

**CONTRACT RESULTING FROM REQUEST FOR PROPOSAL NUMBER 10089930-23-R,  
Landscaping Services for the Library Department**

This Contract (Contract) is entered into by and between the City of San Diego, a municipal corporation (City), and the successful proposer to Request for Proposal (RFP) # 10089930-23-R, Landscaping Services for the Library Department (referred to throughout the Contract Documents as "Contractor" and sometimes "proposer").

**RECITALS**

On or about 8/1/2022, City issued an RFP to prospective proposers on services to be provided to the City. The RFP and any addenda and exhibits thereto are collectively referred to as the "RFP." The RFP is attached hereto as Exhibit A, and incorporated herein by this reference.

City has determined that Contractor has the expertise, experience, and personnel necessary to provide the City with Landscaping Services for the Library Department.

City wishes to retain Contractor to Landscaping services as further described in the attached Exhibit B, Scope of Work .

For good and valuable consideration, the sufficiency of which is acknowledged, City and Contractor agree as follows:

**ARTICLE I  
CONTRACTOR SERVICES**

**1.1 Scope of Work.** Contractor must provide the Scope of Work to City as described in Exhibit B which is incorporated herein by this reference. Contractor will submit all required forms and information described in Exhibit A to the Purchasing Agent before providing Scope of Work.

**1.2 General Contract Terms and Provisions.** This Contract incorporates by this reference the General Contract Terms and Provisions, attached hereto as Exhibit C.

**ARTICLE II  
DURATION OF CONTRACT**

**2.1 Term.** This Contract will be for a one-year period beginning on the Effective Date. City may, in its sole discretion, extend this Contract for four additional one-year period(s). The term of this Contract must not exceed five years unless approved by the City Council by ordinance.

**2.2 Effective Date.** This Contract is effective on the date it is both executed by the last Party to sign the Contract, and approved by the City Attorney in accordance with San Diego Charter Section 40.

**ARTICLE III  
COMPENSATION**

**3.1 Amount of Compensation.** City shall pay Contractor for performance of all Services rendered in accordance with this Contract in an amount not to exceed \$688,980.36. RA

*(The not to exceed amount will be added in this final Contract prior to the final execution of the Contract by the City, with the Contractor's initials indicating acceptance.)*

**ARTICLE IV  
WAGE REQUIREMENTS**

**4.1** By submitting a response to this RFP, Contractor certifies that he or she is aware of, and agrees to comply with, the wage provisions described in Exhibit D, Wage Requirements, which is incorporated herein by reference, before commencing Services.

**ARTICLE V  
CONTRACT DOCUMENTS**

**5.1 Contract Documents.** The following documents comprise the Contract between the City and Contractor: this Contract and all exhibits thereto, the RFP; the Notice to Proceed; and the City's written acceptance of exceptions or clarifications to the RFP, if any.

**5.2 Contract Interpretation.** The Contract Documents completely describe the Scope of Work to be provided. Contractor will provide any Scope of Work that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for or identified in the Contract Documents. Words or phrases which have a well-known technical, construction industry, or trade meaning and are used to describe Scope of Work will be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents.

**5.3 Precedence.** In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the Parties will use the order of precedence as set forth below. The 1<sup>st</sup> document has the highest priority. Provisions in the Contract Documents that address the same subject, but have different degrees of specificity, are not in conflict and the more specific language will control. The order of precedence from highest to lowest is as follows:

1<sup>st</sup> Any properly executed written amendment to the Contract

2<sup>nd</sup> The Contract

3<sup>rd</sup> The RFP and the City's written acceptance of any exceptions or clarifications to the RFP, if any

4<sup>th</sup> Contractor's Pricing

**5.4 Counterparts.** This Contract may be executed in counterparts which, when taken together, will constitute a single signed original as though all Parties had executed the same page.

**5.5 Public Agencies.** Other public agencies, as defined by California Government Code section 6500, may choose to use the terms of this Contract, subject to Contractor's acceptance. The City is not liable or responsible for any obligations related to a subsequent Contract between Contractor and another public agency.

IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

CITY OF SAN DIEGO  
A Municipal Corporation

Aztec Landscaping, Inc.  
Proposer

BY:



7980 Lemon Grove Way  
Street Address

Print Name:

Claudia C. Abara  
Director, Purchasing & Contracting Department

Lemon Grove, CA 91945  
City

(619) 464-3303  
Telephone No.

December 21, 2022  
Date Signed

rafael@azteclandscaping.com  
E-Mail

BY:

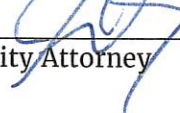
Rafael Aguilar  
Signature of  
Proposer's Authorized  
Representative

Rafael A. Aguilar  
Print Name

Chief Executive Operator  
Title

8/29/2022  
Date

Approved as to form this 10<sup>th</sup> day of  
January, 20 23.  
MARA W. ELLIOTT, City Attorney

BY:   
Deputy City Attorney

Addendum B  
August 25, 2022

**EXHIBIT A  
PROPOSAL SUBMISSION AND REQUIREMENTS**

**A. PROPOSAL SUBMISSION**

**1. Timely Proposal Submittal.** Proposals must be submitted as described herein to the Purchasing & Contracting Department (P&C).

**1.1 Reserved.**

**1.2 Paper Proposals.** The City will accept paper proposals in lieu of eProposals. Paper proposals must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed proposals will not be accepted.

**1.2.1** Due to COVID-19, electronic copies submitted through PlanetBids will be accepted. Instructions for electronic submissions are provided as an attachment in PlanetBids.

**1.3 Proposal Due Date.** Proposals must be submitted prior to the Closing Date indicated on the eBidding System. E-mailed and/or faxed proposals will not be accepted.

**1.4 Pre-Proposal Conference.** Pre-proposal conference information is noted on the eBidding System.

**1.5 Questions and Comments.** Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the procurement will be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all proposers who are on record as having received this RFP, via its eBidding System. No oral communications can be relied upon for this RFP. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFP.

**1.6 Contact with City Staff.** Unless otherwise authorized herein, proposers who are considering submitting a proposal in response to this RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with City staff about this RFP from the date this RFP is issued until a contract is awarded.

**2. Proposal Format and Organization.** Unless electronically submitted, all proposals should be securely bound and must include the following completed and executed forms and information presented in the manner indicated below:

**Tab A - Submission of Information and Forms.**

**2.1** Completed and signed Contract Signature Page. If any addenda are issued, the latest Addendum Contract Signature Page is required.

**2.2** Exceptions requested by proposer, if any. The proposer must present written factual or legal justification for any exception requested to the Scope of Work, the Contract, or the Exhibits thereto. Any exceptions to the Contract that have not been accepted by the City in writing are deemed rejected. The City, in its sole discretion, may accept some or all of proposer's exceptions, reject proposer's exceptions, and deem the proposal non-responsive, or award the Contract without proposer's proposed exceptions. The City will not consider exceptions addressed elsewhere in the proposal.

**2.3** The Contractor Standards Pledge of Compliance Form, see Exhibit E, incorporated herein by this reference.

**2.4** Equal Opportunity Contracting forms including the Work Force Report and Contractors Certification of Pending Actions, see Exhibit F, incorporated herein by this reference.

**2.5** Living Wage Ordinance Certification of Compliance. see Exhibit G, incorporated herein by this reference.

**2.6** Licenses as required in Exhibit B.

**2.7** Reserved.

**2.8** Additional Information as required in Exhibit B.

**2.9** Reserved.

**2.10** One copy of the safety data sheet (SDS) for each product bid. Only those products whose label and MSDS clearly state the contents, hazard potential, and protective measures required shall be considered for purchase.

**Tab B - Executive Summary and Responses to Specifications.**

**2.11** A title page.

**2.12** A table of contents.

**2.13** An executive summary, limited to one typewritten page, that provides a high-level description of the proposer's ability to meet the requirements of the RFP and the reasons the proposer believes itself to be best qualified to provide the identified services.

**2.14** Proposer's response to the RFP.

**Tab C - Cost/Price Proposal.** Proposers must submit a cost proposal in the form and format described herein. Failure to provide cost(s) in the form and format requested may result in proposal being declared non-responsive and rejected.

**3. Proposal Review.** Proposers are responsible for carefully examining the RFP, the Specifications, this Contract, and all documents incorporated into the Contract by reference before submitting a proposal. If selected for award of contract, proposer is bound by same unless the City has accepted proposer's exceptions, if any, in writing.

**4. Addenda.** The City may issue addenda to this RFP as necessary. All addenda are incorporated into the Contract. The proposer is responsible for determining whether addenda were issued prior to a proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

**5. Quantities.** The estimated quantities provided by the City are not guaranteed. These quantities are listed for informational purposes only. Quantities vary depending on the demands of the City. Any variations from the estimated quantities do not entitle the proposer to an adjustment in the unit price or any additional compensation.

**6. Quality.** Unless otherwise required, all goods furnished must be new and the best of their kind.

**6.1 Items Offered.** Proposer must state the applicable trade name, brand, catalog, manufacturer, and/or product number of the required good, if any, in the proposal.

**6.2 Brand Names.** Any reference to a specific brand name in a solicitation is illustrative only and describes a component best meeting the specific operational, design, performance, maintenance, quality, or reliability standards and requirements of the City. Proposer may offer an equivalent or equal in response to a brand name referenced (Proposed Equivalent). The City may consider the Proposed Equivalent after it is subjected to testing and evaluation which must be completed prior to the award of contract. If the proposer offers an item of a manufacturer or vendor other than that specified, the proposer must identify the maker, brand, quality, manufacturer number, product number, catalog number, or other trade designation. The City has complete discretion in determining if a Proposed Equivalent will satisfy its requirements. It is the proposer's responsibility to provide, at their expense, any product information, test data, or other information or documents the City requests to properly evaluate or demonstrate the acceptability of the Proposed Equivalent, including independent testing, evaluation at qualified test facilities, or destructive testing.

**7: Modifications, Withdrawals, or Mistakes.** Proposer is responsible for verifying all prices and extensions before submitting a proposal.

**7.1 Modification or Withdrawal of Proposal Before Proposal Opening.** Prior to the Closing Date, the proposer or proposer's authorized representative may modify or withdraw the proposal by providing written notice of the proposal modification or withdrawal to the City Contact via the eBidding System. E-mail or telephonic withdrawals or modifications are not permissible.

**7.2 Proposal Modification or Withdrawal of Proposal After Proposal Opening.** Any proposer who seeks to modify or withdraw a proposal because of the proposer's inadvertent computational error affecting the proposal price must notify the City Contact identified on the eBidding System no later than three working days following the Closing Date. The proposer must provide worksheets and such other information as may be required by the City to substantiate the claim of inadvertent error. Failure to do so may bar relief and allow the City recourse from the bid surety. The burden is upon the proposer to prove the inadvertent error. If, as a result of a proposal modification, the proposer is no longer the apparent successful proposer, the City will award to the newly established apparent successful proposer. The City's decision is final.

**8. Incurred Expenses.** The City is not responsible for any expenses incurred by proposers in participating in this solicitation process.

**9. Public Records.** By submitting a proposal, the proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the proposer submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the proposer to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of the CPRA will not suffice. Rather, the proposer must provide a specific and detailed legal basis, including applicable case law, that clearly establishes the requested information is exempt from the disclosure under the CPRA. If the proposer does not provide a specific and detailed legal basis for requesting the City to withhold proposer's confidential or proprietary information at the time of proposal submittal, City will release the information as required by the CPRA and proposer will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the proposer's obligation to defend, at proposer's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the proposer's request. Furthermore, the proposer will indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at proposer's request. Nothing in the Contract resulting from this proposal creates any obligation on the part of the City to

notify the proposer or obtain the proposer's approval or consent before releasing information subject to disclosure under the CPRA.

**10. Right to Audit.** The City Auditor may access proposer's records as described in San Diego Charter section 39.2 to confirm contract compliance.

