



Public Works Agency
Alameda County

Daniel Waldesenbet, Ph.D., P.E., Director

399 Elmhurst Street • Hayward, CA 94544-1307 • (510) 670-5480 • www.acgov.org/pwa

February 13, 2020

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: AWARD A CONTRACT TO NORTHERN LANDSCAPE MANAGEMENT, INC.
FOR LANDSCAPE MAINTENANCE IN SAN LORENZO/HAYWARD; MASTER
CONTRACT NO. 901851; AMOUNT: \$236,355

Dear Board Members:

RECOMMENDATION:

Authorize the Purchasing Agent to execute a contract (Master Contract No. 901851; Procurement Contract No. 19636) with Northern Landscape Management, Inc. (Principal: Danielle Keeling; Location: San Leandro) to provide landscape maintenance services to the Alameda County Public Works Agency, for the term of 4/1/20 – 3/31/23, in the amount of \$236,355.

DISCUSSION/SUMMARY:

Alameda County Public Works Agency (ACPWA) requires landscape maintenance services for three locations in San Lorenzo and Hayward. These services are necessary in order to support ACPWA staff in keeping Alameda County landscape neat, orderly, in healthy condition, and maintain ongoing enhancement of the aesthetics of these areas. The services required are to be completed on a weekly basis. They include bay friendly landscaping, pest control, trash and weed removal, and irrigation control for plant shrubs and tree planters located near sidewalks and a highway median.

SELECTION CRITERIA/PROCESS:

The ACPWA has determined that the County does not currently have the resources to provide landscape maintenance services.

ACPWA worked with General Services Agency (GSA)-Procurement to develop and issue a Request for Quotation (RFQ) was issued on November 18, 2019, posted on the website for 51 days, and sent to subscribers of the E-Gov Goods and Services Current Contract Opportunities mailing service. Two networking/bidders conferences were held and were attended by six vendors. The RFQ was also advertised in the Inter-City Express on November 20, 2019, and the Oakland Post on November 27, 2019.

On January 8, 2020, five responses to the RFQ were received. GSA-Procurement and ACPWA evaluated the responses. The RFQ required that the award goes to the lowest priced qualified bidder that meets all requirements of the RFQ. Northern Landscape Management, Inc. is the lowest priced qualified bidder and is being recommended for award. Northern Landscape Management, Inc. is a certified Small Local Emerging Business (SLEB) (Principal Danielle Keeling; Location: San Leandro; Certified Small: 18-00040; Expiration: April 30, 2021).

The following is a summary of the evaluation:

<i>Vendor</i>	<i>Location</i>	<i>Local</i>	<i>SLEB</i>	<i>Bid Amount</i>
<i>Northern Landscape Management, Inc.</i>	<i>San Leandro, CA</i>	<i>Y</i>	<i>Y</i>	<i>\$236,355</i>
<i>Jorge Loza dba Los Loza Landscaping</i>	<i>Hayward, CA</i>	<i>Y</i>	<i>Y</i>	<i>\$236,880</i>
<i>Pacheco Landscape Management</i>	<i>Castro Valley, CA</i>	<i>Y</i>	<i>Y</i>	<i>\$243,438</i>
<i>New Image Landscape Company</i>	<i>Fremont, CA</i>	<i>Y</i>	<i>N</i>	<i>\$298,810</i>
<i>Forster & Kroger Landscape Maintenance, Inc.</i>	<i>San Rafael, CA</i>	<i>N</i>	<i>N</i>	<i>\$442,404</i>

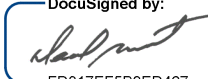
FINANCING:


Appropriations for this contract are included in the Alameda County Public Works Agency Fiscal Year 2019-2020 Approved Budget and will be requested in future budget years. No additional appropriations are required, and there will be no increase in net County cost.

VISION 2026 GOAL:

The landscape maintenance contract for San Lorenzo/Hayward meets the 10X goal pathway of **Accessible Infrastructure** in support of our shared vision of **Safe and Livable Communities**.

Respectfully submitted,

DocuSigned by:

FD817EF5B3ED467...
Daniel Woldesenbet
Director, Public Works Agency


Willie A. Hopkins, Jr.
Director, General Services Agency

Attachment

WAH\PB\kh\I:\Board Letters\Purchasing\FY 2019-20\901851 BL Landscape Maintenance Svcs SL Hay.docx

cc: County Administrator
Auditor-Controller
County Counsel

CONTRACT SUMMARY
 LANDSCAPE MAINTENANCE SAN LORENZO/HAYWARD
 Master Contract No. 901851
 4/1/20 – 03/31/23

<i>Vendor</i>	<i>Location</i>	<i>Estimated Dollar Value of Contract Award</i>	<i>Local & SLEB Participation</i>	
			<i>Percentage</i>	<i>Dollar Amount</i>
<i>Northern Landscape Management, Inc. Certification #18-00040 Valid through: 4/30/2021</i>	<i>950 Carden Street San Leandro, CA 94577</i>	<i>\$236,355</i>	<i>100%</i>	<i>100%</i>

**COUNTY OF ALAMEDA
STANDARD SERVICES AGREEMENT**

This Agreement, dated as of 3/16/2020, 2020, is by and between the County of Alameda, hereinafter referred to as the “County”, and Northern Landscape Management, Inc., hereinafter referred to as the “Contractor”.

