; however Atlas did not state that he was an employee. Mr. Bohnett was listed as a licensed resource for the provision of Utility Specialist services. In direct conversation between City staff and Mr. Bohnett he indicated that he is an employee of Sempra and serves as the primary contact at Sempra for all requests for Utility Specialist work. Mr. Bohnett explained he holds himself out to the community as the person to contact if doing any tree trimming around utility lines. San Diego Gas & Electric (SDG&E) offers Mr. Bohnett's expertise free of charge to both commercial and private parties in their own self interest of protecting SDG&E power lines. Previously tree service contractors have relied on Utility Specialist services via Sempra. Atlas has offered to provide a substitute Utility Specialist resource to perform this work which is acceptable to the City.

WCA also raised concerns that both Atlas's and Aztec's experience was not of similar size and scope. The work to be performed through this solicitation will involve many tree service projects not one single project. The City's review has concluded that Atlas and Aztec do have the necessary experience to handle the size and scope of individual projects the City would consider within the intent of the bid.

WCA asserts that both firms do not meet the requirements for equipment. Within the solicitation the City identifies a limited set of required equipment and requests bidders to provide a listing of equipment available to perform the work. All bidders submitted extensive lists of equipment which the City determined to substantially comply with the bid requirements. The City recognizes contractors have many possible means of supplementing equipment to meet specific operational needs that may arise under the contract. In addition, while WCA may have more equipment company wide, its service area is the entire state of California. Both Atlas and Aztec's primary area of service is the San Diego region so their equipment is concentrated locally.

WCA asserts that the subcontractor (Best Bee Removal) does not have a state contractor license. The City's contract is with the primary contractor who is the responsible party. The state contractor license requirement was intended for the primary contractor only. There is limited value gained but also a potential increase in cost to the City if all subcontractors were required to have a state contractor C-27 license.

WCA's conclusion is that Atlas and Aztec are non-responsive and WCA requested an investigation of non-responsibility in accordance with Rules for Awarding Contracts over \$50,000 based on the Living Wage program and other City Municipal code. **The City's review of the concerns has determined that Atlas's and Aztec's bid submittals are responsive to the City solicitation requirements** and per the award statement within the solicitation and Municipal Code Section 22.3206 subparagraph b. "The Purchasing Agent may award contracts for goods and contracts for services to the lowest responsible and reliable bidder if the Purchasing Agent determines that the quality of the goods or

Response to WCA issues
January 28, 2012

services in responsive bids will be substantially equal and that the primary difference between the bids will be the price.” Also of note, City Council policy 000-029, states “A bidder is not entitled to a hearing to question another bidder’s responsibility”. Only bidder(s) who have been determined to be non-responsible can request a hearing. **Based upon the City’s review, Atlas and Aztec were determined to be responsible bidders.** WCA was notified that a non-responsibility investigation of Atlas and Aztec would not be carried out in correspondence dated November 30, 2012.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Plank". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ed Plank
Purchasing & Contracting Interim Director

Cc; Atlas Environmental Services
Aztec Tree Trimming Service
West Coast Arborist

Field, Andrew

From: Chadwick, Scott
Sent: Wednesday, April 11, 2012 11:13 AM
To: Field, Andrew; Khouri, Rimah
Cc: Potocki, Drew; Moreno, Frank; Zirkle, Chris; Lopez, Rosa; Reese, Scott; Stowell, Shelly; Zolla, Adrian; Marika, Michael; Tully, Michael; Jiampa, Kevin; Dulay, Gina; Ruiz, Michael; Cushing, Paul; Lucas, Steve; Kilburg, Paul; Medina, Camille; Harwell, Steve; Lopez, Elsa; Wammack, Roger; Saunders, Mark; Norris, Bryan; Jones-Santos, Lee Ann; Haynes, Tom; Taylor, Susan; Peterson, Cory; Smith, Casey; Haupt, Steve; Faizi, Nooria
Subject: RE: Tree Contracts

Morning Andy-

Based on the representations made by the Department that there will be no impact or displacement of city employees as a result of this contract and that no city employees are currently performing any of the work outlined in the bid, this is cleared from a Labor Relations perspective. Thank you for your prompt responses.

Regards,

Scott Chadwick
Human Resources Director
City of San Diego
1200 3rd Avenue, Suite 1316
San Diego, CA 92101
619.236.5587

From: Field, Andrew
Sent: Wednesday, April 11, 2012 9:16 AM
To: Khouri, Rimah
Cc: Potocki, Drew; Moreno, Frank; Chadwick, Scott; Zirkle, Chris; Lopez, Rosa; Reese, Scott; Stowell, Shelly; Zolla, Adrian; Marika, Michael; Tully, Michael; Jiampa, Kevin; Dulay, Gina; Ruiz, Michael; Cushing, Paul; Lucas, Steve; Kilburg, Paul; Medina, Camille; Harwell, Steve; Lopez, Elsa; Wammack, Roger; Saunders, Mark; Norris, Bryan; Jones-Santos, Lee Ann; Haynes, Tom; Taylor, Susan; Peterson, Cory; Smith, Casey; Haupt, Steve; Faizi, Nooria
Subject: RE: Tree Contracts

Good morning Rimah,

Please find attached the labor relations approval form for the tree contract for the MADs program, along with the master list of all participants in the Citywide tree contract. The other programs will need to respond separately as you indicated.

The following staff will also need to fill in this form for their respective programs (you all can use my request form as a template to complete on behalf of your program):

Point of Contact	Department or Program
Shelly Stowell	P&R - Community Parks I
Adrian Zolla	P&R - Community Parks II
Mike Marika/Mike Tully/Gina Dulay	P&R - DRP - Balboa Park
Kevin Jiampa/Gina Dulay	P&R - DRP - Mission Bay Park

Mike Marika/Gina Dulay	P&R - DRP - Citywide Park Maintenance
Michael Ruiz/Gina Dulay	P&R - DRP - Shoreline Parks
Paul Cushing	P&R - Golf
Steve Lucas/Paul Kilburg	P&R - Open Space - General Fund
Camille Medina/Steve Haupt	P&R - Open Space - Gas Tax Medians
Andy Field/Rosa Lopez	P&R - Open Space - Maintenance Assessment Districts
Elsa Lopez	Transportation & Storm Water - Street Division
Drew Potocki	Public Works - Engineering & Capital Projects - Underground Utility
Roger Wammack	Transportation & Storm Water - Storm Water Maintenance Division
Mark Saunders	Library
Bryan Norris	Public Utilities - Reservoirs
Lee Ann Jones-Santos/ Tom Haynes	Public Utilities - Water Operations
Susan Taylor	Real Estate Assets

Everyone, please submit this completed form to Rimah as soon as possible to help expedite the bidding and award process for this tree maintenance contract.