## **B. PRICING**

**1. Fixed Price.** All prices must be firm, fixed, fully burdened, FOB destination, and include any applicable delivery or freight charges, and any other costs required to provide the requirements as specified in this RFP. The lowest total estimated contract price of all the proposals that meet the requirements of this RFP will receive the maximum assigned points to this category as set forth in this RFP. The other price schedules will be scored based on how much higher their total estimated contract prices compare with the lowest:

$$\left(1 - \frac{(\text{contract price} - \text{lowest price})}{\text{lowest price}}\right) \times \text{maximum points} = \text{points received}$$

For example, if the lowest total estimated contract price of all proposals is \$100, that proposal would receive the maximum allowable points for the price category. If the total estimated contract price of another proposal is \$105 and the maximum allowable points is 60 points, then that proposal would receive  $(1 - ((105 - 100) / 100)) \times 60 = 57$  points, or 95% of the maximum points. The lowest score a proposal can receive for this category is zero points (the score cannot be a negative number). The City will perform this calculation for each Proposal.

**2. Taxes and Fees.** Taxes and applicable local, state, and federal regulatory fees should not be included in the price proposal. Applicable taxes and regulatory fees will be added to the net amount invoiced. The City is liable for state, city, and county sales taxes but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. All or any portion of the City sales tax returned to the City will be considered in the evaluation of proposals.

**3. Escalation.** An escalation factor is not allowed unless called for in this RFP. If escalation is allowed, proposer must notify the City in writing in the event of a decline in market price(s) below the proposal price. At that time, the City will make an adjustment in the Contract or may elect to re-solicit.

**4. Unit Price.** Unless the proposer clearly indicates that the price is based on consideration of being awarded the entire lot and that an adjustment to the price was made based on receiving the entire proposal, any difference between the unit price correctly extended and the total price shown for all items will be resolved in favor of the unit price.



## **C. EVALUATION OF PROPOSALS**

**1. Award.** The City will evaluate each responsive proposal to determine which proposal offers the City the best value consistent with the evaluation criteria set forth herein. The proposer offering the lowest overall price will not necessarily be awarded a contract.

**2. Sustainable Materials.** Consistent with Council Policy 100-14, the City encourages use of readily recyclable submittal materials that contain post-consumer recycled content.

### **3. Evaluation Process.**

**3.1 Process for Award.** A City-designated evaluation committee (Evaluation Committee) will evaluate and score all responsive proposals. The Evaluation Committee may require proposer to provide additional written or oral information to clarify responses. Upon completion of the evaluation process, the Evaluation Committee will recommend to the Purchasing Agent that award be made to the proposer with the highest scoring proposal.

**3.2 Reserved.**

**3.3 Reserved.**

**3.4 Discussions/Negotiations.** The City has the right to accept the proposal that serves the best interest of the City, as submitted, without discussion or negotiation. Contractors should, therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals. The City may negotiate the terms of a contract with the winning proposer based on the RFP and the proposer's proposal, or award the contract without further negotiation.

**3.5 Inspection.** The City reserves the right to inspect the proposer's equipment and facilities to determine if the proposer is capable of fulfilling this Contract. Inspection will include, but is not limited to, survey of proposer's physical assets and financial capability. Proposer, by signing the proposal agrees to the City's right of access to physical assets and financial records for the sole purpose of determining proposer's capability to perform the Contract. Should the City conduct this inspection, the City reserves the right to disqualify a proposer who does not, in the City's judgment, exhibit the sufficient physical and financial resources to perform this Contract.

**3.6 Evaluation Criteria.** The following elements represent the evaluation criteria that will be considered during the evaluation process:

	MAXIMUM EVALUATION POINTS
<b>A. Responsiveness to the RFP.</b>	<u>25</u>
1. Requested information included and thoroughness of response	
2. Understanding of the project and ability to deliver as exhibited in the Executive Summary.	
<b>B. Staffing Plan.</b>	<u>25</u>
1. Qualifications of personnel adequate for requirement	
2. Availability/Geographical location of personnel for required tasks	
3. Clearly defined Roles/Responsibilities of personnel	
<b>C. Firm's Capability to provide the services and expertise and Past Performance.</b>	<u>30</u>
1. Relevant experience of the Firm and subcontractors	
2. Previous relationship of firm and subcontractors on similar projects	
3. Other pertinent experience of firm that demonstrates an ability to address challenges and deliver quality outcomes.	
4. Knowledge of the localities of the Project and ability to deliver services	
5. Past/Prior Performance	
6. Capacity/Capability to meet The City of San Diego needs in a timely manner	
<b>D. Quality Control Program.</b>	<u>15</u>
1. Description of your Quality Control Program.	
2. Describe plans for correcting performance problems.	
<b>E. Price.</b>	<u>5</u>
SUB TOTAL MAXIMUM EVALUATION POINTS:	<u>100</u>
<b>F. Participation by Small Local Business Enterprise (SLBE) or Emerging Local Business Enterprise (ELBE) Firms*</b>	<u>12</u>
FINAL MAXIMUM EVALUATION POINTS INCLUDING SLBE/ELBE:	<u>112</u>

\*The City will apply a maximum of an additional 12 percentage points to the proposer's final score for SLBE OR ELBE participation. Refer to Equal Opportunity Contracting Form, Section V.

#### **D. ANNOUNCEMENT OF AWARD**

**1. Award of Contract.** The City will inform all proposers of its intent to award a Contract in writing.

**2. Obtaining Proposal Results.** No solicitation results can be obtained until the City announces the proposal or proposals best meeting the City's requirements. Proposal results may be obtained by: (1) e-mailing a request to the City Contact identified on the eBidding System or (2) visiting the P&C eBidding System to review the proposal results. To ensure an accurate response, requests should reference the Solicitation Number. Proposal results will not be released over the phone.

**3. Multiple Awards.** City may award more than one contract by awarding separate items or groups of items to various proposers. Awards will be made for items, or combinations of items, which result in the lowest aggregate price, best meet the City's requirements, or both. The additional administrative costs associated with awarding more than one Contract will be considered in the determination.

**E. PROTESTS.** The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (SDMC). These procedures provide unsuccessful proposers with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

**F. SUBMITTALS REQUIRED UPON NOTICE TO PROCEED.** The successful proposer is required to submit the following documents to P&C **within ten (10) business days** from the date on the Notice to Proceed letter:

**1. Insurance Documents.** Evidence of all required insurance, including all required endorsements, as specified in Article VII of the General Contract Terms and Provisions.

**2. Taxpayer Identification Number.** Internal Revenue Service (IRS) regulations require the City to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide goods or services to the City. This information is necessary to complete Form 1099 at the end of each tax year. To comply with IRS regulations, the City requires each Contractor to provide a Form W-9 prior to the award of a Contract.

**3. Business Tax Certificate.** Unless the City Treasurer determines a business is exempt, all businesses that contract with the City must have a current business tax certificate.

**4. Bond.** A bond as described in Exhibit B.

**5. Reserved.**

**6. COVID Certification Form.**

The City may find the proposer to be non-responsive and award the Contract to the next highest scoring responsible and responsive proposer if the apparent successful proposer fails to timely provide the required information or documents.

*Remainder of page left intentionally blank.*

**EXHIBIT B  
SCOPE OF WORK**

**A. SPECIFICATIONS**

Contractor shall perform complete landscape maintenance of all contract sites identified in Section T of this Scope of Work (Contract Sites), including, but not limited to, the following: irrigation, pruning, shaping and training of trees, shrubs, turf, and groundcover plants; fertilization; litter control; weed control; control of all plant diseases and pests; mowing; edging; renovation and aeration; sweeping; irrigation; signs, riparian trails, and all other maintenance required to maintain the Contract Sites included in this Contract in a safe, attractive and useable condition and to maintain the plant material in good condition with horticulturally acceptable growth and color. During and at the end of the maintenance period, all plant material shall be in a healthy, growing condition. The Contractor shall provide all equipment, labor, and materials necessary for performing landscape maintenance and irrigation services according to the following specifications.

**B. MANDATORY PRE-BID CONFERENCE AND SITE INSPECTIONS**

Mandatory site inspections will follow the mandatory pre-bid conference on Tuesday, August 9, 2022, at the Central Library's Neil Morgan Auditorium at 9:30 a.m. located at 330 Park Blvd, San Diego, CA 92101. This is the only opportunity for Bidders to walk the sites with City staff. Allow up to approximately four (4) hours for the pre-bid conference and site inspections. The three (3) locations below will be used as examples for all other locations. Bids will not be accepted from Bidders not attending the pre-bid conference.

- Central Library – 330 Park Blvd., San Diego, CA 92101 (Neil Morgan Auditorium)
- Mission Hills Library – 215 W. Washington St., San Diego, CA 92103 (In front of the entrance to the library)
- Mission Valley Library – 2123 Fenton Parkway, San Diego, CA 92108 (In front of the entrance to the library)

Bidders are responsible for understanding the size of the areas to be serviced as well as the required services and frequencies as specified in Section U. 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 a lack of knowledge of the sites.

Please note that "acres" is the measurement of the total size including the building footprint and parking area(s) and that all measurements are approximate. Contractor shall be responsible for verifying acreage.

**C. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) REGISTRATION NUMBER**

	Registration No.	Expiration Date	Name
DIR Registration No.	1000007145	06/30/2025	Aztec Landscaping, Inc.
Subcontractor's DIR Registration No.	N/A		

**D. LICENSES**

To perform the work described in these Specifications, the Contractor must hold a C-27 State of California Contractors License. Any Contractor holding a different license who feels qualified to submit a proposal on this work must notify the City Contact in writing at least seven (7) days prior to the proposal due date. After a thorough review of the proposed license substitution, the City will inform the Contractor, in writing, of its decision prior to the proposal closing. The City's decision is final.

Any person supervising the use of pesticides, herbicides, or rodenticides must possess a valid Qualified Applicator's Certificate for Category B. The Contractor must also hold a Pest Control Business License, must retain the services of a licensed Pest Control Advisor (PCA), and must be registered with the County Agriculture Commissioner. The Contractor must possess the below licenses prior to submitting their proposal.

Bidders must hold current licenses as listed below.

	License Number	Expiration Date	Name
State of California Contractor's License	Class: C-27 No.: 642504	04/30/2024	Aztec Landscaping, Inc.
Pest Control Business License	30311	12/31/2022	Aztec Landscape Company
Pest Control Advisor	74624	12/31/2023	James C. Thompson Jr.
Qualified Applicator Certificate	92975	12/31/2023	Jaime Rocha

**E. SCHEDULING OF WORK**

The Contractor shall establish an annual schedule of work (Work Schedule) to be followed in the performance of this Contract. In addition, the Contractor shall provide the Technical Representative with a list(s) of exact start dates for fertilization, renovation, aeration, and other infrequent operations at each of the Contract Sites at least ten (10) working days in advance of performing any of these operations.

Unless otherwise specified, the Contractor shall accomplish all normal landscape maintenance required under this Contract between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday, excluding holidays (normal working hours). If a specific task falls on a holiday, Contractor must complete the task on the following business day, or on an acceptable alternate date as authorized by the Technical Representative in writing. The Technical Representative may grant, on an individual basis, permission to perform contract maintenance at other hours where the public's use of the Contract Sites is too great to allow for proper maintenance during normal working hours. Maintenance functions that generate excess noise, which would cause unreasonable annoyance to residents of the area, e.g., operations of power equipment, shall not commence before 8:00 a.m.

The Work Schedule, provided by the Contractor, must be completed, and submitted to the Technical Representative prior to the commencement of work on this contract. Any changes in scheduling shall be reported, in writing, to the Technical Representative immediately. This Work Schedule shall include routine work as well as infrequent operations such as fertilization and pruning.

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.

In performing periodic operations required in this Contract, the Contractor shall continue routine grounds maintenance services within all Contract Sites without interruption.