WITNESSETH

Whereas, County desires to obtain Landscape Maintenance for San Lorenzo Hayward which are more fully described in Exhibit A hereto (“Definition of Services”); and

Whereas, Contractor is professionally qualified to provide such services and is willing to provide same to County; and

Now, therefore it is agreed that County does hereby retain Contractor to provide Landscape Maintenance for San Lorenzo Hayward, and Contractor accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit A-1 Scope/Background
- Exhibit A-2 Specific Requirements/Warranty
- Exhibit B Payment Terms
- Exhibit C Insurance Requirements
- Exhibit D Debarment and Suspension Certification

The term of this Agreement shall be from April 1, 2020 through March 31, 2023.

The compensation payable to Contractor hereunder shall not exceed *Two Hundred Thirty Six Thousand Three Hundred Fifty Five Dollars* (\$236,355) for the term of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF ALAMEDA

Northern Landscape Management, Inc.

By: _____
DocuSigned by:
Detra Dillon
DE9C0172C941490...
Signature

By: _____
DocuSigned by:
Danielle Keeling
48C77A2BC7A14AB...
Signature

Name: Detra Dillon
(Printed)

Name: Danielle Keeling
(Printed)

Title: Procurement Administrator

Title: President

Date: 3/16/2020

Date: 2/24/2020

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that Contractor is an independent contractor. Contractor is not the agent or employee of the County in any capacity whatsoever, and County shall not be liable for any acts or omissions by Contractor nor for any obligations or liabilities incurred by Contractor.

Contractor shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

Contractor shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such amounts.

In carrying out the work contemplated herein, Contractor shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as independent contractors and shall not be treated or considered in any way as officers, agents and/or employees of County.

Contractor does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with currently approved methods and practices in his/her field and that the sole interest of County is to insure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the County agency concerned.

Notwithstanding the foregoing, if the County determines that pursuant to state and federal law Contractor is an employee for purposes of income tax withholding, County may upon two week's notice to Contractor, withhold from payments to Contractor hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the fullest extent permitted by law, Contractor shall hold harmless, defend and indemnify the County of Alameda, its Board of

Supervisors, employees and agents from and against any and all claims, losses, damages, liabilities and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of services under this Agreement, provided that any such claim, loss, damage, liability or expense is attributable to bodily injury, sickness, disease, death or to injury to or destruction of property, including the loss therefrom, or to any violation of federal, state or municipal law or regulation, which arises out of or is any way connected with the performance of this agreement (collectively "Liabilities") except where such Liabilities are caused solely by the negligence or willful misconduct of any indemnitee. The County may participate in the defense of any such claim without relieving Contractor of any obligation hereunder. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the Alameda County Employees' Retirement Association (ACERA) or California Public Employees' Retirement System (PERS) to be eligible for enrollment in ACERA and PERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for ACERA and PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

3. **INSURANCE AND BOND:** Contractor shall at all times during the term of the Agreement with the County maintain in force, at minimum, those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein. The County and all parties as set forth on Exhibit C shall be considered an additional insured or loss payee if applicable. All of Contractor's available insurance coverage and proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement. Contractor's insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to County. Contractor's excess and umbrella insurance shall also apply on a primary and non-contributory basis for the benefit of the County before County's own insurance policy or self-insurance shall be called upon to protect it as a named insured.
4. **PREVAILING WAGES:** Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar

character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

5. **WORKERS' COMPENSATION:** Contractor shall provide Workers' Compensation insurance, as applicable, at Contractor's own cost and expense and further, neither the Contractor nor its carrier shall be entitled to recover from County any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.
6. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. Contractor shall indemnify and hold County harmless from any and all liability, fines, penalties and consequences from any of Contractor's failures to comply with such laws, ordinances, codes and regulations.
 - b. **Accidents:** If a death, serious personal injury, or substantial property damage occurs in connection with Contractor's performance of this Agreement, Contractor shall immediately notify the Alameda County Risk Manager's Office by telephone. Contractor shall promptly submit to County a written report, in such form as may be required by County of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of Contractor's sub-Contractor, if any; (3) name and address of Contractor's liability insurance carrier; and (4) a detailed description of the accident and whether any of County's equipment, tools, material, or staff were involved.
 - c. Contractor further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the County the opportunity to review and inspect such evidence, including the scene of the accident.

7. **DEBARMENT AND SUSPENSION CERTIFICATION:** (Applicable to all agreements funded in part or whole with federal funds and contracts over \$25,000).
 - a. By signing this agreement and Exhibit D, Debarment and Suspension Certification, Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations, including but not limited to 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.
 - b. By signing this agreement, Contractor certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Shall not knowingly enter into any covered transaction with a person who is proposed for debarment under federal regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction.
8. **PAYMENT:** For services performed in accordance with this Agreement, payment shall be made to Contractor as provided in Exhibit B hereto.
9. **TRAVEL EXPENSES:** Contractor shall not be allowed or paid travel expenses unless set forth in this Agreement.
10. **TAXES:** Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the Contractor.
11. **OWNERSHIP OF DOCUMENTS:** Contractor hereby assigns to the County and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the County, the Contractor, the Contractor's sub-Contractors or third parties at the request of the Contractor (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

Contractor also hereby assigns to the County and its assignees all copyright and other use rights in any Documents and Materials including electronic copies stored in Contractor's Information System, respecting in any way the subject matter of this Agreement.