Thanks,

Andy Field
Assistant Deputy Director
Park and Recreation - Maintenance Assessment Districts
MS# 5D
(619) 685-1307

From: Khouri, Rimah
Sent: Tuesday, April 10, 2012 8:55 AM
To: Field, Andrew; Faizi, Nooria
Cc: Potocki, Drew; Moreno, Frank; Chadwick, Scott; Zirkle, Chris; Lopez, Rosa; Reese, Scott
Subject: RE: Tree Contracts

Hi Andrew,

Thanks for sending our way. The contracting protocols do apply to any intention to contract out (renewal or new) since April 2011 and would apply in this situation. I need to have all the funding divisions (MADs can just be one request to represent each district unless the responses differ) of this contract to complete and return the attached document. Once I get them all, our office will conduct a review.

Thanks,
Rimah

Rimah Khouri | Labor Relations Officer | Human Resources Department | Office: 619-236-5586 | Fax: 619-235-5265 | 1200 3rd Ave, Suite 1316 | San Diego, CA 92101

From: Field, Andrew
Sent: Tuesday, April 10, 2012 8:31 AM

To: Faizi, Nooria; Khouri, Rimah
Cc: Potocki, Drew; Moreno, Frank; Chadwick, Scott; Zirkle, Chris; Lopez, Rosa; Reese, Scott
Subject: RE: Tree Contracts

Hi Nooria and Rimah,

The process to consolidate the various tree contracts into one tree contract began in FY 2010 and is just now out on the street for bid. Since this process began in advance of the current protocol to request Labor Relations approval, I am not sure if we should do so now. I have copied Rimah Khouri, our designated contact, for further instruction. There should be no displacement of City employees, as this work has been contracted out in the past (with the eight contractors listed by Frank Moreno below).

Rimah, please let me know what you'd like from me regarding this ... Note that this is a Citywide service contract, which would be broken out between MADs, P&R, Street Division, and some other departments (see attached chart for monetary breakdown ... annual total of work is expected to be about \$3M; this would be a five-year contract – one initial year term and four one-year options to renew the contract). I have been asked by Purchasing & Contracting to take the lead because the MADs would have the largest proportionate share of work from this contract ... about 50% of total. Since this would be an as-needed contract, purchase requisitions for this service would be issued for each area as services are required.

Thanks,

Andy Field
Assistant Deputy Director
Park and Recreation - Maintenance Assessment Districts
MS# 5D
(619) 685-1307

From: Moreno, Frank
Sent: Tuesday, April 10, 2012 7:44 AM
To: Chadwick, Scott
Cc: Field, Andrew; Potocki, Drew; Faizi, Nooria
Subject: FW: Tree Contracts

Scott:

I have been working with Andy Field, P&R, MAD and Drew Potocki, Urban Forester to combine the eight (8) existing tree contracts below into one (1) for efficiency. Not sure if you have been contacted by dept regarding Labor Review as this will require 1472 for council approval which will also require your approval to award.

Please send questions to Andy and Drew if you require at this time. Thanks,

Frank Moreno, CPPB
Principal Procurement Specialist
Ph: (619) 235.5212 Fax: (619) 533.3226

From: Faizi, Nooria
Sent: Monday, April 09, 2012 4:50 PM
To: Moreno, Frank
Subject: RE: Tree Contracts

Thanks. I'll follow up with Andy and Scott

From: Moreno, Frank
Sent: Monday, April 09, 2012 4:50 PM
To: Faizi, Nooria
Subject: Tree Contracts

Nooria:

Eight (8) Contracts being consolidated into a single new contract are as follows, listed by Vendor:

Vendor: West Coast Arborist

-8649-07-Y, Tree Removal, Stump Grinding and Backfilling Services, exp 05-2012
-9056-08-Q, Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, exp 12-2012
-9216-08-Q, Shade Tree Trimming/Tree Planting for Approx 5,000 Trees, exp 04-2013
-9489-09-Q, Palm Tree Trimming for Approx. 30,000 Queen, Fan & Date Palms, exp 12-2013

Vendor: One Tripp Tree Service

-7661-06-Y, Tree Maintenance within the Scripps-Miramar Ranch MAD, expired 12-2010

Vendor: Atlas Environmental Services, Inc.

-7730-06-Y, Stonecrest Village MAD, expired 12-2010
-8648-07-Y, Citywide Open Space Areas & Tierrasanta, MAD, exp 06-2012

Vendor: So Cal Tree Care, Inc.

-9679-09-Q, Carmel Valley, MAD, exp 07-2014

Frank Moreno, CPPB
Principal Procurement Specialist
Ph: (619) 235.5212 Fax: (619) 533.3226

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Open Space Division – Maintenance Assessment Districts Program
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Andrew Field
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees), open space, and parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	Please see attached – approximately \$1.5 million in several MADs during FY 2013
Are City employees currently performing any of the work?	<p>No. Currently all MAD tree maintenance services are contracted out. The following list shows all eight contracts with multiple purchase orders used in FY 2012 for MAD tree maintenance services:</p> <ul style="list-style-type: none"> • Vendor: West Coast Arborist <ul style="list-style-type: none"> ○ -8649-07-Y, Tree Removal, Stump Grinding and Backfilling Services, exp 05-2012 ○ -9056-08-Q, Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, exp 12-2012 ○ -9216-08-Q, Shade Tree Trimming/Tree Planting for Approx 5,000 Trees, exp 04-2013 ○ -9489-09-Q, Palm Tree Trimming for Approx. 30,000 Queen, Fan & Date Palms, exp 12-2013 • Vendor: One Tripp Tree Service <ul style="list-style-type: none"> ○ -7661-06-Y, Tree Maintenance within the Scripps-Miramar Ranch MAD, expired 12-2010 and operating under sole source currently • Vendor: Atlas Environmental Services, Inc. <ul style="list-style-type: none"> ○ -7730-06-Y, Stonecrest Village MAD, expired 12-2010 and operating under sole source currently ○ -8648-07-Y, Citywide Open Space Areas & Tierrasanta, MAD, exp 06-2012 • Vendor: So Cal Tree Care, Inc. <ul style="list-style-type: none"> ○ -9679-09-Q, Carmel Valley, MAD, exp 07-2014
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.

Request for Labor Relations Office Approval of Purchase Requisition

If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for MAD activities for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period, with the possible exception of the old, pre-2000 Downtown MAD (which no longer exists).
--	--

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is _____
from a labor relations perspective.

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Community Parks I Division
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Mike Marika 619-525-8613
Date of Request:	April 23, 2012

Question	Department Response
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees), open space, and parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	Approximately \$200,000 during FY 2013 <i>\$194,000</i>
Are City employees currently performing any of the work?	No. These tree maintenance services are contracted out.
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.



APPROVED

Based on the representations made by the department, this is _____
from a labor relations perspective.

Bar Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Community Parks II Division
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Adrian Zolla X58241
Date of Request:	April 23, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees), open space, and parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	Approximately \$200,000 during FY 2013
Are City employees currently performing any of the work?	No; all tree maintenance services are contracted out.
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Based on the representations made by the department, this is _____
from a labor relations perspective.



APPROVED

De Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Developed Regional Parks
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Gina Dulay 619-525-5933
Date of Request:	April 23, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	Balboa Park: \$200,000 ✓ Mission Bay Park: \$100,000 ✓ Citywide Park Maintenance: \$40,000 ✓ Shoreline Parks: \$9,000 ✓
Are City employees currently performing any of the work?	No. These tree maintenance services are contracted out.
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.