#### **F. QUALITY OF WORK**

The Contractor shall perform all work in accordance with the best landscape maintenance practices and in keeping with the high aesthetic level of the Contract Sites being maintained.

The Contractor shall provide comprehensive ongoing inspection of the contract site(s). This inspection shall be performed by the field supervisor as well as a non-working supervisor who shall provide the Technical Representative with an emailed weekly update. Updates shall include a punch list each week of items requiring remedial action or attention together with dates when the required work will be performed. If no remedial action is required and all work has been performed in accordance with the contract specifications, Contractor shall note it in their weekly email.

The Technical Representative shall periodically inspect all landscape maintenance operations and approve or reject the work performed and methods or materials used.

## **G. 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 between 6:00 a.m. and 8:00 p.m. All calls from the Technical Representative 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 Technical Representative shall be referred to the Contractor for immediate disposition. Emergency calls relating to irrigation 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**

Upon finding any hazard, damage, defect, leak, power outage, or other issue or situation that poses a threat to safety of the public or employees, or a loss of City assets (including water), the Contractor shall notify the Technical Representative immediately. Safety problems must be reported by calling the Technical Representative during the City's normal business hours, Monday through Friday between 7:00a.m. and 4:00p.m. (City's normal business hours). If these problems are encountered outside of the City's normal business hours, Contractor shall call (619) 527-7500, email the Technical Representative, and provide the name and address of the Contract Site and a description of the problem. Other hazards, damages, defects, other problems or irregularities, or maintenance issues must be reported to the Technical Representative within 24 hours of discovery.

### **4. Staffing**

#### **a. Supervision**

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

Contractor shall provide a minimum of one (1) qualified Field Supervisor who shall be at the Contract Sites at all times work is being performed by the Contractor to provide the necessary supervision to ensure work is completed as specified under the Contract. This Field Supervisor(s) must have at least three (3) years of experience overseeing, implementing, and maintaining habitat enhancement projects and personnel, on a site of comparable acreage and plant



material. Contractor must submit a resume of the assigned Field Supervisor(s) with the proposal. Payroll records may be utilized to verify experience. The Field Supervisor(s) must be employed by the successful Contractor at the time this Contract is awarded. Any changes in Field Supervisor(s) must be submitted in writing to the Technical Representative.

In addition, the Field Supervisor shall inspect all Contract Sites a minimum of once per week. These inspections shall include a written punch list (to be completed by the Field Supervisor) of deficient items and dates of correction. Punch lists are to be given to the Technical Representative on a weekly basis; Date and time to be determined by the Technical Representative upon award.

**b. Adequate Personnel**

The Contractor shall maintain a sufficient number of full-time employees for each project/assignment during working hours/days specified, so long as contract requirements are met on a daily basis, currently Monday through Saturday. Depending on future changes to the library's operating hours, services on Sundays may be required. Staffing for this Contract may require several full-time employees, including the Field Supervisor, and one (1) full-time Irrigation Specialist.

All landscape maintenance workers, also referred to as laborers, in this document must have at least one (1) year of fulltime paid experience in performing all aspects of landscape maintenance. It is desirable that all landscape maintenance workers/laborers have more than one (1) year of fulltime paid experience, and highly desirable for all landscape maintenance workers/laborers to have more than four (4) years of fulltime paid experience. Qualifying paid experience must include all of the following: maintaining lawns, shrubs, trees, and ground covers; fertilizing plant material, cultivating, pruning shrubs and trees, mowing lawn areas, edging lawn areas, edging ground covers; operating and maintaining Irrigation systems, and performing minor irrigation repairs such as repairing/replacing broken or damaged irrigation heads and risers; and proper operation of landscape equipment.

**c. Ability to Perform Work**

Contractor must have the staffing, equipment knowledge and financial resources to perform landscape maintenance projects in a timely manner with a quality end product. The plant material(s) on this site require uncommon maintenance practices. Contractor must have experience implementing and maintaining similar projects and personnel and overseeing all phases of landscape maintenance and personnel for a site of comparable square footage, scope of work and plant materials. This includes, but is not limited to, implementing, and maintaining landscape enhancement projects and personnel on a site of comparable acreage and plant material. All personnel shall be physically able to do their assigned work.

Contractor shall provide all of the following with the proposal:

- References for work completed by Contractor for a similar scope of work and size with similar dollar value as it compares to this RFP in accordance with the Contractor Standards Pledge of Compliance, page 6 of 12, item F(7).
- A purchase order, contract, or other document that demonstrates Contractor's previous or existing responsibilities for work of a similar scope and size as it compares to this RFP.
- Examples and references for work completed as it relates to the following: landscaped and hardscaped medians, landscaped and undeveloped rights-of-ways, enhanced and native Open Space habitats and trail systems, parks with playground structures, joint-use sports fields, turf renovations, large irrigation systems, smart controllers, hardscaped surfaces including gutters, parking lots, sidewalks, concrete brow ditches and storm drains, comfort stations, landscaped library, recreation center facilities, or other public use locations.
- References and resumes for the working Field Supervisor(s) and Irrigation Specialist(s) proposed for work on this Contract and currently employed by Contractor. Resumes should include description of working knowledge of sports turf, smart controllers, and related software.
- A proposed work schedule that demonstrates the fulfillment of the established frequencies.
- References and resumes of landscape maintenance workers/laborers proposed to work on this Contract and are currently employed by the Contractor. Resumes should include a description of the work experience and type of landscape maintenance performed.

Some priority projects may need to be performed immediately. In the event Contractor is awarded Extraordinary Work (as described in Exhibit B, Section P, Extraordinary Labor, of this Exhibit), the Contractor shall provide a separate specific work crew to accomplish projects as may be required.

d. Proper Conduct

The Contractor, Contractor's employees, and Subcontractors shall always conduct themselves in a proper and efficient manner and shall cause the least possible annoyance to the public.

e. Uniforms

The Contractor's staff and Subcontractor's shall work in neat and clean uniforms. The Contractor shall furnish Contractor's 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 always be worn, while on the job site. Failure to do so may result in termination of contract.

f. Removal of Employees

The Technical Representative may require the Contractor to remove from any of the Contract Sites any employee(s) deemed careless or incompetent, unable to fulfill any of Contractor's material obligations under this Contract, or has engaged in acts or omissions contrary to public health, safety, welfare, or morals.

g. Communication Skills

The Contractor shall ensure that all on-site supervisors and Field Supervisor(s) can communicate in English both verbally and in writing sufficiently to address any issues branch staff may have with the landscaping. The on-site supervisor and Field Supervisor shall be capable of completing, in English, legible written forms and shall be capable of understanding oral and/or written instructions in English.

h. City Holidays.

Landscape service shall not be performed on the following City observed holidays:

- Martin Luther King Jr. Day
- President's Day
- César Chávez Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

5. Repairs to Existing Facilities and Irrigation Systems

a. Damage or Alteration Resulting from Contract Performance

- i. The Contractor shall be responsible, at no cost to the City, for the repair or replacement of all portions of existing structures or facilities, including irrigation systems, which are damaged or altered in any way as a result of the performance of this Contract. Contractor shall immediately, in writing, report all damages and alterations to the Technical Representative. Damages and alterations shall be repaired or replaced in kind, as approved by the Technical Representative.
- ii. Unless otherwise directed, Contractor shall make repairs to facilities immediately after damage or alteration occurs as a result of Contractor's performance of work under this Contract. A comprehensive testing and check of all irrigation systems shall be made approximately thirty (30) days prior to the end of the Contract, and any repairs deemed the responsibility of the Contractor shall be made by the Contractor prior to the end of the Contract. If repairs are not made by the Contractor to the satisfaction of the Technical Representative, deductions shall be made from the final payment in the amount to cover the cost of repairs, as determined by the Technical Representative. Any difference of cost shall be paid by the Contractor.

6. Other Damage or Alteration

- a. All portions of existing structures or facilities, including irrigation systems, which are damaged or altered by vandalism or theft shall, as directed by the Technical Representative, be repaired, or replaced in kind and in an approved manner. All work of this kind shall be performed by the bidder. Authorization from the Technical Representative must be obtained before repairs to the facilities are made, unless otherwise directed. The City will pay for materials and labor due to vandalism.
- b. The Technical Representative shall be notified within twenty-four (24) hours at (619) 238-6689 of any damage caused by accident, vandalism, or theft. Time and date stamped voice mail is available on a twenty-four (24) hour basis.
- c. The Contractor shall keep controller and valve boxes clear of soil and debris and shall maintain the irrigation system at no additional cost to the City, including replacement, repair, adjustment, raising or lowering, straightening and any other operation required for the continued proper operation of the system from the "cold" side of the water meter throughout the work site. Repair or replacement includes, but is not limited to: sprinkler system laterals (piping), sprinkler mains (pressure lines), vacuum breakers, sprinkler control valves, sprinkler controllers, sprinkler heads, sprinkler caps, sprinkler head risers, valve covers, boxes and lids (including electrical pull boxes and lids), valve sleeves and lids, quick coupler valves, and hose bibs. Any replacement must conform to the type and kind of existing system. Any deviation must be

approved in writing by the Technical Representative.

- d. The City will pay for repairs to facilities damaged by vandalism or theft upon receipt of an approved invoice from the Contractor itemizing the labor and materials involved. Compensation for materials shall be the wholesale cost of the items involved plus ten percent (10%) for the Contractor's cost of handling. Compensation for labor shall be for the allowable repair times specified below using the labor rate specified on the proposal form.

Repairs to Sprinkler Irrigation Systems and Water Lines	Allowable Repair Time
Broken lateral sprinkler line (surface)	0.5 hour
Broken lateral sprinkler line (subsurface)	1.0 hour
Damaged auto-sprinkler valve	1.5 hours
Damaged gate valve, manual control, or quick coupler valve	0.5 hour
Replace sprinkler head and/or riser (if digging required) and subsurface sprinkler Does not include screw on shrub heads	0.25 hour
Replace solenoid or bleed plug	0.25 hour

7. Maintenance of Controller Cabinets and Battery Numbers

At no cost to the City, the Contractor shall be responsible for maintaining the painted surfaces of irrigation and lighting controller cabinets as well as the corresponding automatic irrigation battery numbers on the lids of the automatic control valve boxes and light bulb replacements in controller cabinets, as necessary.

8. Operation of Automatic Irrigation Controllers

Where the operation of automatic irrigation controllers is required as part of this Contract, the Contractor shall:

- a. Not duplicate any coded City key furnished by the City of access and operation of the controller.
- b. Surrender all keys furnished by the City, promptly at the end of the Contract Term, or at any time deemed necessary by the Technical Representative to prevent serious loss to the City of San Diego.
- c. Protect the security of the City's property by keeping controller cabinet and building doors locked at all times.

- d. Refrain from using premises behind locked doors for storage of materials, supplies, or tools except as approved by the Technical Representative.

#### 9. 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 the Federal Occupational Safety and Health Administration (OSHA) and the State of California's Division of Occupational Safety and Health (Cal/OSHA). The Technical Representative 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.

#### 10. Hazardous Conditions

The Contractor shall maintain all Contract Sites free of hazards to persons and/or property resulting from Contractor's operations. Contractor shall immediately report to the Technical Representative any hazardous conditions, within or affecting a Contract Site, noted by the Contractor which are not a result of the Contractor's operations.

During and after periods of rain, Contractor shall immediately address hazardous conditions resulting from rain, and shall maintain all Contract Sites in a safe condition, free from fallen branches and trees, plants, trash, and soil debris from gutters, storm drain inlets, and brow ditches.

#### 11. 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:
    - a) Number, size, and types of containers

- b) Description of labels
  - c) Spillage to soil, pavement, water
  - d) Description: solid, liquid, color
  - e) Any danger to public
- c. Inform the appropriate supervisor and the City Technical Representative as soon as possible.
  - d. Remain at site until the Fire Department arrives.
  - e. Do not move, touch, or sniff any of the material.