Contractor shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. Contractor agrees to take such further steps as may be reasonably requested by County to implement the aforesaid assignment. If for any reason said assignment is not effective, Contractor hereby grants the County and any assignee of the County an express royalty – free license to retain and use said Documents and Materials. The County’s rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not Contractor’s services as set forth in Exhibit “A” of this Agreement have been fully performed or paid for.

In Contractor’s contracts with other Contractors, Contractor shall expressly obligate its Sub-Contractors to grant the County the aforesaid assignment and license rights as to that Contractor’s Documents and Materials. Contractor agrees to defend, indemnify, and hold the County harmless from any damage caused by a failure of the Contractor to obtain such rights from its Contractors and/or Sub-Contractors.

Contractor shall pay all royalties and license fees which may be due for any patented or copyrighted materials, methods or systems selected by the Contractor and incorporated into the work as set forth in Exhibit “A”, and shall defend, indemnify and hold the County harmless from any claims for infringement of patent or copyright arising out of such selection. The County’s rights under this Paragraph 11 shall not extend to any computer software used to create such Documents and Materials.

12. **CONFLICT OF INTEREST; CONFIDENTIALITY:** The Contractor covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. Without limitation, Contractor represents to and agrees with the County that Contractor has no present, and will have no future, conflict of interest between providing the County services hereunder and any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to the County, as determined in the reasonable judgment of the Board of Supervisors of the County.

The Contractor agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement for the County will be kept confidential and not be disclosed to any other person. The Contractor agrees to immediately notify the County by notices provided in accordance with Paragraph 13 of this Agreement, if it is requested to disclose any information made known to or discovered by it during the

performance of or in connection with this Agreement. These conflict of interest and future service provisions and limitations shall remain fully effective five (5) years after termination of services to the County hereunder.

13. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service. Telex or facsimile transmission: When sent by telex or facsimile to the last telex or facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given by telex or facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To County: COUNTY OF ALAMEDA
Public Works Agency
951 Turner Court
Hayward, CA 94545
Attn: Rob Sales

To Contractor: Northern Landscape Management, Inc.
111 Amigo Road
950 Carden Street
San Leandro, CA 94577
Attn: Danielle Keeling

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective

as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or telex or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

14. **USE OF COUNTY PROPERTY:** Contractor shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
15. **EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS:** Contractor assures that he/she/it will comply with Title VII of the Civil Rights Act of 1964 and that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era Veteran's status, political affiliation, or any other non-merit factor, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.
 - a. Contractor shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era Veteran's status, political affiliation, or any other non-merit factor.
 - b. Contractor shall, if requested to so do by the County, certify that it has not, in the performance of this Agreement, discriminated against applicants or employees because of their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era Veteran's status, political affiliation, or any other non-merit factor.
 - c. If requested to do so by the County, Contractor shall provide the County with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under state or federal law.
 - d. Contractor shall recruit vigorously and encourage minority - and women-owned businesses to bid its subcontracts.
 - e. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act, which is prohibited by law.
 - f. The Contractor shall include the provisions set forth in paragraphs A through E (above) in each of its subcontracts.

16. **DRUG-FREE WORKPLACE:** Contractor and Contractor's employees shall comply with the County's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any County facility or work site. If Contractor or any employee of Contractor is convicted or pleads nolo contendere to a criminal drug statute violation occurring at a County facility or work site, the Contractor within five days thereafter shall notify the head of the County department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
17. **AUDITS; ACCESS TO RECORDS:** The Contractor shall make available to the County, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the County, and shall furnish to the County, its authorized agents, officers or employees such other evidence or information as the County may require with regard to any such expenditure or disbursement charged by the Contractor.

The Contractor shall maintain full and adequate records in accordance with County requirements to show the actual costs incurred by the Contractor in the performance of this Agreement. If such books and records are not kept and maintained by Contractor within the County of Alameda, California, Contractor shall, upon request of the County, make such books and records available to the County for inspection at a location within County or Contractor shall pay to the County the reasonable, and necessary costs incurred by the County in inspecting Contractor's books and records, including, but not limited to, travel, lodging and subsistence costs. Contractor shall provide such assistance as may be reasonably required in the course of such inspection. The County further reserves the right to examine and reexamine said books, records and data during the three (3) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the County, and the Contractor shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for three (3) years after the County makes the final or last payment or within three (3) years after any pending issues between the County and Contractor with respect to this Agreement are closed, whichever is later.

18. **DOCUMENTS AND MATERIALS:** Contractor shall maintain and make available to County for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 11 of this Agreement. Contractor's obligations under the preceding sentence shall continue for three (3)

years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by County), and Contractor shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for three (3) years following the County's last payment to Contractor under this Agreement.

19. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
20. **TERMINATION:** The County has and reserves the right to suspend, terminate, or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate, or suspend the Contractor's work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to Contractor for its Landscape Maintenance for San Lorenzo Hayward shall not exceed \$236,355 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment.
21. **SMALL LOCAL AND EMERGING BUSINESS PARTICIPATION:**

Contractor has been certified by the County as a small or emerging local business. As a result, there is no requirement to subcontract with another business in order to satisfy the County's Small and Emerging Locally owned Business provision. If during the term of this contract, Contractor's certification status changes, Contractor shall notify the County within three business days.