APPROVED

Based on the representations made by the department, this is _____
from a labor relations perspective.

Bob Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Golf Division – Balboa Park Golf Courses, Mission Bay Golf Course, Torrey Pines North Course and Torrey Pines South Course
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Paul Cushing
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, tree removal, brush removal, stump grinding, planting, and other tasks associated with tree maintenance activities on the golf courses.
What is the dollar amount requested?	\$125,000.00 for all 4 courses combined.
Are City employees currently performing any of the work?	<p>No.</p> <p>Currently all Golf Division tree maintenance services are contracted out. The following list shows all of the contract/PO's within the Golf Division:</p> <ul style="list-style-type: none"> • Vendor: West Coast Arborist <ul style="list-style-type: none"> ○ PO# 4500024068 for tree trimming and brush removal at Balboa Park Golf Courses. exp 06-2012 ○ PO# 4500024440 for tree trimming and brush removal at Mission Bay Golf Course. exp 06-2012 ○ PO# 450024033 for tree trimming and brush removal at Torrey Pines North Golf Course. exp 06-2012 ○ PO# 4500026062 for tree trimming and brush removal at Torrey Pines South Golf Course. exp 06-2012
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for all Golf Division activities for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Based on the representations made by the department, this is

APPROVED

from a labor relations perspective.

Dea Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Open Space Division – Citywide Open Space Maintenance Program
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Steve Lucas
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in Citywide open space.
What is the dollar amount requested?	Please see attached – approximately \$70,000 in Citywide Open Space during FY 2013 <i>General Fund</i> ✓
Are City employees currently performing any of the work?	No. Currently all open space tree maintenance services are contracted out. The following shows the contractor used in FY 2012 for open space tree maintenance services: <ul style="list-style-type: none"> • Vendor: Atlas Environmental Services, Inc. --8648-07-Y, Citywide Open Space Areas exp 06-2012
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for open space activities for at least 15-20 years, if not longer. We cannot recall using City employees for this service.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is **APPROVED** from a labor relations perspective.

Bar Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park & Recreation Department/ Open Space <i>Grass Tax</i> Division/Street Median Maintenance Program <i>Medians</i>
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Camille Medina
Date of Request:	April 12, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public rights of way and landscaped medians.
What is the dollar amount requested?	\$20,000
Are City employees currently performing any of the work?	No. Currently all maintenance services are contracted out. The following contract with purchase order used in FY 2012 is West Coast Arborist.
Will any City employees be displaced as a result of this bid?	No City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance services have been contracted out for at least 10 years, if not longer.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is **APPROVED**
from a labor relations perspective.

Bar Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Park and Recreation – Open Space Division – Maintenance Assessment Districts Program
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Andrew Field
Date of Request:	April 11, 2012
<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees), open space, and parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	Please see attached – approximately \$1.5 million in several MADs during FY 2013 <div style="text-align: center; font-size: 1.2em;">\$1,492,159</div> ✓
Are City employees currently performing any of the work?	No. Currently all MAD tree maintenance services are contracted out. The following list shows all eight contracts with multiple purchase orders used in FY 2012 for MAD tree maintenance services: <ul style="list-style-type: none"> • Vendor: West Coast Arborist <ul style="list-style-type: none"> ○ -8649-07-Y, Tree Removal, Stump Grinding and Backfilling Services, exp 05-2012 ○ -9056-08-Q, Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, exp 12-2012 ○ -9216-08-Q, Shade Tree Trimming/Tree Planting for Approx 5,000 Trees, exp 04-2013 ○ -9489-09-Q, Palm Tree Trimming for Approx. 30,000 Queen, Fan & Date Palms, exp 12-2013 • Vendor: One Tripp Tree Service <ul style="list-style-type: none"> ○ -7661-06-Y, Tree Maintenance within the Scripps-Miramar Ranch MAD, expired 12-2010 and operating under sole source currently • Vendor: Atlas Environmental Services, Inc. <ul style="list-style-type: none"> ○ -7730-06-Y, Stonecrest Village MAD, expired 12-2010 and operating under sole source currently ○ -8648-07-Y, Citywide Open Space Areas & Tierrasanta, MAD, exp 06-2012 • Vendor: So Cal Tree Care, Inc. <ul style="list-style-type: none"> ○ -9679-09-Q, Carmel Valley, MAD, exp 07-2014
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for MAD activities for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period, with the possible exception of the old, pre-2000 Downtown MAD (which no longer exists).

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Based on the representations made by the department, this is _____ from a labor relations perspective.

APPROVED
Bar Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	City of San Diego Transportation Storm Water Department/Street Division/Urban Forestry Section
Vendor Name:	WEST COAST ARBORISTS
Purchase Requisition #	To Be Determined (to be issued in FY 2013)
Contract Manager :	Andrew Field
Date of Request:	April 11, 2012
<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees), open space, and parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	\$200,000 for FY 2013
Are City employees currently performing any of the work?	<p>Yes. Street Division employs 2 Tree Trimming Crew Leaders and 2 Tree Trimmers and is in the process of filling 1 Tree Trimmer vacancy.</p> <p>The following list shows all eight contracts with multiple purchase orders used in FY 2012 for MAD tree maintenance services:</p> <ul style="list-style-type: none"> • Vendor: West Coast Arborist <ul style="list-style-type: none"> ○ -8649-07-Y, Tree Removal, Stump Grinding and Backfilling Services, exp 05-2012 ○ -9056-08-Q, Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, exp 12-2012 ○ -9216-08-Q, Shade Tree Trimming/Tree Planting for Approx 5,000 Trees, exp 04-2013 ○ -9489-09-Q, Palm Tree Trimming for Approx. 30,000 Queen, Fan & Date Palms, exp 12-2013 • Vendor: One Tripp Tree Service <ul style="list-style-type: none"> ○ -7661-06-Y, Tree Maintenance within the Scripps-Miramar Ranch MAD, expired 12-2010 and operating under sole source currently • Vendor: Atlas Environmental Services, Inc. <ul style="list-style-type: none"> ○ -7730-06-Y, Stonecrest Village MAD, expired 12-2010 and operating under sole source currently ○ -8648-07-Y, Citywide Open Space Areas & Tierrasanta, MAD, exp 06-2012 • Vendor: So Cal Tree Care, Inc. <ul style="list-style-type: none"> ○ -9679-09-Q, Carmel Valley, MAD, exp 07-2014
Will any City employees be displaced as a result of this bid?	No. The contractual work is in addition to the emergency tree trimming currently performed by City Employees. No City employees should be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been implemented to assist with Street Division tree services for at least 7 years, if not longer.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Based on the representations made by the department, this is _____
from a labor relations perspective.

APPROVED
Debra K. ... (Khour)

Khouri, Rimah

From: Yousef, Hasan
Sent: Tuesday, May 08, 2012 10:22 AM
To: Khouri, Rimah
Cc: Lopez, Elsa
Subject: RE: Tree Contracts

Good morning Rimah,

Please see below.