#### 12. Use of Chemicals/ Safety Data Sheets

The Contractor shall submit sample labels and Safety Data Sheets (SDS) for all chemical herbicides, rodenticides, and pesticides proposed for use under this Contract for approval by the Technical Representative.

Materials included shall be limited to 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 Pest Control Advisor (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 Technical Representative. The use of chemicals shall conform to the current San Diego County Department of Agriculture regulations. No chemical herbicide, insecticides, rodenticide, or pesticide shall be applied until its use is approved, in writing, by the Technical Representative 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 herbicides, insecticides, rodenticides, and 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.

An electronic version of the SDS for each chemical on this contract shall be furnished to the Central Stores supervisor. Updates shall be provided as soon as they become available. Failure to comply with this requirement may be grounds for termination of contract.

#### 13. Litter

- a. Contractor Generated Trash

The Contractor shall promptly remove all debris generated by Contractor's pruning, trimming, weeding, edging, and other work required in the Specifications of this Contract. Immediately after working in areas of public streets and park walks, gutters, driveways, and paved areas, the Contractor shall clean them with suitable equipment. A green waste tonnage report is required at the end of each calendar year.

**b. Litter Pick-Up**

In all Contract Sites, litter, including bottles, glass, cans, paper, cardboard, fecal matter, leaves, branches (any type and regardless of size), metallic items, cigarette butts, and other debris (any time and regardless of size) shall be removed as shown in the Service Frequencies Schedules contained in Section U. The Contractor shall be responsible for paying any and all fees associated with the disposal of debris or trash accumulated during the performance of routine maintenance activities described above.

**c. Hazardous Litter**

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.

**H. TECHNICAL REPRESENTATIVE**

The Technical Representative, for purposes of this Contract, is the City Public Library Department's designee specified on the Notice to Proceed letter issued under this Contract. The Technical Representative will provide daily oversight of this Contract to ensure compliance to the scope of work and/or performance to Contract Specifications. The Technical Representative, or designee, is also responsible for oversight of all invoice payments and billing questions for Purchase Orders issued under this Contract.

The Purchasing Agent shall be responsible for all contractual matters not otherwise identified as the responsibility of the Technical Representative in this Contract. The Purchasing Agent is the only individual authorized to make changes of any kind to the Contract. The Contractor shall not rely upon any oral change from anyone, or a written request for change from someone other than the Purchasing Agent. All changes must be in writing, signed by the Purchasing Agent.

**I. 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 Technical Representative, with an appropriate downward adjustment in Contract price. Such adjustments may be in accordance with the Pricing Page submitted by the Contractor with their proposal.



The City shall perform inspections of the Contract Sites to ensure that staffing and 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 FIN, the City may withhold payment and/or proceed with termination of the contract. If City finds, upon inspection, that staffing on a Contract Site does not meet Contract Specifications, Technical Representative may withhold payment for charges associated with the staffing deficiency. 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.

When negligence on the part of the Contractor results in excessive use or waste of irrigation water, the estimated cost of this water shall be deducted from the Contract payment. Any monetary fines or other damages assessed to the City for failure to follow water conservation regulations imposed by the State of California, the County Water Authority, or other legal entity will be the responsibility of the Contractor unless cause to the contrary is substantiated to the satisfaction of the Technical Representative.

#### **J. 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. Staffing not provided as required under the Specifications or as proposed by Contractor.
3. Claims filed against the City for damage caused by the Contractor's acts or omissions, or reasonable evidence indicating probable filing of such claims.
4. Failure of the Contractor to make payments properly to Sub-Contractors for materials or labor.
5. A reasonable doubt that the Contract can be completed for the balance then unpaid.

#### **K. INVOICING PROCEDURES**

The Contractor shall be paid in accordance with Article III of the City's General Contract Terms and Provisions for work performed satisfactorily. The Contractor shall be paid monthly, in arrears, for work performed satisfactorily. Billing shall be in accordance with the current Purchasing Contract, allowing for City approved adjustments if any. Invoices shall be submitted to the Technical Representative or designee, at the address specified on the Purchase Order(s).

The Contractor shall submit an invoice to the Technical Representative by the tenth of the following month in which work was performed. The invoice shall reference the purchase order number, include a description of the work performed in each maintenance category outlined in the Contract, and correspond with the Pricing Agreement provided by Purchasing and Contracting Department.

Any invoices for payment related to Extraordinary Labor and/or Extraordinary Work shall include the location the work was performed and attached written authorization from the Technical Representative approving Extraordinary Labor and/or Extraordinary Work. Failure to do so will result in payment being withheld for such services. Compensation for materials associated with Extraordinary Labor shall be the wholesale cost of the items involved plus 10 percent for the Contractor's cost of handling.

A Monthly Pesticide Use Report shall also be submitted in accordance with Exhibit B, Paragraph G, Subsection 12, Use of Chemicals/Safety Data Sheets. This report shall accompany the above invoice.

#### **L. WATER CONSERVATION**

Water conservation shall be diligently practiced. Irrigation shall be done in a manner to minimize run-off or other wastage. Failure to properly manage and conserve water resources may result in deductions or other penalties. The Contractor shall turn off irrigation systems during periods of rainfall and at such other times when suspension of irrigation is desirable to conserve water and to remain within the guidelines of good horticulturally acceptable landscape maintenance practices. Irrigation run times shall be adjusted weekly to compensate for current weather conditions (unless/until a weather-based controller is installed).

#### **M. IRRIGATION WATER - COSTS**

The City of San Diego shall bear all the costs for water used in the maintenance of sites covered by this Contract except for negligent water waste, which will be charged to the Contractor.

#### **N. METHOD OF PERFORMING WORK**

##### **1. Irrigation**

Irrigation shall be done by the use of automatic, mechanical sprinkler systems where available and operable; however, failure of the existing irrigation system to provide full and proper coverage shall not relieve the Contractor of the responsibility to provide adequate irrigation with full and proper coverage to all areas.

In those areas where a manual sprinkler system (including drip) is installed, the Contractor shall once a week, thoroughly inspect the operation of the system for any malfunction. The Contractor shall advise the Technical Representative within

twenty- four (24) hours of those malfunctions.

The Contractor shall maintain all sprinkler systems in such a way as to guarantee proper coverage and full working capability and shall make whatever adjustments may be necessary to prevent excessive run-off into street rights-of-way or other areas not meant to be irrigated.

All areas not adequately covered by a sprinkler system shall be irrigated by a portable irrigation method. The Contractor shall furnish all hoses, nozzles, sprinklers, etc. necessary to accomplish this supplementary irrigation. Care shall be exercised to prevent water waste, erosion, and/or detrimental seepage into existing underground improvements or structures. The cost of wasted water may be charged to bidder as explained in Section R, Irrigation Water – Costs.

Irrigation shall be accomplished as follows:

- a. Landscaped improved banks and slopes shall be irrigated Monday through Thursday as required to maintain horticulturally acceptable growth and color, and to encourage deep rooting.
- b. Shrub beds shall be irrigated as required to maintain horticulturally acceptable growth and color, and to promote deep rooting. Shrub areas shall be irrigated at a rate which keeps surface runoff to a minimum. The irrigation rate shall be adjusted to the needs of shrub types, seasons, and weather conditions.
- c. Newly Planted Trees, Shrubs, and Groundcover shall receive special attention until these plants are established. Adequate water and fertilizer shall be applied to promote normal, healthy growth. Proper berms or basins shall be maintained during the establishment period.
- d. The Contractor shall comply, at all times, with the current level of the Emergency Water Regulations (see Exhibit H, San Diego Municipal Code, Article 7, Division 38) and any adopted City policies or procedures with respect to water usage and /or irrigation, as amended from time to time. The Contractor must obtain prior written approval from the Technical Representative before exceeding any applicable water regulations.
- e. When excessive use or waste of irrigation water results from the Contractor's or any Sub-Contractor's performance under this Contract, the estimated cost of such water shall be deducted from the City's payment. The Contractor shall also pay any monetary fines or other damages assessed to the City for failure to follow water conservation regulations imposed by the State of California, The County Water Authority, or other legal entity arising out of performance of this Contract.

## **2. Pruning Shrubs and Groundcover Plants**

All shrubs and groundcover plants growing in the work areas shall be pruned as required to maintain plants in a healthy, growing condition; to maintain plant growth within reasonable bounds; and to prevent encroachment of passage ways, walks, streets, or view of signs; or encroachment in any manner deemed objectionable by the Technical Representative. Dead or damaged limbs shall be removed with sharp pruning tools, with no stubs remaining. Any pruning cut which exceeds 2" in diameter shall be sealed with an approved pruning paint when required by the Technical Representative. Pruning shall be done so as to permit plants to grow naturally in accordance with their normal growth characteristics except where box hedging is required by the Technical Representative. Shearing, hedging or severe pruning of plants, unless authorized by the Technical Representative, shall not be permitted. Contractor shall perform all corrective pruning methods to all plant materials as directed by the Technical Representative. This includes but is not limited to the pruning of plants which have been hedge pruned in the past in order to return them to their natural growth characteristics. Contractor shall perform all such pruning including the removal of pruned materials at no additional cost to the City. Growth regulators shall not be used.

## **3. Tree Maintenance**

- a. All trees shall be maintained in their natural shapes. Pruning shall 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 Technical Representative. The Contractor shall, as part of this Contract, be responsible for tree pruning that can be accomplished with a 12' pole saw by a worker standing on the ground. Trees shall not be topped. The Contractor shall bring to the attention of the Technical Representative within twenty-four (24) hours any tree that shows signs of root heaving or leaning or is in any manner a safety hazard.

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 Technical Representative. Replacement shall be made by the Contractor in the kind and size of tree determined by the Technical Representative. 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 Technical Representative, using the latest International Society of Arboriculture (I.S.A.) guidelines for value determination.

- b. All newly planted trees shall be securely staked with two (2) "lodge pole" type stakes placed on opposite sides of the tree, outside the root ball, and secured to the tree with at least two (2) flexible rubber tree ties.

- c. Tree ties shall be inspected regularly to ensure against girdling and abrasion.
- d. Trees and shrubs that are uprooted and/or broken due to storms, regardless of size, shall be up righted immediately, if possible. If this is not possible, they shall be removed immediately (including roots) and the holes must be filled. The Contractor shall be responsible for paying any and all fees associated with the disposal of tree debris under the terms of this Contract.

#### 4. Fertilization

The Contractor shall inform the Technical Representative at least forty-eight (48) hours before beginning any fertilization and shall have previously submitted a Safety Data Sheet (SDS), schedule of application showing the site, date, and approximate time of application of the fertilizer. Submission of the fertilizer schedule does not release the Contractor from any of the other obligations described in this paragraph or in any other provisions. The fertilization schedule, regardless of its intensity, timing, or the number of sites covered daily or weekly, shall not excuse the Contractor from performing any other work regularly required under this Contract.

Fertilizer shall be delivered to the site only in the original unopened containers bearing the manufacturer's guaranteed analysis. Damaged packages will not be accepted. The Contractor shall furnish the Technical Representative with duplicate signed and legible copies of all certificates and invoices for all fertilizer to be used in this Contract. The invoices must state the grade, amount, and quantity received. Both the copy and invoice to be retained by the City and the Contractor's copy must be signed by the Technical Representative, on site, before any material may be used.

The Contractor may not begin the actual application until the obligations in the preceding paragraph have been complied with.

Fertilizers shall be applied at the rates specified below:

- One (1) pound of actual nitrogen per 1,000 square feet of planted area shall be applied to shrubs, vines, groundcovers, and trees as specified.

Acceptable complete fertilizers include, but are not limited to: Nitra King 22-3-9-(S), Turf Supreme 16-6-8, Turf Supreme with Best-Cote 15-5-7, and Best Super Turf (for September fertilization).

Acceptable organic fertilizers include, but are not limited to, Milorganite or Gro-Power, which have been processed to remove excess levels of salt.