Should Contractor's status as a certified small or emerging local business change at any time during the term of this Agreement, Contractor shall negotiate with County to be in compliance with the County's Small and Emerging Local Business provision, including but not limited to:

- a. Contractor must subcontract a minimum 20% of the remaining contract value with a certified small or emerging local business(es).
- b. SLEB subcontractor(s) is independently owned and operated (i.e., is not owned or operated in any way by Prime), nor do any employees of either entity work for the other.
- c. As is applicable, Contractor shall ensure that their certification status is maintained in compliance with the SLEB Program for the term of this contract.

- d. For any subcontractors retained to comply with this provision, Contractor shall not substitute any such small and/or emerging local business(s) subcontractor without prior written approval from the County. Said requests to substitute shall be submitted in writing to the County department contract representative identified under Item #13 above. Contractor will not be able to substitute the subcontractor without prior written approval from the Alameda County Auditor Controller Agency, Office of Contract Compliance (OCC). Further approval from the Board of Supervisors may also be required.
- e. If subcontractors are added to the contract, all SLEB participation, except for prime contractor, must be tracked and monitored utilizing the Elation compliance System (see Exhibit E). SLEB prime contractor with SLEB subcontractors must enter payments made to subcontractors in the Elation System and ensure that SLEB subcontractors confirm payments received.

Contractor shall meet the requirements above within 15 business days of the County notifying Contractor that it is no longer in compliance with the program. County will be under no obligation to pay contractor for the percent committed to a SLEB subcontractor if the work is not performed by the listed small and/or emerging local business.

For further information regarding the Small Local Emerging Business participation requirements and utilization of the Alameda County Contract Compliance System contact the County Auditor- Controller's Office of Contract Compliance (OCC) via e-mail at ACSLEBcompliance@acgov.org.

- 22. **FIRST SOURCE PROGRAM:** For contracts over \$100,000, Contractor shall provide County ten (10) working days to refer to Contractor, potential candidates to be considered by Contractor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County that Contractor has available during the contract term before advertising to the general public.
- 23. **CHOICE OF LAW:** This Agreement shall be governed by the laws of the State of California.
- 24. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

25. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between County and Contractor relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. The Agreement may not be modified except by a written document signed by both parties.
26. HEADINGS herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.
27. ADVERTISING OR PUBLICITY: Contractor shall not use the name of County, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of County in each instance.
28. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
29. ASSURANCE OF PERFORMANCE: If at any time County believes Contractor may not be adequately performing its obligations under this Agreement or that Contractor may fail to complete the Services as required by this Agreement, County may request from Contractor prompt written assurances of performance and a written plan acceptable to County, to correct the observed deficiencies in Contractor's performance. Contractor shall provide such written assurances and written plan within ten (10) calendar days of its receipt of County's request and shall thereafter diligently commence and fully perform such written plan. Contractor acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
30. SUBCONTRACTING/ASSIGNMENT: Contractor shall not subcontract, assign, or delegate any portion of this Agreement or any duties or obligations hereunder without the County's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.

- b. Contractor shall use the subcontractors identified in Exhibit A and shall not substitute subcontractors without County's prior written approval.
 - c. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, including, without limitation, Exhibit C. Contractor shall verify subcontractor's compliance.
 - d. Contractor shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between Contractor and its subcontractors.
31. **SURVIVAL:** The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 11), and Conflict of Interest (Paragraph 12), shall survive termination or expiration.
32. **SEVERABILITY:** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
33. **PATENT AND COPYRIGHT INDEMNITY:** Contractor represents that it knows of no allegations, claims, or threatened claims that the materials, services, hardware or software ("Contractor Products") provided to County under this Agreement infringe any patent, copyright or other proprietary right. Contractor shall defend, indemnify and hold harmless County of, from and against all losses, claims, damages, liabilities, costs expenses and amounts (collectively, "Losses") arising out of or in connection with an assertion that any Contractor Products or the use thereof, infringe any patent, copyright or other proprietary right of any third party. County will: (1) notify Contractor promptly of such claim, suit, or assertion; (2) permit Contractor to defend, compromise, or settle the claim; and, (3) provide, on a reasonable basis, information to enable Contractor to do so. Contractor shall not agree without County's prior written consent, to any settlement, which would require County to pay money or perform some affirmative act in order to continue using the Contractor Products.
- a. If Contractor is obligated to defend County pursuant to this Section 33 and fails to do so after reasonable notice from County, County may defend itself and/or settle such proceeding, and Contractor shall pay to County any and all losses, damages and expenses (including attorney's fees and costs)

incurred in relationship with County's defense and/or settlement of such proceeding.

- b. In the case of any such claim of infringement, Contractor shall either, at its option, (1) procure for County the right to continue using the Contractor Products; or (2) replace or modify the Contractor Products so that that they become non-infringing, but equivalent in functionality and performance.
 - c. Notwithstanding this Section 33, County retains the right and ability to defend itself, at its own expense, against any claims that Contractor Products infringe any patent, copyright, or other intellectual property right.
34. **OTHER AGENCIES:** Other tax supported agencies within the State of California who have not contracted for their own requirements may desire to participate in this contract. The Contractor is requested to service these agencies and will be given the opportunity to accept or reject the additional requirements. If the Contractor elects to supply other agencies, orders will be placed directly by the agency and payments made directly by the agency.