Thanks

From: Khouri, Rimah
Sent: Monday, May 07, 2012 2:33 PM
To: Lopez, Elsa
Cc: Yousef, Hasan
Subject: RE: Tree Contracts

Hi All,

I don't believe I received a response to this email sent below.

Thanks,
Rimah

From: Khouri, Rimah
Sent: Tuesday, April 24, 2012 11:20 AM
To: Lopez, Elsa
Cc: Yousef, Hasan
Subject: RE: Tree Contracts

Hi Elsa,

I have a few follow-up questions to the submission.

1. Please define, for Streets purposes, what "emergency tree trimming" is? Trees blocking critical traffic control devices such as traffic signals and stop signs, fallen trees and or branches, unstable trees, and trees impeding movement of pedestrian and vehicular traffic.
2. What job classes currently perform emergency tree trimming? Tree Trimmer, Tree Trimming Crew Leader, and Utility Worker II.
3. How often do they perform emergency tree trimming? Daily
4. What other core duties do these job classes perform? Evaluate for tree stability, and assist with weed abatement tasks.

Thanks!
Rimah

From: Lopez, Elsa
Sent: Monday, April 23, 2012 2:06 PM
To: Khouri, Rimah
Subject: FW: Tree Contracts

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Transportation & Storm Water Department – Utilities Undergrounding Program
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Drew Potocki
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees).
What is the dollar amount requested?	Please see attached – approximately \$200,000 in several Utility Undergrounding Districts during FY 2013
Are City employees currently performing any of the work?	No. Currently all UUP tree maintenance services are contracted out. The following list shows contracts with purchase order used in FY 2012 for UUP tree maintenance services: <ul style="list-style-type: none"> • Vendor: West Coast Arborist <ul style="list-style-type: none"> ○ -8649-07-Y, Tree Removal, Stump Grinding and Backfilling Services, exp 05-2012 ○ -9056-08-Q, Tree Trimming/Root Pruning/Tree Planting/Root Barrier Installation, exp 12-2012 ○ -9216-08-Q, Shade Tree Trimming/Tree Planting for Approx 5,000 Trees, exp 04-2013
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance services have been contracted out for UUP activities for at least 10 years, if not longer. UUP has not used a City employee for this service since program conception.



NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is _____ from a labor relations perspective.

APPROVED

Drew Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Transportation & Storm Water - Storm Water Division
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Roger Wammack
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, and other tasks associated with tree maintenance activities in the public right-of-way and easements associated with storm water conveyance systems.
What is the dollar amount requested?	Approximately \$10,000 during FY 13.
Are City employees currently performing any of the work?	No. Currently all tree work of this nature is performed by the vendor (West Coast Arborists) holding the citywide contract.
Will any City employees be displaced as a result of this bid?	No City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	This type of tree maintenance has been performed by the citywide vendor for at least the last 15 years.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is _____
from a labor relations perspective.



APPROVED

Paul Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Library Department
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Rosita Ravelo
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities.
What is the dollar amount requested?	\$37,000.00 for all Library Facilities
Are City employees currently performing any of the work?	No. Currently all tree maintenance services are contracted out. Vendor: West Coast Arborist
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period.



NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is **APPROVED**
from a labor relations perspective.

Dea Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Public Utilities Department <i>Water Operations</i>
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Andrew Field
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, planting, and other tasks associated with tree maintenance activities in the public right of way (including medians, parkways, and street trees), open space, and parkland (including easements, slopes, and greenbelts).
What is the dollar amount requested?	Approximately \$5,000 during FY 2013
Are City employees currently performing any of the work?	No. Currently tree maintenance services are contracted out. The following list shows landscaping contracts with multiple purchase orders used in FY 2012 for tree maintenance services: <ul style="list-style-type: none"> ○ Vendor: Aztec Landscaping C-008100009 exp 06-30-2012 ○ Vendor: Landcare Logic 4600000441 exp 11-30-2015
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for for at least 15-20 years, if not longer. We cannot recall using a City employee for this service during this time period. We had been using the citywide tree maintenance contract prior to it being discontinued.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is _____
from a labor relations perspective.



APPROVED

Bar Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Public Utilities / Water Operation / Reservoirs
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined (to be issued in FY 2013)
Contract Manager :	Joe Weber
Date of Request:	April 11, 2012

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree maintenance, including tree trimming, removal, and other tasks associated with tree maintenance activities for the City of San Diego Dam and Reservoirs (including parking lots, access roads, dams and watersheds), including easements and slopes.
What is the dollar amount requested?	\$15,000 For FY 2013
Are City employees currently performing any of the work?	No. Currently all tree maintenance services are contracted out. Vendor: West Coast Arborist <ul style="list-style-type: none"> o -9056-08-Q, Tree Trimming/Root Pruning / Root Barrier Installation
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Tree maintenance contracts have been contracted out for for at least 15-20 years, if not longer.

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is



APPROVED

from a labor relations perspective.

Bill Khouri (Khouri)

Request for Labor Relations Office Approval of Purchase Requisition

Department Title:	Real Estate Assets Department (READ)
Vendor Name:	To Be Determined
Purchase Requisition #:	To Be Determined
Contract Manager :	Susan Taylor
Date of Request:	READ will only open a PO when a specific tree service need is identified.

<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree trimming
What is the dollar amount requested?	\$2,000, if needed.
Are City employees currently performing any of the work?	No. This is for work that cannot be completed by City staff.
Will any City employees be displaced as a result of this bid?	Since all work is currently contracted out, no City employees will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	READ has only used tree services from providers on the City-wide Purchase Order list in the past and has not had an individual contract with any provider. READ had the need for any tree services in FY12.

✓

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

Attachment: List of departments/programs participating in the tree maintenance contract.

Based on the representations made by the department, this is _____
from a labor relations perspective.



APPROVED

Ram Khouri (Khouri)

Khouri, Rimah

From: Taylor, Susan
Sent: Tuesday, April 24, 2012 11:36 AM
To: Khouri, Rimah
Subject: RE: Tree Contracts

1. The trees could be anywhere in the City. We usually don't do much tree trimming overall, just as needed and not even yearly.
2. READ is responsible for managing all land not in use for any other purpose. For instance, we don't do Fire Stations, Parks and Libraries, but we would manage vacant lots that aren't being used for anything or land slated for sale.
3. No, we would not manage areas in the public right of way.
4. Our would usually be a normal pruning need. I don't think we've ever had an emergency for tree trimming.

Hope that helps.

Susan Taylor
Real Estate Records Supervisor
City of San Diego Real Estate Assets Department
1200 Third Avenue, Suite 1700 (M.S. 51A)
San Diego, CA 92101
(619) 236-6304
FAX: (619) 533-4522

From: Khouri, Rimah
Sent: Tuesday, April 24, 2012 11:26 AM
To: Taylor, Susan
Subject: RE: Tree Contracts

Hi Susan,

I have a few follow up questions to the submission:

1. Where would tree trimming geographically be needed with respect to READ's needs?
2. How is READ responsible for the area that needs tree trimming?
3. Are the areas in the public right-of-ways?
4. Would a READ need for tree trimming constitute an emergency need or a normal pruning need?