As deemed necessary by the Technical Representative to achieve required results, other materials including, but not limited to, iron chelate, soil sulfur, gypsum,

surfactant enzymes such as Sarvon or Naiad, etc., may be needed and shall be applied as necessary at the Contractor's expense.

Adequate irrigation shall immediately follow the application of fertilizers and/or amendments to force fertilizer material to rest directly on the soil surface. Drip irrigated areas shall be adequately hand watered using quick coupler valves and hoses to dissolve fertilizer.

Fertilization must occur in prescribed months and shall be accomplished in a manner so as to achieve an even green. If fertilization results are patchy, remedial fertilizer must be applied immediately.

The Contractor's materials costs in their proposal shall reflect these specified fertilizers. The Technical Representative reserves the right and authority to specify alternative fertilizer materials. No changes in fertilizer materials shall be utilized without written approval from the Technical Representative prior to the fertilizer application. The Contractor shall provide cost per bag with proposal submittal.

#### **5. Weed Control**

Weeds shall be removed from all shrub and groundcover beds, planters, tree wells, cracks in paved areas, including sidewalks, and areas covered with ornamental rocks, as shown in the Service Frequencies Schedule, which can be found in Section U of this Exhibit.

This means complete removal of all weed growth. For the purpose of this specification, a weed will be considered "any undesirable or misplaced plant". Weeds shall be controlled by manual, mechanical, or chemical methods.

The Technical Representative may restrict the use of chemical weed control in certain areas.

Center Island maintenance shall include the removal of weed growing in all paved or unpaved surfaces of the Center Island.

#### **6. Disease and Pest Control**

The Contractor shall regularly inspect all landscaped areas for presence of disease, insect, or rodent infestation. The Contractor shall advise the Technical Representative within four (4) days if disease, insect, or rodent infestation is found; Contractor shall identify the disease, insect, or rodent and specify control measures to be taken.

Upon approval of the Technical Representative, the bidder 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 Technical Representative. The Contractor shall utilize all safeguards necessary during disease, insect, or rodent control operations to ensure safety of the public and the employees of the bidder, in accordance with current standard practices accepted by the State of California Department of Food and Agriculture. If Contractor is unable to control the pest or disease, a pest control company will be hired, and the billing will be deducted from Contractor's monthly payment.

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 Technical Representative within thirty (30) days of expiration a copy of the valid certificate.

#### **7. Replacement of Plant Material**

The Contractor shall notify the Technical Representative within four (4) days of the loss of plant material due to any cause.

- a. The Contractor shall supply, at its own expense, the labor and all materials to replace any tree, shrub, groundcover, or other plant which is damaged or lost as a result of Contractor's faulty maintenance or negligence. The size and species of replacement plant materials shall be as directed by the Technical Representative.
- b. Any plant damaged or lost through vehicular damage, theft, or vandalism shall be replaced in kind and size as approved by the Technical Representative. The City will pay for labor at the bidder's extraordinary labor rate. Plant material shall be reimbursed to the bidder at the wholesale cost of the plants required plus ten percent (10%) for the bidder's cost of handling.
- c. To ensure maximum healthy growth and overall aesthetic appearance of planting in the work area, it may be desirable to replace certain plants. The necessity or desirability of such plant replacement shall be determined by the Technical Representative. Where such plant replacements are to be made, the City will pay for labor at the Contractor's extraordinary labor rate in accordance with rates quoted for Extraordinary Labor. For plantings, plant material shall be reimbursed to the Contractor at the wholesale cost of the plants required plus ten percent (10%) for the Contractor's cost of handling.

#### **8. Turf Maintenance**

- a. Mowing

The Contractor shall mow all turf grass in the Contract Sites so that no more than one-third (1/3) of the grass blade is removed during each mowing in returning the grass to the accepted height for the species of grass being mowed. Inclement

weather may preclude adherence to the frequency schedule; the Contractor may request that the Technical Representative alter mowing frequency because of rain or prolonged cold. A missed mowing cannot be "made up" by mowing twice in the subsequent week(s).

Mowing must be done in a neat pattern. Mowing patterns are to be alternated to avoid compaction of soil. All sidewalks shall be cleaned immediately after mowing. Cuttings shall be removed from all hardscape and turf areas and not blown into the street or shrub beds. Contractor shall report wet soggy areas in turf due to over watering or leaks to the Field Supervisor immediately.

Mowing Equipment shall be maintained so as to provide a smooth, even cut without tearing. The blade adjustment shall provide a uniform, level cut without ridges or depressions. The mower blades shall be kept sharp. Equipment shall not be allowed to create ruts or depressions in the turf.

b. Frequency

Turf shall be mowed in accordance with the Service Frequencies Schedule, which can be found in Section U of this Exhibit.

**9. Turf Grass Edging**

a. Method

The Contractor shall edge all turf areas in the Contract Sites that are adjacent to improved surfaces. Where no improved surfaces exist, turf edges shall be maintained if the turf area abuts a shrub bed or property line or any other area where turf delineation is required by the Technical Representative. All edging must have a clean cut with the cut perpendicular to the hard surface and not removed from it. Contractor shall edge all fixtures (e.g., fire hydrants, manhole covers, meter boxes, valve boxes, quick couplers, gate valves). Chemical edging is unacceptable.

b. Frequency

All turf shall be edged as specified in the Service Frequencies Schedule, which can be found in Section U of this Exhibit.

**10. Turf Grass Renovation and Aerification**

a. Renovation

Renovation shall be the operation approved by the Technical Representative that removes accumulated thatch from turf areas. A schedule of equipment to be utilized by the bidder shall be submitted to the Technical Representative at least ten (10) days prior to beginning work. Refuse generated from renovation shall be



removed from the work site no later than the day following renovation. Thatch and other debris left on the site overnight shall be completely contained in bags or burlap sheets so that it does not migrate to adjacent areas. A renovation work schedule shall also be submitted showing the site, date, and time the actual operation is to be performed, and the Contractor shall not begin the actual renovation until approval is given by the Technical Representative for the type of equipment and work schedule. The Technical Representative may delete the renovation requirement from a particular site.

**b. Aerification**

The Contractor shall aerate all turf areas in the Contract Sites by core removal to a depth of 2" in accordance with the Service Frequencies Schedule, which can be found in Section T. Under adverse conditions or where turf is suffering from compaction due to high use, aerification may be necessary at more frequent intervals. The frequency interval shall be as required to promote healthy, vigorous growth. Contractor shall inform Technical Representative if, for any of these reasons, Contractor deems aeration beyond the frequencies listed in the Service Frequencies as necessary. A schedule of aerification equipment to be used shall be submitted to the Technical Representative ten (10) days prior to beginning work.

In performing periodic operations as required herein, routine grounds maintenance services at the same work site such as, but not limited to, litter control, weed control, and irrigation shall continue without interruption.

**11. Groundcovers**

Groundcovers are low growing plants that grow in colonies to form a solid mat over the surface of the ground. They spread by rhizomes, by stolons or by roots which form at the nodes of trailing branches that come in contact with the soil. The plants give a flat or two (2) dimensional effect to the landscape; such plants include, but are not limited to, arctotheca, osteospermum, trailing gazania and lantana, ivy, trachelospermum, baccharis, and varieties of ice plant and myoporum.

**a. Irrigation**

All areas planted with groundcovers shall be adequately irrigated and fertilized to maintain the planting in a healthy condition. Frequent, light irrigations shall be avoided.

**b. Edging**

Groundcover beds shall be maintained within their intended bounds and shall not be permitted to encroach into lawns, shrub beds, sidewalks, or adjacent areas, or to encroach in any manner deemed undesirable by the Technical Representative. Edging is to be completed as specified in the Service Frequencies Schedule, which

can be found in Section U of this Exhibit and shall include all fixtures (e.g., fire hydrants, manhole covers, meter boxes, valve boxes, quick couplers, gate valves). All edging must have a clean cut with the cut perpendicular to the hard surface and not removed from it. Chemical edging is unacceptable.

c. Pruning

All groundcover plantings shall be thinned and pruned as necessary to maintain them within their intended bounds, and at such other times as directed by the Technical Representative for the health of the planting and the appearance of the site.

d. Replanting

Replanting will be required to maintain the continuity of the groundcover area, and replacements shall be as approved by the Technical Representative, according to Exhibit B, section N, item 7, Replacement of Plant Material.

e. Cultivation

The open soil between plants shall be cultivated where the planting permits.

**12. Facility Maintenance**

a. Sidewalks and Paved Areas (Including Paved Center Islands)

All sidewalks and other paved surfaces shall be maintained in a safe, non-hazardous, and useable condition at all times. The Contractor shall remove fecal matter, stones, glass, paper, leaves, twigs, and all other debris from paved areas. Any damage or repairs required shall be reported within twenty- four (24) hours to the Technical Representative. See the Service Frequencies Schedule, which can be found in Section U of this Exhibit.

b. Playground Equipment

The Contractor shall maintain all play and picnic equipment in a clean and safe condition at all times. The Contractor shall remove trash, foreign substances, cobblestones, dangerous objects, and other debris from the area. Any damage to or malfunction of picnic or play equipment shall be reported within twenty- four (24) hours to the Technical Representative.

c. Repair of Damage or Malfunction

Damage to or malfunction of any facility not specifically provided for shall be reported within twenty-four (24) hours to the Technical Representative.

Repairs necessary to correct damage malfunction, or an otherwise unsatisfactory

condition not a result of Contractor's negligence shall be performed by the City

d. **Storm Drain Inspection & Cleaning**

All storm drains at Contract Sites shall be periodically inspected and cleaned according to the Service Frequencies schedule of the work site on which the storm drain is located. Contract Site maps identifying storm drains will be provided by the Technical Representative. Contractor must follow Storm Drain best management practices (See Exhibit I, San Diego Municipal Code, Chapter 4, Article 3, Division 3) in keeping all inlets/drains free of debris and sediment at the entrance or grate of drain. Contractor is not expected to lift the grate but must remove all debris that can be reached with a pickup stick and remove any sediment build-up.

e. **Signs**

All Signs at Contract Sites are to be periodically inspected and cleaned according to the Service Frequencies schedule, which can be found in Section U of this Exhibit. Signs are to be kept clean, legible, upright, litter free, graffiti free, and free from defects, damage, or vandalism. Any damage or repairs required shall be reported to the Technical Representative within 24 hours.

**13. 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.

**14. Deep Root Feeding**

The evergreens at Malcolm X, Pacific Beach, Otay Mesa, Rancho Bernardo, Carmel Valley, Balboa, Linda Vista, and any other branch with evergreens, require deep root feeding.

**15. Manual Watering**

Manual watering should occur three (3) times per week at those branches with no automatic sprinklers and in those areas where the automatic sprinklers do not reach. This includes hosing off shrubs that have dirt run-off or residue. Sites include: North Clairemont, College Heights, Oak Park, Mission Hills, Balboa, University Heights, San Carlos, La Jolla, Paradise Hills, Skyline, Logan Heights, Ocean Beach, Point Loma, and Serra Mesa.

**16. Palm Feeding**

Palm Tree feeding shall be completed three (3) times per year at branches with palm trees. Currently, Malcolm X, Rancho Bernardo, North Park, Carmel Valley and Otay Mesa require this service.

**17. Patio Area/Water Facility**

Linda Vista, La Jolla, Malcolm X, Serra Mesa, Balboa, San Ysidro, Skyline, Paradise Hills, Point Loma, Carmel Mountain, Pacific Beach, Tierrasanta, Rancho Bernardo, and Mountain View/Beckwourth branches have an outside patio area which can only be serviced during hours library is open.

Mission Valley has an inside water facility which can only be serviced during hours library is open.

New Central Library has a courtyard on the ground floor, courtyard and sculptured Garden on the 9<sup>th</sup> floor, planters on the penthouse plus garden on the underground parking lot #2.