EXTENSION: This agreement may be extended for an additional two years by mutual agreement of the County and the Contractor.

35. **SIGNATORY:** By signing this agreement, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

1. Contractor shall provide Landscape Maintenance for San Leandro Hayward with the Scope/Background, Specific Requirements and set on this Exhibit A, consisting of the following:

Exhibit A-1 Scope/Background
Exhibit A-2 Specific Requirements/Warranty

- a. This Exhibit A has been drafted to include the requirements contained in the Request for Quotation No. 901851 including any addenda and exhibits, the proposal response of Contractor (Response), and additional services that the County obtained through negotiations, if any. In the event of any conflict (direct or indirect) among any of the exhibits, the RFQ and the Response, the more stringent requirements providing the County with the broader scope of services shall have precedence, such that this Exhibit A including all attachments, the scope of work described in the RFQ and the scope of work described in Contractor’s proposal shall be performed to the greatest extent feasible.
- b. The RFQ and Response may be relied upon to interpret this Contract and shall be applied in such a manner so that the obligations of the Contractor are to provide the County with the broadest scope of services for the best value.

2. Contractor project team will consist of the following Key Personnel and subcontractors, as applicable during the contract term:

Name	Title	Telephone	Email
Danielle Keeling	President/CEO	(510) 415-4742	danielle@northern-landscape.com
Antonia Cazares	Account Manager	(610) 677-0648	antonia@northern-landscape.com
Les Keeling	Superintendent	(510) 760-7498	les@northern-landscape.com
Luis Lozano	Account Supervisor and Irrigation Technician	(510) 772-2955	luis@northern-landscape.com
Ignacio Guterrez	Senior Account Supervisor and Irrigation Technician	(510) 760-9121	ignacio@northern-landscape.com
Dennis Solis	Account Manager	(510) 760-4215	dennis@northern-landscape.com

Contractor agrees that it shall not transfer or reassign the individuals identified above as Key Personnel or substitute subcontractors without the express written agreement of County, which agreement shall not be unreasonably withheld. Should such individual or individuals in the employ of Contractor no longer be employed by Contractor during the term of this Agreement, Contractor shall make a good faith effort to present to County an individual with greater or equal qualifications as a replacement subject to County's approval, which approval shall not be unreasonably withheld.

3. The approval of County to a requested change shall not release Contractor from its obligations under this Agreement.

EXHIBIT A-1

SCOPE/BACKGROUND

The contract will be responsible for landscape maintenance that consists of three (3) separate project sites. They are identified as:

- Project 1 – Grant Avenue, San Lorenzo
- Project 2 – Washington Avenue, San Lorenzo
- Project 3 – Hampton Road, Hayward

The contractor will notify the County of any problems, damages, vandalism, etc. throughout each project site.

Below are the site project numbers and a summary of the site specifics:

Project 1: Grant Avenue is a Bay Friendly landscape site with a variety of plants, shrubs, groundcovers and trees to be maintained. The contractor will be required to complete and maintain a layer of mulch as specified. The landscape site will need to be maintained by pruning the trees as scheduled, removing trash and weeds from all landscaped and pathway areas, and providing irrigation by watering with truck or water cell when necessary. The landscape area limits are along Grant Avenue from Channel Street to the eastside of the railroad tracks.

Project 2: Washington Avenue was installed with a variety of plants, shrubs, dry gardens, tree planters, vines and trees on the median and on the west side of Washington Ave. There is also an irrigated and landscaped “gateway” site on the southwest corner of Washington & Grant that is included as part of the project. The landscape area limits are the medians and all landscaping on the west side along Washington Avenue from Grant Avenue to the Flood Control Channel. This landscape site will need maintenance for trash and weed removal, pruning and watering by hand or water cell of the trees, vines and shrubs on a schedule to maintain good health. The contractor will be responsible for adjusting the tree grates as needed to allow growth of the trees and install mulch annually as specified to maintain proper coverage.

Project 3: Hampton Road was installed with a variety of trees, tree wells, and dry gardens. There is also a “gateway” site at the southwest corner of Hampton and Mission, which has a manual irrigation system to water the groundcover, trees and shrubs at that location only. The landscape area limits are along Hampton Road from Mission Boulevard to Meekland Avenue on both sides of the roadway. In accordance with the specifications and maintenance plan, this

project will need to have trash and weeds removed from in and around tree wells along the entire project, pruning of the trees, and pruning, weeding, trash removal, watering, installation of mulch, etc., at the gateway location.