Thanks!
Rimah

Rimah Khouri | Labor Relations Officer | Human Resources Department | Office: 619-236-5586 | Fax: 619-235-5265 | 1200
3rd Ave, Suite 1316 | San Diego, CA 92101

From: Taylor, Susan
Sent: Thursday, April 12, 2012 7:55 AM
To: Khouri, Rimah
Cc: Chadwick, Scott
Subject: RE: Tree Contracts

**City of San Diego
Human Resources Department
Request for Human Resources Approval for Purchase Requisition**

Requesting Department: Public Utilities/ Wastewater Treatment Disposal

Vendor Name: Atlas Environmental, Aztec & West Coast Arborist

Purchase Requisition #: 1472 for new citywide contract

Department Contact: Leticia Nevarez; lnvarez@sandiego.gov; X44267

Date of Request: 02-11-2013

Contract Amount: \$77.5 K

Please submit request to HumanResources@sandiego.gov or MS 56L

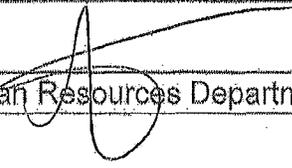
<u>Question</u>	<u>Department Response</u>
What is the contract for?	Tree Trimming all areas including Right of Way, Open Space, Parks, City Facilities. Tree Preservation Root Pruning/Barrier Installation. Tree removal and as needed tree services.
Are City employees currently performing any of the work?	No, currently there are no city employees performing the work. In order to perform these type of services the staff needs to be outfitted with the proper tools and equipment capable of handling the height and size of trees. This has always been the procedure.
Will any City employees be displaced as a result of this bid?	No. Since there are currently no city workers doing the work no city workers will be displaced.
If this is a renewal of an existing contract, how long have these services been contracted out?	Yes, combining all Tree Services contracts into one. Tree Services has always been contracted out.
Is this a Public Works Contract Project? (construction, reconstruction or repair of City buildings, street or other facilities)	No, This contract is to provide removal, trimming services of all WWTDFacilities.
Is this a Tenant Improvement?	No, Tree services
Was another department contacted to determine if they can or do perform this service (i.e. Streets, Facilities, etc.)? If so, please attach communication.	The ADD with Park and Recreation-Maintenance Assessment Districts. Has been Contacted (email attached).

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.

HUMAN RESOURCES DEPARTMENT USE ONLY

Based on the Department's representation, this contract is
from a labor relations perspective.

Approved


Human Resources Department Liaison

2/13/13

Date

Guerra, Federico

From: Nevarez, Leticia
Sent: Monday, February 11, 2013 7:57 AM
To: Guerra, Federico
Cc: Labadie, Timothy; Stanley, Rim
Subject: RE: tree trimming contract
Attachments: Request for bid_PR10032777_appr.pdf

Hi Nico,

If this is a RFB type of contract for Citywide services, please find an example for the wording of a labor form to use as a template. I appreciate your help with the correct verbiage for the Tree work.

Thank you,
Leticia Nevarez
(858) 654-4145
or
(858) 654-4267

From: Stanley, Rim
Sent: Saturday, February 09, 2013 8:06 AM
To: Guerra, Federico
Cc: Labadie, Timothy; Nevarez, Leticia
Subject: FW: tree trimming contract

Nico, see below, please start the required labor relations portion

From: Field, Andrew
Sent: Friday, February 08, 2013 4:08 PM
To: Stanley, Rim
Subject: RE: tree trimming contract

Hi Rim,

Have you obtained Labor Relations/HR approval to contract this work out? We will need a copy of this approval if we are to include this within the 1472.

Thanks,

Andy Field
Assistant Deputy Director
Park and Recreation - Maintenance Assessment Districts
MS# 5D
(619) 685-1307

From: Stanley, Rim
Sent: Wednesday, February 06, 2013 12:05 PM
To: Field, Andrew
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy; Zirkle, Chris; Lopez, Rosa; Jones-Santos, Lee Ann; Haynes, Tom; Wander, Adam; Faizi, Nooria; Helminski, John; Yousef, Hasan
Subject: RE: tree trimming contract

Annual requests

From: Field, Andrew
Sent: Wednesday, February 06, 2013 10:25 AM
To: Stanley, Rim
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy; Zirkle, Chris; Lopez, Rosa; Jones-Santos, Lee Ann; Haynes, Tom; Wander, Adam; Faizi, Nooria; Helminski, John; Yousef, Hasan
Subject: RE: tree trimming contract

Hi Rim,

One more question (for now): Are the amounts below for FY 2013, FY 2014, or annual costs for every year from FY 2013 through FY 2018?

I am checking with Attorney's to find out if we can accommodate your request.

Thanks,

Andy Field
Assistant Deputy Director
Park and Recreation - Maintenance Assessment Districts
MS# 5D
(619) 685-1307

From: Stanley, Rim
Sent: Wednesday, February 06, 2013 10:21 AM
To: Field, Andrew
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy; Zirkle, Chris; Lopez, Rosa; Jones-Santos, Lee Ann; Haynes, Tom
Subject: RE: tree trimming contract

Let's place all under Federico (Nico) Guerra Building Service Supervisor

From: Field, Andrew
Sent: Wednesday, February 06, 2013 10:11 AM
To: Stanley, Rim
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy; Zirkle, Chris; Lopez, Rosa; Jones-Santos, Lee Ann; Haynes, Tom
Subject: RE: tree trimming contract

Hi Rim,

Can you please advise which job classifications will manage the contracts for WWTD?

Thanks,

Andy Field
Assistant Deputy Director
Park and Recreation - Maintenance Assessment Districts
MS# 5D
(619) 685-1307

From: Stanley, Rim
Sent: Wednesday, February 06, 2013 6:02 AM
To: Field, Andrew
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy; Zirkle, Chris; Lopez, Rosa; Jones-Santos, Lee Ann; Haynes, Tom
Subject: RE: tree trimming contract

Hi Andy and thank you. Below is only WWTD as I do not know PUD water or PUD WWC facilities or their needs.