Mission Hills -Hillcrest/Knox Library has an indoor patio with succulent wall planter, large planter pots.

**18. Requirements for Fertilization**

Bidder must arrange for library staff at each site to sign paperwork stating the type and amount of fertilizer being applied. Bidder will not be paid for any fertilizing done any other way.

**19. Trash Receptacles**

At sites where trash receptacles are provided, the Contractor shall empty and change the liners in accordance with the frequencies stated within the specifications. All trash and debris shall be disposed of in an appropriate City disposal site. All dump fees shall be paid for by the Contractor.

**20. Blowers**

Blowers shall not be used within fifty (50) feet of any library.

**21. Contract Sites Inspection and Acceptance of Pre-Existing Conditions**

The Contractor shall provide comprehensive ongoing inspection of the Contract Sites. This inspection shall be performed by the Field Supervisor who shall provide the Technical Representative with a written punch list each week of items requiring remedial action or attention together with dates when the required work will be performed. Failure to provide such a punch list will indicate that no remedial action is required and that all work has been performed in accordance

with the Contract Specifications.

Contractor shall accept the size of the Contract Sites as an existing condition. No extra labor hours will be authorized based on the size of the areas to be maintained. Contractor shall accept turf, shrubs, groundcover, weed removal and walkway issues in the condition that exists at the time the contract is awarded.

Approximately ten (10) days after commencing work, the Contractor shall tour contract sites with the Technical Representative. The Technical Representative may authorize, in writing, a mutually agreed upon one (1) time payment to the bidder for correcting any deficiencies. If payment and work are authorized, the Contractor shall bring the sites into compliance with the contract specifications and thereafter maintain them at that level.

## **22. Contract Sites Inspection and Turnover at End of Contract Term**

Approximately thirty (30) days prior to the end of the contract period, the Technical Representative will inspect the contract sites with the current Contractor to ensure that sites are turned over at the end of the contract period in a condition that conforms to the contract specifications. If a new Contractor is to perform thereafter, the new Contractor shall be a part of the inspection party. Any deficiencies found in the specified maintenance level shall be noted and presented to the current Contractor in writing. The City shall be the sole judge as to what constitutes a deficiency. The current Contractor shall correct all deficiencies noted by the end of the contract period. If the current Contractor fails to correct the noted deficiencies and turns over the contract sites in an unacceptable condition, as determined by the Technical Representative, the City will correct the deficiencies that remain. All costs incurred by the City to correct deficiencies will be deducted from the current Contractor's final payment. The City shall be the sole judge as to what constitutes a reasonable cost for work authorized.

## **O. PAYMENT AND PERFORMANCE BOND**

Prior to the execution of the contract, the Contractor shall be required to furnish the City of San Diego with a Payment and Performance 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 one hundred percent (100%) of the Contract amount for the initial one (1) year term of the contract, conditional for the performance of the Contract. The surety bond shall be renewed annually in a sum equal to one hundred percent (100%) of the Contract amount at time of renewal, at least sixty (60) days in advance of its expiration, and Contractor shall provide timely proof of annual renewal to City. The surety 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. Refer to Article VIII of the City's General Contract Terms and Provisions, revised January 16, 2020 for additional information (See Exhibit C).

## **P. Extraordinary Labor**

Contractor shall utilize Extraordinary Labor for additional miscellaneous projects (Extraordinary Work) in various libraries in the event those projects are awarded to the Contractor. Contractor shall have the staffing, expertise, equipment, and knowledge to perform projects in a timely manner resulting in a quality end product. Some priority projects may need to be done immediately. All Extraordinary Labor must be approved in writing by the Technical Representative prior to conducting the Extraordinary Work.

Contractor may rent equipment necessary to complete the Extraordinary Work. If the Contractor has the equipment to perform the Extraordinary Work, Contractor may charge a rental fee at the current market rate for the equipment usage. If Extraordinary Work requires the purchase of goods, supplies, materials, or rental of equipment, the Contractor will be authorized to apply a 10 percent markup fee on those items. The 10 percent markup fee is not applicable to the Extraordinary Labor hourly rate. In addition, if the Contractor needs to use a Sub-Contractor for Extraordinary Work, the Contractor will be authorized to apply a ten percent markup fee for any and all Sub-Contractors services required. Only Sub-Contractors listed on the Contractor's Statement of Sub-Contractors, or Sub-Contractors formally added to the Contract and approved by Purchasing and Contracting Department may be used. Contractor or an approved Sub-Contractor will be compensated for additional debris removal resulting from Extraordinary Work, if approved by the Technical Representative.

Some examples of Extraordinary Work include, but are not limited to the following:

- a. Planting areas as needed (see Extraordinary Labor Hours for planting below).
- b. Installation/modification of irrigation systems as needed.
- c. Locate and repair damaged irrigation services or electrical services for broken lines, cut wires to controllers and valves, etc.
- d. Clean-up of illegal dumps.
- e. Replace irrigation controllers and irrigation enclosure cabinets.
- f. Slope failure repairs.

Extraordinary Labor shall be used for the following types of Extraordinary Work:

### **1. Extraordinary Labor Hours for Plantings**

Contractor shall agree to perform any and all planting needs at the quantities and hours noted below during the term of this contract. Any/all changes must be approved in advance and in writing by the Technical Representative. Planting hours shall include all time required for complete plant installation, including but

not limited to, the following: excavation of plant hole, mixing and addition of soil/amendments/fertilizers, installation of tree stakes, staking and tying (as needed), open plant container, plant, construct plant berms, watering, clean up, etc.

Groundcover – Flat	4 flats/hr.
Shrub – 1 Gallon	10 plants/hr.
Shrub – 5 Gallon	4-5 plants/hr.
Shrub/Tree – 15 Gallon	2-3 plants/hr.
Tree/Shrub – 24" Box	4 hours/each
Tree /Shrub – 36" Box	12 hours/each
Tree/Shrub – 48" Box	24 Hours/each

**2. Extraordinary Labor Hours for Irrigation Systems**

Certain portions of the irrigation systems within the Contract Sites may be equipped with new Smart Controllers as existing systems require replacement, or as otherwise determined by the Technical Representative and subject to all applicable laws. Contractor may be required to provide a portable wireless device (smart phone or tablet) capable of accessing the internet and accessing the web based smart controller interfacing from off-site locations. In such case, irrigation system materials shall be provided by the City to Contractor. Compensation for labor shall be the estimated repair times specified below using the labor rate specified on the proposal form.

Compensation for irrigation systems materials shall be at the cost of the items involved plus 10 percent markup fee for the Contractor’s cost of handling. Compensation for Extraordinary Labor shall be for the estimated repair times specified below using the labor rate specified on the proposal form. All repairs must be pre-approved by the Technical Representative.

Repair or replacement includes, but is not limited to: sprinkler system laterals (piping), sprinkler mains (pressure lines), vacuum breakers, sprinkler control valves, sprinkler controllers, sprinkler heads, sprinkler caps, sprinkler head risers, valve covers, boxes and lids (including electrical pull boxes and lids), valve sleeves and lids, quick coupler valves, and hose bibs. Any replacement must conform to the type and kind of existing system. Any compensation for irrigation parts and/or labor not in conformance with the existing system. Any deviation must be approved in writing by the Technical Representative.

<u>Repairs to Sprinkler Irrigation Systems and Water Lines</u>	<u>Estimated Repair Time</u>
Broken lateral sprinkler line (surface)	0.5 hour
Broken lateral sprinkler line (subsurface)	1.0 hour
Damaged auto-sprinkler valve	1.5 hours
Damaged gate valve, manual control, or quick coupler valve	0.5 hour
Replace sprinkler head and/or riser (if digging required) and subsurface sprinkler Does not include screw on shrub heads	0.25 hour
Replace solenoid or bleed plug	0.25 hour

### 3. Extraordinary Labor for Graffiti

Graffiti shall be addressed by the Contractor within 48 hours of receiving notice of such graffiti or discovery, whichever occurs first. The Contractor shall notify the Technical Representative and receive approval prior to the purchase of materials. Repairs necessary to correct damage due to graffiti will be performed by the City or by Contractor as Extraordinary Labor, subject to Technical Representative approval. Compensation for job-specific materials required to remove graffiti shall be at the cost of the job-specific items plus 10 percent markup fee for the Contractor's cost of handling. Compensation for graffiti removal shall be at the Extraordinary Labor Rate. All repairs must be pre-approved by the Technical Representative.

### Q. SUBCONTRACTORS

During the Contract Term, functions/tasks may arise which require the need for professional services associated with the maintenance of the City of San Diego Public Libraries. These functions/tasks may require license(s), certification(s), permit(s), etc. The Contractor shall list any/all Sub-Contractors on the Contractor's Statement of Sub-Contractors form. Requests must be submitted in advance for changes or additions to the Sub-Contractor's list and must be approved and incorporated into the Contract by the Purchasing and Contracting Department. Copies may be required upon request. Sub-Contractors include but are not limited to the following:

- Pest Control Advisor
- A Registered Consulting Arborist (RCA) for various tree needs. RCA must be able to be utilized as an expert in a court of law.



- Concrete, masonry, and asphalt work required as needed.
- Certified Pest Control Operator for the removal/elimination of bee colonies/hives, vertebrates, and other pests.
- Any/all irrigation system repairs, including electrical.

**R. IRRIGATION WATER - COSTS**

The City of San Diego shall bear all the costs for water used in the maintenance of sites covered by this Contract, with the exception of negligent water waste, which will be charged to the Contractor

**S. RECLAIMED WATER**

Reclaimed water is used to irrigate the landscaped areas in this Contract. The Contractor is required to adhere to all rules and regulations for reclaimed water use in the City.

In accordance with the Regional Water Quality Control Board, the on-site Field Supervisor must have a Recycled Water Site Supervisor Certification. In addition, the City requires the Irrigation Specialist to possess the same certification. Proof of the above certification must be provided to the Technical Representative at time of award.

The County Department of Health conducts quarterly inspections of all faucets and sprinkler heads and checks for compliance with recycled water regulations.

**T. CONTRACT SITE LOCATIONS**

Sites to be maintained under the terms of this Contract are listed below. The acreage or square footage stated for each Contract Site is approximate for the entire Site, including buildings and parking areas.