EXHIBIT A-2
SPECIFIC REQUIREMENTS/WARRANTY

1. GENERAL OPERATIONS AND DUTIES

- a. Contractor shall thoroughly complete each task in a professional manner. To this end, Contractor will use quality equipment and materials that comply with current regulations.
- b. Contractor shall provide the labor, materials, and equipment necessary for the provision of landscape services. Tasks shall be performed with nothing but the highest standards at no less than the frequencies set forth herein where specified.
- c. Inspect plant material and soil moisture weekly during the dry season to determine irrigation needs for trees and landscaping throughout location. Provide supplemental irrigation via hose/water truck if trees/landscape exhibit signs of stress and water when needed.
- d. Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover or landscaped areas.
- e. Contractor shall be required to clearly identify and equip each vehicle with signage that identifies the Contractor's name and phone number.
- f. Work shall be performed in such a manner to limit unnecessary vehicle idling for periods of longer than five (5) minutes while on the worksite, unless engine power is required to operate the vehicle's accessory equipment.
- g. All green waste shall be taken to a composting facility or a transfer station that offers separate processing for green waste for composting at Contractor's expense. Per Alameda County Waste Management Authority ordinance #2008-1 adopted January 28, 2009, plant debris may not be landfilled and must be composted. County reserves the right to direct Contractor to deposit green waste at a County facility or jobsite for reuse if needed.
- h. Contractor shall comply with quarantine regulations set by the California Department of Food and Agriculture (CDFA) when working in areas affected by SOD, and by Light Brown Apple Moth (LBAM). Regulations include, but are not limited to, ensuring that material is transported to a green waste processing facility that has been authorized by the local County Agricultural Department to accept affected loads, ensuring vehicle payloads are tightly covered with a tarp or otherwise enclosing green waste material to prevent releases during transport,

and ensuring equipment is cleaned after working in a contaminated zone so as to prevent cross contamination.

- i. County reserves the right to suspend any work assignment for any reason, including adverse weather conditions, at no cost to the County.
- j. County reserves the right to use alternative contractors at any time for any reason.
- k. All work shall be guaranteed for a period of one (1) year.
- l. Contractor shall have a Certified Arborist on staff, or at least immediate access to one, for purposes of evaluating the health of trees to make recommendations as to whether a tree should be pruned, removed or preserved and to instruct Contractor's staff as required.
- m. All power equipment used by Contractor shall be maintained in good and operable condition throughout Contractor's term of Service.
- n. Personnel shall be experienced and trained to safely operate equipment to perform Services.
- o. Contractor shall immediately notify the County of any accidental damage caused by the Contractor and any damage done by others due to accidents or vandalism to any hardscape or landscape.
- p. Contractor shall dispose of all litter and refuse at an appropriate waste disposal facility at Contractor's expense.

2. SAFETY

- a. Contractor shall ensure Services are performed safely and in accordance with all applicable federal, state, local laws and regulations. Mandatory safety practices include, but are not limited to the following:
- b. Comply with federal, state, local, and regulatory standards, ordinances, rules, policies and laws for all performed activities including but not limited to traffic control, pesticide use and tree trimming (ISA Standards, applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders).
- c. All personnel shall wear and use Personal Protective Equipment required for the task assigned as required by OSHA or other regulatory agencies;
- d. The safety of workers, passersby, and the public shall be paramount. Utilize accepted standards for safe practices during the maintenance operation. Safely

maintain and manage equipment, machines, and materials or other hazards consequential or related to the work.

- e. Warning signs, traffic cones, flashing lights, etc, shall be utilized at each work site and all traffic control activities and equipment shall conform to Manual on Uniform Traffic Control Devices (MUTCD) standards.
- f. All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, supplier, or distributor, except as otherwise specified.
- g. Contractor shall perform Services with minimal obstruction and inconvenience to the public, and no project shall begin that cannot be performed without regard for the rights of the public.
- h. Contractor shall provide and maintain fences, barriers, directional signs, lights and flag persons as are necessary to give adequate warning to the public at all times of any dangerous conditions to be encountered as a result of the work and to give directions to the public. Any road break permits required shall be the responsibility of the Contractor.
- i. Do not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage landscaped areas.
- j. Contractor shall note any hazards found in the service area landscape and shall notify the County immediately of any unsafe condition that requires major correction.
- k. Record field notes on Maintenance Checklist. Organize, label, date and file digital photography.
- l. Take a digital photograph(s) of site at each maintenance visit, note problem areas.
- m. Identification and location of all utility or power lines are the responsibility of the Contractor. The Contractor shall:
- n. Proceed with sufficient caution to preclude damaging any utilities known or unknown.
- o. In the event utilities are damaged during Contractor's work, temporary services and/or repairs shall be made immediately at the Contractor's expense to maintain continuity of services, and permanent repairs shall be made in a timely manner at Contractor's expense.

- p. Any damage caused by Contractor shall be immediately repaired or replaced at Contractor's expense.

3. HOURS OF WORK

- a. Contractor shall provide adequate staffing to perform the required maintenance services during the prescribed hours from Monday through Friday, 7:00 a.m. to 4:00 p.m. excluding major holidays. Hours and days of the week may vary based on weather or additional requirements from Alameda County Public Works.

4. ALL PROJECT ELEMENTS

a. Weeding and Trash Removal

- (1) Pick up litter and landscape debris (including downed tree branches).
- (2) Fill holes in landscape areas using woodchips
- (3) Remove all cutting and waste materials to an off-site facility.
- (4) Remove weeds at curbs and sidewalks and planter areas (focus on April through June).
- (5) Sweep/blow pavement for storm water quality maintenance and to maintain a neat and clean appearance.

b. Trees

- (1) January through March – prune trees to maintain optimum health of the plants and to correct branching structure.
- (2) As needed - remove dead branches and branches overhanging pavement or to improve line of sight; remove sucker growth from pepper/other trees.
- (3) Annually - inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.
- (4) As needed - maintain 14' clearance for branches overhanging beyond curb line into the paved section of streets and 10' clearance for branches overhanging sidewalk, bicycle path and pedestrian areas.
- (5) Tree Replacement: Any existing pepper tree, crape myrtle (*lagerstroemia indica* "watermelon red" and redbud (*cercis occidentalis*) that is permanently damaged or shows declining health, not due to lack of water or maintenance, shall be replaced with 48" box specimen tree, or as

directed by County. Notify County of need for replacement and to obtain authorization.