PUD WWTD facility and cost centers:

PS64 WWTD muni fund 700000	-----2011111212---	\$5k
PS65 WWTD muni - fund 700000	-----2011111213---	\$5k
Peñasquitos pump station muni - fund 700000	-----2011111211---	\$5k
East Mission Gorge muni fund 700000	-----2011111214---	\$5k
San Pasqual muni fund 700000	-----2011111215---	\$5k
MOC 1 muni fund 700000	-----2011111311---	\$5k
PS1 metro fund 700001	-----2012111211---	\$5k
PS2 metro fund 700001	-----2012111212---	\$5k
Grove Ave PS metro fund 700001	-----2012111213---	\$5k
Otay River PS metro fund 700001	-----2012111214---	\$2.5k
North City plant metro fund 700001	-----2012111215---	\$5k
MBC plant metro fund 700001	-----2012111216---	\$5k
Point Loma plant metro fund 700001	-----2012111217---	\$5k
South Bay Plant metro fund 700001	-----2012111218---	\$5k
MOC 2 metro fund 700001	-----2012111311---	\$5k
MOC 3 metro fund 700001	-----2012111312---	\$5k
-----TOTAL-----	-----	\$77.5k-----WWTD estimate

From: Field, Andrew
Sent: Tuesday, February 05, 2013 2:43 PM
To: Stanley, Rim
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy; Zirkle, Chris; Lopez, Rosa; Jones-Santos, Lee Ann; Haynes, Tom
Subject: RE: tree trimming contract

Hi Rim,

Thank you for your email. We are meeting with the Mayor's office on Friday to determine whether the tree trimming contract can be expanded. In the meantime, can you please provide more clarifying detail on how much you need in FY 2013, 2014, 2015, 2016, 2017, and 2018; the lines of accounting (fund, cost center, IO#, etc.); locations of work; and the types of classifications you anticipate will directly manage the contract. I have been in touch with Tom Haynes and Lee Ann Jones-Santos from PUD in the past, and have included some funds in the tree contract at their request. I will copy them here to ensure that we're not double counting encumbrances for the future contract.

Thanks,

Andy Field
Assistant Deputy Director
Park and Recreation - Maintenance Assessment Districts

MS# 5D
(619) 685-1307

From: Stanley, Rim
Sent: Tuesday, February 05, 2013 12:51 PM
To: Field, Andrew
Cc: Broderick, William; Taylor, Ted; Guerra, Federico; Labadie, Timothy
Subject: tree trimming contract

Hi Andrew,
I understand from Bill Broderick that you are the point of contact for the tree trimming contract.

I would like to include PUD water, WWTD, and WWC in this contract. My best guess is for \$200k per year to cover PUD's facilities.

Thank you

Rim Stanley
Principal Plant Tech Supvr
City of San Diego
Public Utility Dept
9191 Kearny Villa Court
San Diego, CA. 92123
858-292-6482



**The City of San Diego
COMPTROLLER'S CERTIFICATE**

CERTIFICATE OF UNALLOTTED BALANCE

ORIGINATING

CC 3000005805

DEPT. NO.: various

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount: _____ Fund: _____

Purpose: _____

Date: _____ By: _____

COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Fund	Funded Program	Internal Order	Funcional Area	G/L Account	Business Area	Cost Center	WBS	Original Amount
001									
002									
003									
004									
TOTAL AMOUNT									

FUND OVERRIDE

CERTIFICATION OF UNENCUMBERED BALANCE

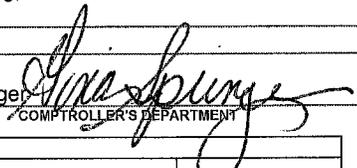
I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said money now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to Exceed: \$1,703,035.00

Vendor: Atlas Environmental Services, Inc., Aztec Landscaping Inc., and West Coast Arborists Inc.

Purpose: To authorize the expenditure for tree services contracts with Atlas Environmental, Aztec Landscaping, and West Coast Arborists.

Date: February 13, 2013

By: Gina Springer

 COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA									
Doc. Item	Fund	Funded Program	Internal Order	Funcional Area	G/L Account	Business Area	Cost Center	WBS	Original Amount
1	See attached for list of funds								
TOTAL AMOUNT									

FUND OVERRIDE

CC 3000005805

Attachment AA

City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209



WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: West Coast Arborists, Inc.

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 2200 E. Via Burton St.

City: Anaheim County: Orange State: CA Zip: 92806

Telephone Number: (714) 991-1900 Fax Number: (714) 991-1027

Name of Company CEO: Patrick Mahoney

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: 8524 Commerce Avenue, Suite B

City: San Diego County: San Diego State: CA Zip: 92121

Telephone Number: (858) 566-4204 Fax Number: (858) 566-4204

Type of Business: Tree maintenance and management services Type of License: C27/C61/D49

The Company has appointed: Eliz Parra, Human Resources Specialist

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 2200 E. Via Burton St., Anaheim, CA 92806

Telephone Number: (714) 991-1900 Fax Number: (714) 991-1027

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of West Coast Arborists, Inc.

Orange, California (County) (State) hereby certify that information provided

herein is true and correct. This document was executed on this 19th day of July, 2012

(Authorized Signature) Patrick Mahoney, President

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: West Coast Arborists, Inc. DATE: 7/19/12

OFFICE(S) or BRANCH(ES): San Diego COUNTY: San Diego

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial			1								1			
Professional											2			
A&E, Science, Computer														
Technical														
Sales														
Administrative Support												2		
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*			29								5			

*Construction laborers and other field employees are not to be included on this page

Totals Each Column			30								8	2		
--------------------	--	--	----	--	--	--	--	--	--	--	---	---	--	--

Grand Total All Employees (San Diego) 40

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: West Coast Arborists, Inc.

DATE: 7/19/12

OFFICE(S) or BRANCH(ES): San Diego

COUNTY: San Diego

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers			1								2			
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance			29								8			
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column			30								10			
--------------------	--	--	----	--	--	--	--	--	--	--	----	--	--	--

Grand Total All Employees (San Diego) 40

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Attachment BB

SUBCONTRACTORS LIST

INFORMATION REGARDING SMALL EMERGING LOCAL BUSINESS PROGRAM PARTICIPATION:

- a. Subcontractor's List shall include name and complete address of all Subcontractors who will receive more than one half of one percent (0.5%) of the Prime Proposer's fee.
- b. Proposer shall also submit Subcontractor commitment letters on Subcontractor's letterhead, no more than one page each, from Subcontractors listed below to acknowledge their commitment to the team, scope of work, and percent of participation in the project.
- c. Subcontractors shall be used for scope of work listed. No changes to this Subcontractors List will be allowed without prior written City approval.

NAME AND ADDRESS SUBCONTRACTORS	SCOPE OF WORK	PERCENT OF CONTRACT	DOLLAR AMOUNT OF CONTRACT	* SLBE/ELBE /MBE/ WBE/DBE/ DVBE/OBE	** WHERE CERTIFIED
RPW Services, Inc.	Pest Control Advisor	1.0%	TBD		
2473 E. Orangethorpe Ave.					
Fullerton, CA 92831					

* For information only. As appropriate, Proposer shall identify Subcontractors as:

- | | |
|--|------|
| Certified Minority Business Enterprise | MBE |
| Certified Woman Business Enterprise | WBE |
| Certified Disadvantaged Business Enterprise | DBE |
| Certified Disabled Veteran Business Enterprise | DVBE |
| Other Business Enterprise | OBE |
| Small Local Business Enterprise | SLBE |
| Emerging Local Business Enterprise | ELBE |

** For information only. As appropriate, Proposer shall indicate if Subcontractor is certified by:

- | | |
|--|----------|
| City of San Diego | CITY |
| State of California Department of Transportation | CALTRANS |

CONTRACT ACTIVITY REPORT

Proposers are required by contract to report Subcontractor activity in this format. Reports shall be submitted via the Project Manager to the *Equal Opportunity Contracting Program (EOCP)* no later than thirty (30) days after the close of each quarter.