<b>SITE NUMBER</b>	<b>CONTRACT SITE</b>	<b>APPROXIMATE ACRES</b>	<b>LOCATION</b>
1	College-Rolando Library	1.48	6600 Montezuma Road, San Diego, CA 92115
2	Oak Park Library	0.44	2802 54 <sup>th</sup> Street, San Diego, CA 92105
3	Paradise Hills Library	0.32	5922 Rancho Hills Drive, San Diego, CA 92139
4	Skyline Hills Library	3.6	7900 Paradise Valley Road, San Diego, CA 92139
5	Logan Heights Library	1.43	567 S. 28 <sup>th</sup> Street, San Diego, CA 92113

6	New Mission Hills - Hillcrest/Knox Library	0.34	215 West Washington Street, San Diego, CA 92103
7	North Park Library	0.68	3793 31 <sup>st</sup> Street, San Diego, CA 92104
8	Ocean Beach Library	0.32	4801 Santa Monica Avenue, San Diego, CA 92107
9	Point Loma Library	0.71	3701 Voltaire Street San Diego, CA 92107
10	University Heights Library	0.16	4193 Park Boulevard, San Diego, CA 92103
11	Allied Gardens/Benjamin Library	0.3	5188 Zion Avenue, San Diego, CA 92120
12	Linda Vista Library	1.61	2160 Ulric Street, San Diego, CA 92111
13	Clairemont Library	0.48	2920 Burgener Boulevard, San Diego, CA 92110
14	San Carlos Library	1.0	7265 Jackson Drive, San Diego, CA 92119
15	Balboa Library	0.55	4255 Mount Abernathy Avenue, San Diego, CA 92117
16	La Jolla/Riford Library and Vacant Lot	0.72	7555 Draper Avenue, La Jolla, CA 92037
17	North Clairemont Library	0.43	4616 Clairemont Drive, San Diego, CA 92117
18	University Community Library	1.22	4155 Governor Drive, San Diego, CA 92122
19	Pacific Beach Library/Earl and Birdie Taylor Branch	3.1	4275 Cass Street, San Diego, CA 92109
20	Valencia Park/Malcolm X Library	7.9	5148 Market Street, San Diego, CA 92114
21	Otay Mesa - Nestor Library	2.5	3003 Coronado Avenue, San Diego, CA 92154
22	Carmel Valley Library	1.5	3919 Townsgate Drive, San Diego, CA 92130
23	Rancho Bernardo Library	0.78	17110 Bernardo Center Drive, San Diego, CA 92128
24	Carmel Mountain Ranch Library	1.8	12095 World Trade Drive, San Diego, CA 92128
25	Linda Vista Library and adjacent parking lot	0.07	2160 Ulric Street, San Diego, CA 92111

26	Mission Valley Library	1.96	2123 Fenton Parkway, San Diego, CA 92108
27	Serra Mesa-Kearny Mesa Library	7.96	9005 Aero Drive, San Diego, CA 92123
28	Serra Mesa (Delivery)	0.32	3440 Sandrock Road, San Diego, CA 92123
29	New Central Library	1.6	330 Park Boulevard, San Diego, CA 92101
30	San Ysidro Library	0.10	4235 Beyer Blvd. San Diego, CA 92173 (including a house located on the property)
31	Old Logan Heights Library	1.5	811 South 28 <sup>th</sup> Street, San Diego, CA 92113
32	San Carlos Vacant Lot	0.18	7255 Jackson Drive San Diego, CA 92119
33	Old Mission Hills Library	0.19	925 West Washington Street, San Diego, CA 92103
34	Tierrasanta Library – Patio	400 sq. ft.	4985 La Cuenta Drive, San Diego, CA 92124
35	Ocean Beach Annex	0.2	4817 Santa Monica Avenue, San Diego, CA 92107
36	Pacific Highland Ranch Library	3.0	Loop Road Lot #26 & lot #30
37	Mountain View/Beckwourth Library - Patio	240 sq. ft.	721 San Pascual Street, San Diego, CA 92113

## U. SERVICE FREQUENCIES

This section outlines the minimum frequency a particular type of service is to be performed. In performing periodic operations required under this Contract, Contractor shall continue routine grounds maintenance services including, but not limited to, litter control, weed control, and irrigation within all Contract Sites without interruption.

Site #1:

### **College-Rolando Library: Landscaped with Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.

Pruning – Trees	Two (2) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no greater than 24" above the curb.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacles (4) and Change Liners	Three (3) times per week, empty receptacles and change liners.

**Site #2:**

**Oak Park Library: Landscaped with Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty- four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, empty receptacles and change liners.

Site #3:

**Paradise Hills Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.



Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year. October – November
Sweeping – Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Manual Watering	Three (3) times per week, Monday, Wednesday, and Friday, to maintain plant material in optimum condition.
Empty Trash Receptacle (2) and Change Liner	Three (3) times per week, Monday, Wednesday and Friday (before 9:00 a.m.), empty receptacles and change liners.

Site #4:

**Skyline Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <b>all</b> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.

Pruning – Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.

Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year. October – November.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, empty receptacles and change liners.

Site #5:

**Logan Heights Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <b>all</b> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.

Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.

Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November
Sweeping – Sidewalks and Paved Areas	Three (3) times per week to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (2) and Change Liner	Three (3) times per week, empty receptacles and change liners.

**Site #6:**

**Mission Hills – Hillcrest/Knox Library: Landscaped with Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.

Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre- approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.

Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (2) and Change Liner	Three (3) times per week, empty receptacles and change liners.

Site #7:

**North Park Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

<b>SERVICE/TASK NAME</b>	<b>FREQUENCY</b>
Supervisory Inspection	The non-working supervisor shall inspect <b>all</b> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.



Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping - Sidewalks and Paved Areas	Three (3) times per week to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, empty receptacles and change liners.

Site #8:

**Ocean Beach Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.

Empty Trash Receptacles (2) and Change Liners	Three (3) times per week, empty receptacles and change liners.
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**Site #9:**

**Point Loma Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.

Pruning – Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.

Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacles (3) and Change Liners	Three (3) times per week, empty receptacles and change liners.

**Site #10:**

**University Heights Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.

Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping - Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.

Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, empty receptacles and change liners.
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Site #11:

**Benjamin Memorial Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.



Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.

Overseeding	Once per year, October - November.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (2) and Change Liners	Three (3) times per week, empty receptacles and change liners.

**Site #12:**

**Linda Vista Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29

Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.

Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping -Patios, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (2) and Change Liners	Three (3) times per week, empty receptacles and change liners.

Site #13:

**Clairemont Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

<b>SERVICE/TASK NAME</b>	<b>FREQUENCY</b>
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.

Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.

Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week empty receptacle and change liner.

**Site #14:**

**San Carlos Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.

Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.

Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, Monday, Wednesday, and Friday, to maintain plant material in optimum condition.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, Monday, Wednesday, and Friday (before 9:00 a.m.), empty receptacle and change liner.

Site #15:

**Balboa Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <b>all</b> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.



Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Deep Root Feeding	Three (3) times per year
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping - Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, empty receptacle and change liner.

Site #16:

**La Jolla Library and Vacant Lot: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.

Pruning – Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, June 30 through July 31.
Aerification	Two (2) times per year, June 30 through July 31 and October 1 through October 30.

Overseeding	Once per year.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (2) and Change Liner	Once per day (before 9:00 a.m.) empty receptacle and change liner.

Site #17:

**North Clairemont Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.

Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.

Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.
Empty Trash Receptacle (1) and Change Liner	Three (3) times per week, empty receptacle and change liner.

**Site #18:**

**University Community Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty- four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.

Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.

Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping – Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (2 large, 1 small) and Change Liners	Three (3) times per week, empty receptacles and change liners.

Site #19:

**Pacific Beach Library/Earl and Birdie Taylor Branch: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.



Litter Removal	Three (3) times per week (before 10:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30. Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Deep Root Feeding	Three (3) times per year.

Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping - Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (6) and Change Liners	Six (6) times a week, Monday to Saturday (before 10:00 a.m.), empty receptacles and change liners.
Maintain and Rake Sand Fibar	Once per week, (before 10:00 a.m.), fall zone to be kept level and all depressions shall be manually filled to grade.

Site #20:

**Malcolm X Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.

Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 10:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.

Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping – Patio, Sidewalks and Paved Areas	Three (3) times per week, Monday through Saturday to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (3) and Change Liners	Six (6) times per week Monday through Saturday (before 10:00 a.m.) empty receptacles and change liners.

Site #21:

**Otay Mesa Library: Landscaped with Turf Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Courtyard, Sidewalks and Paved Areas	Three (3) times per week, Monday through Saturday to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (3) and Change Liners	Six (6) times per week, Monday through Saturday (before 10:00 a.m.), empty receptacles and change liners.

Site #22:

**Carmel Valley Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Sweeping – Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (4) and Change Liners	Three (3) times per week empty receptacles and change liners.



Site #23:

**Rancho Bernardo Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

<b>SERVICE/TASK NAME</b>	<b>FREQUENCY</b>
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Patios, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (3) and Change Liners	Three (3) times per week empty receptacles and change liners.

Site #24:

**Carmel Mountain Ranch Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping – Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (2) and Change Liners	Three (3) times per week to empty receptacles and change liners.

Site #25:

**Linda Vista Library: Maintenance of Parking Lot adjacent to Linda Vista Library**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Litter Removal	Three (3) times per week, to keep all areas litter free.
Sweeping – Sidewalks and Parking Lot	Once per week, to ensure clean, dirt free walkways and parking lot and trash free areas.

Site #26:

**Mission Valley Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Six (6) times per week, Monday through Saturday (before 9:00 a.m.), to keep all areas litter free.

Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.

Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Sweeping – Patio, Sidewalks and Paved Areas	Six (6) times per week, to ensure clean, dirt free walkways, and trash free areas.
Empty Trash Receptacles (4) and Change Liners	Three (3) times per week, empty receptacles, and change liners.

Site #27:

**Serra Mesa Library: Landscaped with Trees, Shrubs, Groundcover and Hardscape.**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 9:00 a.m.), to keep all areas litter free.

Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping -Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.



Empty Trash Receptacles (2) and Change Liners	Three (3) times per week, empty receptacles and change liners.
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**Site #28:**

**Serra Mesa (Delivery): Landscaped with Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Once per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no greater than 24" above the curb.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks and Paved Areas	Once per week to keep sidewalk/walkways free of sand, dirt, and other debris.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.

Site #29:

**New Central Library: Landscaped with Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <b>all</b> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Five (5) times per week to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning - Trees	Two (2) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no greater than 24" above the curb.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Sweeping – Sidewalks, Courtyard and Paved Areas	Five (5) times per week, Monday thru Saturday (before 10:00 a.m.) to keep sidewalk/walkways free of sand, dirt, and other debris.
Trim/Clean Vines – 9 <sup>th</sup> Floor and Ground Floor	Six (6) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility. Trim vines to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns.
Empty Trash Receptacles (4) and Change Liners	Five (5) times per week, (before 10:00 a.m.), empty receptacles and change liners.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.

Site #30:

**San Ysidro Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 10:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.
Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization – Turf	Once per month.
Fertilization – Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization – Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October – November.
Sweeping – Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Empty Trash Receptacles (3) and Change Liners	Six (6) times a week, empty receptacles and change liners.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.

Site #31:

**Old Logan Heights Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.

Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.



Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.
Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping – Sidewalks and Paved Areas	Once per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Site #32:

**San Carlos Vacant Lot: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Litter Removal	Three (3) times per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning – Trees	Two (2) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no great than 24" above the curb.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Sweeping-Sidewalks and Paved Areas	Once per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Site #33:

**Old Mission Hills Library: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Litter Removal	Once per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning – Trees	Two (2) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no great than 24" above the curb.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Sweeping – Sidewalk and Paves Areas	Once per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

**Site #34:**

**Tierrasanta Library: Landscaped Indoor Patio**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Litter Removal	Once per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.

Site #35:

**Ocean Beach Annex: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Litter Removal	Three (3) times per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning – Trees	Two (2) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no great than 24" above the curb.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Sweeping – Sidewalk and Paves Areas	Once per week, to keep sidewalk/walkways free of sand, dirt, and other debris.

Site #36:

**Pacific Highland Ranch Lot 26 and Lot 27: Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times per week (before 10:00 a.m.), to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Mowing	Once per week, March 1 through November 30.  Once every other week, December 1 through February 28/29
Edging	Once every other week, to trim plant material.

Pruning - Trees	Two (2) times per year or as necessary, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning - Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs must maintain their natural appearance. Any mechanical hedging must be pre-approved by the Contract Manager. Growth regulators shall not be used.
Fertilization - Turf	Once per month.
Fertilization - Trees	Four (4) times per year, in January, April, July and October, to promote healthy plant growth.
Fertilization - Shrubs and Groundcover	Six (6) times per year, in January, March, May, July, September and November, to promote healthy plant growth.
Fertilization - Organic	Two (2) times per year, last week of March and September, to promote healthy plant growth.
Palm Feeding	Three (3) times per year.
Deep Root Feeding	Three (3) times per year.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.

Renovation	Once per year, October to mid-November.
Aerification	Two (2) times per year, October to mid-November and May, weather permitting.
Overseeding	Once per year, October - November.
Sweeping – Patio, Sidewalks and Paved Areas	Three (3) times per week, to keep sidewalk/walkways free of sand, dirt, and other debris.
Empty Trash Receptacles (3) and Change Liners	Six (6) times a week, empty receptacles and change liners.
Manual Watering	Three (3) times per week, to maintain plant material in optimum condition.