- (6) Pruning (with hand pruners/loppers/saws): Prune trees between the months of January – March to encourage healthy growth habits pertaining to each individual species, and for an overall balanced shape and appearance. All trees shall be free of dead wood, weak, diseased, insect-infested, and damaged limbs at all times. Selective thinning cuts should be made, not “heading” or “topping” cuts. Remove all clippings the same day tree is pruned.
- (7) Keep plant material trimmed 1’ from the tree trunk.
- (8) Do not use string trimmers/weed whippers around trees.
- (9) Schedule horticultural soils tests if new spring growth is stunted, yellow, or chlorotic, or low flower production. Add organic fertilizer based on recommendation of soils testing laboratory.
- (10) As needed March – May - stake and support trees and replace stakes that have been broken or damaged. Do not place stakes closer than 8” from trunk of tree. Place stakes and ties so no chafing of bark occurs; check and re-tie to prevent girdling. Remove tree stakes after year (3) three.
REMOVE NURSERY STAKES AND GREEN TIES.

c. Shrubs and Groundcover

- (1) Trim shrubs and ground cover to remove dead material or overhanging paved areas.
- (2) Inspect, and replace dead/diseased plant material. Test soil if there are health issues. Add organic fertilizer if recommended by soil testing.
- (3) Shrub/groundcover Replacement: Shrubs and groundcover that are woody, decadent or permanently damaged, not due to lack of water or low maintenance, should be replaced with the same species, unless conditions warrant replacement with other species. If so, notify County and suggest replacements from successful species at project site, with low water use needs.
- (4) Pruning (with hand pruners/loppers/saws): Prune woody shrubs to remove dead wood, weak, diseased, insect- infested, and damaged limbs. Selective thinning cuts should be made; do not use not “heading” or “tipping” cuts. Remove all clippings the same day shrub is pruned.

- (5) Trim shrubbery and ground covers to area behind curbs and walkways, within planter beds, and away from walls, fences, and utilities, as necessary. Do not prune into hedges or topiary—let plant grow in natural shape.
 - (6) Keep ground cover trimmed 1' from the base of trees.
 - (7) Do not use string trimmers/weed whippers around trees.
 - (8) Schedule horticultural soils tests if new spring growth is stunted, yellow, or chlorotic, or low flower production. Add organic fertilizer based on recommendation of soils testing laboratory.
- d. Pest Management – Grant and Washington Avenue Only. To be completed on a monthly basis.
- (1) Inspect and notify supervisor of major disease and insect infestations affecting trees, shrubs and ground covers.
 - (2) Inspect and notify supervisor of damage due to ground squirrels, gophers, and other burrowing rodents.
 - (3) Control weeds first with hand removal or mechanical cultivation.
 - (4) Use Integrated Pest Management (IPM) practices, and least toxic methods to control pests.
 - (5) Alameda County encourages environmentally sensitive maintenance practices. Apply insecticide or fungicide to trees, shrubs and ground covers only when significant plant damage would result from not addressing the infestation. Base pest and disease control program on known pests and diseases in Alameda County.
 - (6) All work involving the use of chemicals to be performed under the guidance of a valid California Pest Control Advisor (PCA) License and Qualified Applicator.
 - (7) If needed, spray herbicide, under guidance and recommendation of Pest Control Advisors (PCA). Apply only at manufacturers approved rates to avoid soil toxicity. Verify that herbicide is appropriate for use with various plant materials. Please keep record of PCA applicator and license number. PCA must also provide contractor with Agricultural Commissioners Use Report for chemical, disease, and pest control work performed at the Washington Avenue and Hampton Road locations only. No herbicides should be used at Grant Avenue because this is a Bay Friendly site.

- (8) Material Safety Data Sheet (MSDS) must be provided to and approved by the County for any chemicals used. All regulatory reporting requirements for chemical use must be followed.
 - (9) Quantity and description of all commercial and organic fertilizers used.
 - (10) Quantity and description of all soil amendments used
- e. Mulch and other supplies - annually
- (1) Replace/replenish mulch annually; or when bare ground occurs over 40% of area. Maintain mulch minimum 4 inches deep in all landscape areas at all times. 3 inches of mulch is required over tree wells and 6 to 8 inches from tree trunks.
 - (2) Replenish annually with wood chip or bark mulch to maintain 4” depth.
 - (3) Mulch layer to be installed in all non-paved areas, including planted areas, swale top and sides, and tree wells. Keep root crowns of all plants free of compost, mulch and debris. Do not apply to paved areas.
 - (4) Mulch shall be applied/replenished annually after annual flowers have seeded. Apply mulch on top of dead annuals and around all other planting areas, avoiding root crowns.
 - (5) Pavements and Finishes – inspect at each visit. Notify County of cracking, pavement damage, graffiti, trip hazards or other conditions that need further inspection or repair.
 - (6) Pre-cast concrete sidewalk.
 - (7) Asphalt Path.
 - (8) Gravel Path Shoulder.
 - (9) Truncated domes accessibility features.
 - (10) Maintain adjust and /or repair tree grates and frames for tree growth.
 - (11) Inspect decomposed granite, cobblestones, and other pavement treatments for damage, settlement, etc.
 - (12) Inspect for cracks or damaged concrete.
 - (13) Maintain and repair landscape headers.