PROJECT: _____ **PRIME CONTRACTOR:** _____
CONTRACT AMOUNT: _____ **INVOICE PERIOD:** _____ **DATE:** _____

Include Additional Services Not-to-Exceed Amount

Subcontractor	Indicate SLBE, ELBE, MBE, WBE, DBE, DVBE or OBE	Current Period		Paid to Date		Original Commitment	
		Dollar Amount	% of Contract	Dollar Amount	% of Contract	Dollar Amount	% of Contract
N/A							
Prime Contractor Total:							
Contract Total:							

Completed by: _____

CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPARTMENT

1200 Third Avenue, Suite 200

San Diego, CA 92101-4195

Fax: (619) 236-5904

ADDENDUM A

Bid No. 10023410-12-Q

Revised Bid Closing Date: April 20, 2012
@ 3:00 p.m.

Bids for furnishing the City of San Diego with **Citywide Tree Maintenance**.

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from April 11, 2012 to April 20, 2012 @ 3:00 p.m.**
2. Delete the original Request for Bid cover page and replace with the attached Addendum A Request for Bid cover page.

CITY OF SAN DIEGO PURCHASING & CONTRACTING DEPARTMENT

Frank Moreno
Principal Procurement Specialist
(619) 235-5212

April 9, 2012

FM/bl9

Acknowledged by: _____





City of San Diego
EQUAL OPPORTUNITY CONTRACTING (EOC)
1200 Third Avenue • Suite 200 • San Diego, CA 92101
Phone: (619) 236-6000 • Fax: (619) 235-5209

WORK FORCE REPORT

The objective of the Equal Employment Opportunity Outreach Program, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: [] Construction [X] Vendor/Supplier [] Financial Institution [] Lessee/Lessor
[] Consultant [] Grant Recipient [] Insurance Company [] Other

Name of Company: Aztec Landscaping, Inc.

ADA/DBA:

Address (Corporate Headquarters, where applicable): 7980 Lemon Grove Way

City: Lemon Grove County: San Diego State: CA Zip: 91945

Telephone Number: (619) 464-3303 Fax Number: (619) 460-1106

Name of Company CEO: Genaro Garcia

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: same as above

City: County: State: Zip:

Telephone Number: () Fax Number: ()

Type of Business: vendor Type of License: C-27, B, D-49

The Company has appointed: Lydia Godinez

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 7980 Lemon Grove Way Lemon Grove, CA 91945

Telephone Number: (619) 464-3303 Fax Number: (619) 460-1106

- [X] One San Diego County (or Most Local County) Work Force - Mandatory
[] Branch Work Force *
[] Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of Aztec Landscaping, Inc. (Firm Name)

San Diego, California hereby certify that information provided (County) (State)

herein is true and correct. This document was executed on this 18th day of July, 2012

(Authorized Signature) Ray E. Aguilar, V.P. of Operations (Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: Aztec Landscaping, Inc. DATE: July 18, 2012

OFFICE(S) or BRANCH(ES): Lemon Grove Branch COUNTY: San Diego

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial			3	5										
Professional														
A&E, Science, Computer														
Technical														
Sales			7	2										
Administrative Support			1	4										
Services			4	13										
Crafts			3											
Operative Workers			5											
Transportation														
Laborers*	3		134	8										

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	3		157	34										
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Grand Total All Employees 194

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
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Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: Aztec Landscaping, Inc. DATE: July 18, 2012

OFFICE(S) or BRANCH(ES): Lemon Grove Branch COUNTY: San Diego

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
	Brick, Block or Stone Masons			1										
Carpenters			1											
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers			3											
Construction Laborers			3											
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade			3											
Millwrights														
Misc. Const. Equipment Operators			2											
Painters, Const. & Maintenance			1											
Pipelayers, Plumbers, Pipe & Steam Fitters			3											
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column			17											
--------------------	--	--	----	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees 211

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Attachment AA

City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209



WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: Atlas Environmental Services, Inc.

ADA/DBA: ATLAS TREE SERVICE

Address (Corporate Headquarters, where applicable): 9032 Olive Dr.

City: Spring Valley County: San Diego State: CA Zip: 91977

Telephone Number: (619) 463-1707 Fax Number: (619) 463-1961

Name of Company CEO: Jeff Bruhn

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: SAME AS ABOVE

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Type of Business: Tree Maintenance Type of License: City Business License

The Company has appointed: Cindy Greschke

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 9032 Olive Dr., Spring Valley, CA 91977

Telephone Number: (619) 463-1707 Fax Number: (619) 463-1961

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of Atlas Environmental Services, Inc.

San Diego, California (County) (State) hereby certify that information provided

herein is true and correct. This document was executed on this 19th day of April, 2012

Cindy Greschke (Authorized Signature) Cindy Greschke (Print Authorized Signature Name)

WORK FORCE REPORT - Page 2.

NAME OF FIRM: Atlas Environmental Services, Inc. DATE: 4-19-2012
 OFFICE(S) or BRANCH(ES): 9032 Olive Dr., Spring Valley, CA 91977 COUNTY: San Diego

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial												2		
Professional														
A&E, Science, Computer														
Technical														
Sales												5		
Administrative Support				2									1	
Services														
Crafts														
Operative Workers				30						1		15		
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column			30	2					1		22	1		
--------------------	--	--	----	---	--	--	--	--	---	--	----	---	--	--

Grand Total All Employees 56

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT - Page 3

NAME OF FIRM: Atlas Environmental Services, Inc. DATE: 4-19-2012

OFFICE(S) or BRANCH(ES): 9032 Olive Dr., Spring Valley, CA 91977 COUNTY: San Diego

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
	Brick, Block or Stone Masons													
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														
Totals Each Column														
Grand Total All Employees	<u>0</u>													
Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:														
Disabled														



ENVIRONMENTAL SERVICES, INC.

April 18, 2012

City of San Diego
Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195
Fax: (619) 236-5904

Re: Equal Opportunity Contracting Program (EOCP)

To whom it may concern:

Atlas Environmental Services, Inc. has never had a complaint filed in regards to discrimination and shall remain in full compliance with City of San Diego EOCP Program throughout the duration of this contract.

Sincerely,

A handwritten signature in black ink that reads "Jeff Bruhn".

Jeff Bruhn
President
JB/ms

CO's

TRAFFIC CONTROL, INC.

Lic# 818076

April 18, 2012

Jeff Bruhn, President
Atlas Tree Service
9032 Olive Drive
Spring Valley, CA 91977

Subject: **Commitment Letter for Bid No. 10023410-12-Q**

Dear Mr. Bruhn:

Co's Traffic Control, Inc. is pleased to participate on the Atlas Tree Service Team to provide Citywide Tree Maintenance for the City of San Diego.

The tasks Co's Traffic Control, Inc. will be responsible for include traffic control services, plans and permits, consisting of 0.06 % participation in the project. We look forward to working with Atlas Tree Service in providing this important service to the City of San Diego.