5. GRANT AVENUE SPECIFIC INFORMATION

- a. Address - Grant Avenue, from Southern Pacific Railroad To Channel Street, Eden Township (San Lorenzo) Alameda County CA
- b. Grant Avenue sidewalk and drainage improvements were designed as a Bay-Friendly Rated Landscape. Bay-Friendly Landscaping is a whole systems approach to the design, construction and maintenance of landscapes that contributes to the health of the San Francisco Bay Watershed. The project includes landscape planting with native, low water use plant materials, curb inlets and drainage to capture and filter water, and use of mulch to retain moisture and reduce weeds. Project components to be maintained include:
 - (1) Maintain and repair drainage swales to receive storm water flows
 - (2) Maintain landscape plantings
 - (3) Irrigation system – there is no existing irrigation system. Water must be manually applied to seasonally water plants at each visit.
 - (4) Existing fences along property line are not owned by the County, do not damage or repair existing fences.
- c. Storm Water Management
 - (1) Inspect and remove mulch, plant materials or other items blocking drainage features. Contractor is to notify County if drains, log structures, or other drainage features are blocked or damaged.

6. SPECIAL HORTICULTURAL CONDITIONS – BAY-FRIENDLY LANDSCAPE

- a. Washington Avenue Specific Information
- b. Address - Washington Avenue, from Grant Avenue to the flood control channel overcrossing south of Lewelling Boulevard
 - (1) Washington Avenue is a beautification project where non-irrigated landscape and hardscape have been installed in the median and a small amount of landscaping and trees installed on the west side of the roadway only. The project also includes a gateway with irrigated landscaping at the southwest corner of Grant Ave and Via Alamos. Maintenance for the project includes tree well maintenance, tree trimming, vine, groundcover and shrub maintenance, irrigation system maintenance, and paving elements. Project components to be maintained include:

- (2) Maintain landscape plantings – trees, shrubs, vines and groundcover.
- (3) Maintain and operate irrigation system for the gateway landscape at the s/w corner of Grant and Washington (Via Alamitos).
- (4) All landscaping on the east side of the road is maintained by others and not part of this contract.
- (5) NOTE: There is no existing irrigation system for the trees, shrubs, and vines along the roadway or in the median. An irrigation system only exists at the southwest corner of Washington Ave (Via Alamitos) and Grant Ave for the gateway landscape. Irrigation controller at the site must be manually turned on to water shrubs and groundcover.

7. HAMPTON ROAD SPECIFIC INFORMATION

- a. Address - Hampton Road, from Mission Boulevard to Meekland Avenue
- b. Maintain landscape plantings and irrigation system
- c. There is an irrigation clock at the beginning of Hampton Road and Mission Boulevard that irrigates the southwest corner lot.
- d. There is no existing irrigation system for the trees along roadway, only a small system at the southwest corner of Hampton Road and Mission Boulevard. Toro clock at the site must be manually turned on to water shrubs and groundcover.

8. WARRANTY

- a. Reports – Reports will be used to verify one-year warranty timeline for replacement work completed by the contractor.
- b. Contractor is required to submit a monthly report to PWA on any work that is done or requested by the contractor to PWA for damaged irrigation, plants.
- c. Contractor is required to submit a monthly report on what landscape maintenance was done or scheduled on a week-by-week basis.

EXHIBIT B

PAYMENT TERMS

1. County will use its best efforts to make payment to Contractor upon successful completion and acceptance of the following services listed within thirty (30) days upon receipt and approval of invoice.

	YEAR 1 TOTAL	YEAR 2 TOTAL	YEAR 3 TOTAL	YEAR 1+ YEAR 2+ YEAR 3
PROJECT 1 - Grant Avenue	\$51,540	\$53,531	\$55,540	\$160,611
PROJECT 2 - Washington Avenue	\$13,420	\$13,921	\$14,431	\$41,772
PROJECT 3 - Hampton Road	\$10,920	\$11,321	\$11,731	\$33,972
TOTALS	\$75,880	\$78,773	\$81,702	\$236,355
GRAND TOTAL				\$236,355

2. Invoices will be reviewed for approval by the Alameda County Public Works Agency.
3. Total payment under the terms of this Agreement will not exceed the total amount of Two Hundred Thirty Six Thousand Three Hundred Fifty Five Dollars (\$236,355). This cost includes all taxes and all other charges.

**EXHIBIT C
INSURANCE**

EXHIBIT C

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

	TYPE OF INSURANCE COVERAGES	MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
D	<p><u>Endorsements and Conditions:</u></p> <ol style="list-style-type: none"> ADDITIONAL INSURED: All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 	

EXHIBIT D

**COUNTY OF ALAMEDA
DEBARMENT AND SUSPENSION CERTIFICATION**

(Applicable to all agreements funded in part or whole with federal funds and contracts over \$25,000).

The contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, and any named and unnamed subcontractor:

- **Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;**
- **Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;**
- **Does not have a proposed debarment pending; and**
- **Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.**

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Standard Services Agreement. Signing this Standard Services Agreement on the signature portion thereof shall also constitute signature of this Certification.

CONTRACTOR: Northern Landscape Management, Inc.

PRINCIPAL: Danielle Keeling **TITLE:** President

SIGNATURE:  **DATE:** 2/24/2020