Sincerely,



Colleen Bechtel
President

"Our Service Is The Difference"

P.O. BOX 13459 • SAN DIEGO, CA 92170 • PHONE 858-259-0300 • FAX 858-259-0357

CONTRACTOR INFORMATION FORM

CONTRACTOR: Atlas Environmental Services, Inc.
BID NUMBER: 10023410-12-Q
CONTRACT TITLE: Citywide Tree Maintenance
CONTACT PERSON: 7:00 a.m. to 3:30 p.m. Jeff Bruhn
PHONE NUMBER: One (1) Hour Response or Less (619) 463-1707
FAX NUMBER: (619) 463-1961
E-MAIL: jeff@atlastree.sdcoxmail.com
CELL PHONE NUMBER: (619) 954-6188
EMERGENCY NUMBER: (619) 954-6188
(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: David Peaker
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: John Hamilton
NAME OF IRRIGATION SPECIALIST: Jay Friend
NAME OF PESTICIDE USE SUPERVISOR: Jerry Provansol
(Must possess Category B, Qualified Applicators Certificate)

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: 25-35
DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S M T W TH F S
PRINT NAME: Jeff Bruhn
SIGNATURE: Jeff Bruhn

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.



City of San Diego
Purchasing & Contracting Department
Contractor/Vendor Registration Form

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID: _____
(ID Number will be provided by City)

Firm Info:

Firm Name: (as reported on W9) Atlas Environmental Services, Inc.
Firm Address: 9032 Olive Dr.
City: Spring Valley State: CA Zip: 91977
Phone: (619) 463-1707 Fax: (619) 463-1961
Taxpayer ID: 33-0380979 Business License: B1978038746
Website: www.atlastree.com

Contact Info:

Contact Name: Jeff Bruhn
Title: President
Email: jeff@atlastree.sdcocmail.com
Phone: (619) 463-1707 Cell: (619) 954-6188

Alternate Address (if different from above) to Receive Remittance:

Mailing Address: Same as above
City: _____ State: _____ Zip: _____

Alternate Address (if different from above) to Receive Bid/Contract Opportunities:

Mailing Address: Same as above
City: _____ State: _____ Zip: _____

Contractor Licenses (if applicable)

License Number: 593660 License Type: C61/D49 C27
License Number: _____ License Type: _____
License Number: _____ License Type: _____

Contractor/Vendor Registration Form - Page 2

Firm Name: **Atlas Environmental Services, Inc.**
(as reported on W9)

Product/Services Information:

NIGP Codes: **96888**

*find list of available NIGP Codes at <http://www.sandiego.gov/purchasing> OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm* (51% ownership or more)	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Female or	<input type="checkbox"/> Partnership
		<input checked="" type="checkbox"/> Corporation
		<input type="checkbox"/> Limited Liability Partnership
		<input type="checkbox"/> Limited Liability Corporation
		<input type="checkbox"/> Joint Venture
		<input type="checkbox"/> Non-Profit
		<input type="checkbox"/> Governmental/Municipality/Regulatory Agency
		<input type="checkbox"/> Utility
*Required		

Ethnicity:

Ethnicity: **Caucasian American**

* select one from the following List of Ethnicities:

AFRICAN AMERICAN
ASIAN AMERICAN
CAUCASIAN AMERICAN
HISPANIC AMERICAN
NATIVE AMERICAN
PACIFIC ISLANDER AMERICAN

DOCKET SUPPORTING INFORMATION
CITY OF SAN DIEGO

DATE:

EQUAL OPPORTUNITY CONTRACTING PROGRAM EVALUATION

February 27, 2013

SUBJECT: e1472 - Tree Services Contracts with Atlas Environmental Services, Inc; Aztec Landscaping, Inc; and West Coast Arborists, Inc

GENERAL CONTRACTOR INFORMATION

Total Action Amount: \$18,513,472 (Not to exceed)

Recommended Consultant: Atlas Environmental Services, Inc (Not Certified M. Cau.)

Amount of this Action: \$13,014,040

Funding Source: City of San Diego

Recommended Consultant: Aztec Landscaping, Inc (Not Certified M. His.)

Amount of this Action: \$3,584,859

Funding Source: City of San Diego

Recommended Consultant: West Coast Arborists, Inc (Not Certified M Cau.)

Amount of this Action: \$1,914,573

Funding Source: City of San Diego

Goals: 20% Voluntary Subcontracting Participation

SUBCONTRACTOR PARTICIPATION

Aztec Landscaping, Inc (Not Certified M. Hispanic)

There is no subcontractor participation identified with this contractor for this action. Any further subcontracting activity will be subject to city requirements.

Atlas Environmental Services, Inc

CO's Traffic Control, Inc	\$	15,000.00	0.11%
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Total Certified Participation	\$	15,000.00	0.11%
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Total Not Certified Participation	\$	0.00	00.0%
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Total Participation	\$	15,000.00	0.11%
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West Coast Arborists, Inc

There is no subcontractor participation identified with this contractor for this action. Any further subcontracting activity will be subject to city requirements.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

Equal Opportunity: Required

West Coast Arborists, Inc. submitted a Work Force Report for their San Diego County employees dated July 19, 2012 with a total of 40 employees in their Administrative Work Force.

The Administrative Work Force indicates under representation in the following categories:

Black, Asian, and Filipino in Laborers
Female in Professional and Laborers

The Trade Work Force indicates under representation in the following categories:

Black, Asian, and Filipino in Laborers
Female in Professional and Laborers

Atlas Environmental Services, Inc. submitted a Work Force Report for their San Diego County employees dated April 19, 2012 with a total of 56 employees. They have 10 employees in their Administrative Work Force and 46 employees in their Trade Work Force. The Work Force Report reflects less than 15 employees and is, therefore, exempt from employment category goals.

The Trade Work Force indicates under representation in the following categories:

Black and Female in Construction Laborers

Atlas Environmental Services, Inc. has submitted an approved EO Plan dated February 8, 2013, which describes equal employment policies and practices.

Aztec Landscaping, Inc. submitted a Work Force Report for their San Diego County employees dated July 18, 2012 with a total of 211 employees. Aztec Landscaping, Inc. has 194 in their Administrative Work Force and 17 in their Trade Work Force. The Trade Work Force Analysis does not indicate under representation.

The Administrative Work Force indicates under representation in the following categories:

Black in Laborers
Asian and Filipino in Service, Operative Workers, and Laborers
Female in Sales, Operative Workers, and Laborers

Aztec Landscaping, Inc. has submitted an approved EO Plan dated February 13, 2013, which describes equal employment policies and practices, including reasonable goals and timetables that are expected to remedy the identified under representations. EOC staff will continue to monitor the firm's effort to implement their plan.

This action is subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

ADDITIONAL COMMENTS

EOC is concerned with the lack of presence of small local businesses enterprises and certified firms given the high dollar value and extension options of this contract. EOC recommends meeting with the department Director and recommended contractor(s) to further discuss subcontracting with small local businesses enterprises and certified MBEs, WBEs, DBEs, and DVBES.

FY 13 \$1,703,035 - FY 14 \$3,282,992 - FY 15 \$3,447,142 - FY 16 \$3,619,499 - FY 17 \$3,800,474 - FY 18 \$2,660,331

JS