Site #37:

**Mountain View/Beckwourth: Landscaped Indoor Patio with Trees, Shrubs, Groundcover and Hardscape**

SERVICE/TASK NAME	FREQUENCY
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once per week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Manager within twenty-four (24) hours.
Litter Removal	Once per week, to keep all areas litter free.
Weed Removal	Once per week, to maintain areas in a weed free condition.
Pruning – Trees	Two (2) times per year, to shape, train, and prevent thoroughfare into other plant material. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Four (4) times per year, to shape, train, and prevent encroachment into public thoroughfare/walkway or into other plant material. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. All shrubs are to be maintained at a height no great than 24" above ground.
Fertilization – Trees	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Fertilization – Shrubs and Groundcover	Four (4) times per year, in January, April, July and October to promote healthy plant growth.
Sweeping – Walkways and Paves Areas	Once per week, to keep walkways free of sand, dirt, and other debris.
Irrigation	As necessary to promote healthy plant material.
Irrigation Inspection	Once every other week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water.  An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Manager.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Manager to replace plant material damaged or killed due to Bidder's negligence.



## **V. SCHEDULE OF TASK COSTS INSTRUCTIONS**

It is the intent of the City to award to a single contractor.

Contractors shall submit a one (1) time total cost for labor and materials for each of the tasks to be performed in each of the Contract Sites under this Contract. The Contractor should enter an hourly labor rate, the time required to accomplish the specified task one (1) time, and multiply to produce the Labor Cost, add the Materials Cost which will provide the total cost for performing the task one (1) time. Labor costs shall include all costs required to place and keep maintenance personnel on the job site, including but not limited to payroll and insurance costs. Material costs shall include the cost of materials plus any costs associated with transporting the materials to the job site. All material costs must be stated as such and shall not be included in the labor cost.

Payment and Performance Bond, one (1) year price shall include the costs required to obtain a Payment and Performance bond for a period of one (1) year in accordance with Exhibit B, Section O. The information contained in the one (1) time cost breakdowns and Payment and Performance Bond will be reviewed as part of the determination for a responsive bid. The Contractors may be required to justify their one (1) time cost based on the City's estimate of reasonable time to perform specific tasks and materials required. The information in Section W, Schedule of Task Costs, may be used to determine amounts withheld for non-performance when inspections by the City indicate a specified task was not performed.

## **W. SCHEDULE OF TASKS COSTS**

The estimated annual quantities provided by the City are not guaranteed. The quantities may vary depending on the demands of the City. Any variation for these estimated quantities shall not entitle the Contractor to an adjustment in the unit prices or to any additional compensation.

Bidder shall complete both the Schedule of Tasks Costs, section W and the Pricing Page(s), section X in its entirety. The Pricing Page(s) are the only form and format that will be accepted for bid pricing and must be completed in its entirety. Failure to provide pricing utilizing the Pricing Page(s) will result in rejection of the bid.

Bidder must bid on all items contained in each section to be considered responsive for the Pricing Section.

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 1: College Rolando Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 1.48 acres

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.42	\$43.00	\$17.89	\$0.00	\$17.89	52	<b>\$930.18</b>
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	<b>\$0</b>
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$8.00	\$68.00	26	<b>\$1,768.00</b>
4	Maintenance/Repair of Irrigation System	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	<b>\$0</b>
5	Litter Removal	.25	\$35.00	\$8.75	\$0.00	\$8.75	156	<b>\$1,365.00</b>
6	Weed Removal	2.00	\$35.00	\$70.00	\$3.00	\$73.00	52	<b>\$3,796.00</b>
7	Pruning Trees	2.00	\$35.00	\$70.00	\$0.00	\$70.00	2	<b>\$140.00</b>
8	Pruning – Shrubs & Groundcover	20.00	\$35.00	\$700.00	\$0.00	\$700.00	4	<b>\$2,800.00</b>
9	Fertilization – Trees	.50	\$35.00	\$17.50	\$15.00	\$32.50	4	<b>\$130.00</b>
10	Fertilization – Shrubs and Groundcover	.75	\$35.00	\$26.25	\$50.00	\$76.25	6	<b>\$457.50</b>
11	Fertilization – Organic	.50	\$35.00	\$17.50	\$50.00	\$67.50	2	<b>\$135.00</b>
12	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	<b>\$0</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 1: College Rolando Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 1.48 acres

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
14	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
15	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0.00	\$11.55	156	\$1,801.80
16	Manual Watering	.16	\$35.00	\$5.60	\$0.00	\$5.60	156	\$873.60
17	Empty Trash Receptacles (4) and Change Liners	17	\$35.00	\$5.95	\$1.70	\$7.65	156	\$1,193.40
<b>SITE TOTAL</b>								<b>\$15,390.48</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 2: Oak Park Library**

Landscaped with Shrubs, Groundcover and Hardscape, Approximately 0.44 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0.00	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	.25	\$40.00	\$10.00	\$0.00	\$10.00	26	\$260.00
4	Maintenance/Repair of Irrigation System	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter Removal	.17	\$35.00	\$5.95	\$0.00	\$5.95	156	\$928.20
6	Weed Removal	.25	\$35.00	\$8.75	\$2.00	\$10.75	52	\$559.00
7	Pruning Trees	2.00	\$35.00	\$70.00	\$0.00	\$70.00	2	\$140.00
8	Pruning - Shrubs & Groundcover	5.00	\$35.00	\$175.00	\$0.00	\$175.00	4	\$700.00
9	Fertilization - Trees	1.00	\$35.00	\$35.00	\$3.00	\$38.00	4	\$152.00
10	Fertilization - Shrubs and Groundcover	.25	\$35.00	\$8.75	\$9.00	\$17.75	6	\$106.50
11	Fertilization - Organic	.20	\$35.00	\$7.00	\$5.00	\$12.00	2	\$24.00
12	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 2: Oak Park Library**

Landscaped with Shrubs, Groundcover and Hardscape, Approximately 0.44 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
14	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
15	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0.00	\$5.95	156	\$928.20
16	Manual Watering	.07	\$35.00	\$2.45	\$0.00	\$2.45	156	\$382.20
17	Empty Trash Receptacles (1) and Change Liner	.07	\$35.00	\$2.45	.40	\$2.85	156	\$444.60
<b>SITE TOTAL</b>								<b>\$5,183.70</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 3: Paradise Hills Library**

Landscaped with Shrubs, Groundcover and Hardscape, Approximately 0.44 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0.00	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	.50	\$40.00	\$20.00	\$3.00	\$23.00	26	\$598.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter removal	.16	\$35.00	\$5.60	\$0.00	\$5.60	156	\$873.60
6	Weed Removal	.50	\$35.00	\$17.50	\$0.00	\$17.50	52	\$910.00
7	Mowing	.33	\$35.00	\$11.55	\$0.00	\$11.55	42	\$485.10
8	Edging	.25	\$35.00	\$8.75	\$0.00	\$8.75	26	\$227.50
9	Pruning – Trees	1.00	\$35.00	\$35.00	\$0.00	\$35.00	2	\$70.00
10	Pruning – Shrubs & Groundcover	6.50	\$35.00	\$227.50	\$0.00	\$227.50	4	\$910.00
11	Fertilizer – Turf	.17	\$35.00	\$5.95	\$8.00	\$13.95	12	\$167.40
12	Fertilization – Trees	.25	\$35.00	\$8.75	\$2.00	\$10.75	4	\$43.00
13	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$4.00	\$21.50	6	\$129.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 3: Paradise Hills Library**

Landscaped with Shrubs, Groundcover and Hardscape, Approximately 0.44 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Fertilization – Organic	.17	\$35.00	\$5.95	\$0.00	\$5.95	2	<b>\$11.90</b>
15	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	<b>\$0</b>
16	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	<b>\$0</b>
17	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	<b>\$0</b>
18	Renovation	.75	\$35.00	\$26.25	\$0.00	\$26.25	1	<b>\$26.25</b>
19	Aerification	1.00	\$35.00	\$35.00	\$0.00	\$35.00	2	<b>\$70.00</b>
20	Overseeding	.33	\$35.00	\$11.55	\$0.00	\$11.55	1	<b>\$11.55</b>
21	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0.00	\$5.95	156	<b>\$928.20</b>
22	Manual Watering	.07	\$35.00	2.45	\$0.00	\$2.45	156	<b>\$382.20</b>
23	Empty Trash Receptacles (2) and Change Liners	.16	\$35.00	5.60	\$0.00	\$5.60	156	<b>\$873.60</b>
<b>SITE TOTAL</b>								<b>\$7,276.30</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 4: Skyline Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.6 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0.00	\$14.19	52	<del>\$737.88</del>
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$6.00	\$66.00	26	<b>\$1,716.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter removal	.33	\$35.00	\$11.55	\$0.00	\$11.55	156	<b>\$1,801.80</b>
6	Weed Removal	2.50	\$35.00	\$87.50	\$3.00	\$90.50	52	<b>\$4,706.00</b>
7	Mowing	0	\$35.00	\$0.00	\$0.00	\$0.00	42	<b>\$0.00</b>
8	Edging	0	\$35.00	\$0.00	\$0.00	\$0.00	26	<b>\$0.00</b>
9	Pruning – Trees	6.00	\$35.00	\$210.00	\$0.00	\$210.00	2	<b>\$420.00</b>
10	Pruning – Shrubs & Groundcover	32.00	\$35.00	\$1,120.00	\$0.00	\$1,120.00	4	<b>\$4,480.00</b>
11	Fertilizer – Turf	0	\$35.00	\$0.00	\$0.00	\$0.00	12	\$0
12	Fertilization – Trees	.50	\$35.00	\$17.50	\$10.00	\$27.50	4	<b>\$110.00</b>
13	Fertilization – Shrubs and Groundcover	.75	\$35.00	\$26.25	\$60.00	\$86.25	6	<b>\$517.50</b>
14	Fertilization – Organic	.25	\$35.00	\$8.75	\$17.00	\$25.75	2	\$0



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 4: Skyline Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.6 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
15	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
18	Renovation	0	\$35.00	\$0.00	\$0.00	\$0.00	1	\$0
19	Aerification	0	\$35.00	\$0.00	\$0.00	\$0.00	2	\$0
20	Overseeding	0	\$35.00	\$0.00	\$0.00	\$0.00	1	\$0
21	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0.00	\$11.55	156	\$1,801.80
22	Manual Watering	.05	\$35.00	\$1.75	\$0.00	\$1.75	156	\$273.00
23	Empty Trash Receptacles (2) and Change Liners	.08	\$35.00	\$2.80	.65	\$3.45	156	\$538.20
<b>SITE TOTAL</b>								<b>\$17,153.68</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 5: Logan Heights Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.43 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0.00	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	1.00	\$40.00	\$40.00	\$6.00	\$46.00	26	\$1,196.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter removal	.25	\$35.00	\$8.75	\$0.00	\$8.75	156	\$1,365.00
6	Weed Removal	.50	\$35.00	\$17.50	\$4.00	\$21.50	52	\$1,118.00
7	Mowing	.50	\$35.00	\$17.50	\$0.00	\$17.50	42	\$735.00
8	Edging	.25	\$35.00	\$8.75	\$0.00	\$8.75	26	\$227.50
9	Pruning – Trees	6.00	\$35.00	\$210.00	\$0.00	\$210.00	2	\$420.00
10	Pruning – Shrubs & Groundcover	10.00	\$35.00	\$350.00	\$0.00	\$350.00	4	\$1,400.00
11	Fertilizer – Turf	.25	\$35.00	\$8.75	\$10.00	\$18.75	12	\$225.00
12	Fertilization – Trees	.50	\$35.00	\$17.50	\$11.00	\$28.50	4	\$114.00
13	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$20.00	\$37.50	6	\$225.00
14	Fertilization – Organic	.25	\$35.00	\$8.75	\$10.00	\$18.75	2	\$37.50

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 5: Logan Heights Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.43 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
15	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
18	Renovation	2.00	\$35.00	\$70.00	\$0.00	\$70.00	1	\$70.00
19	Aerification	2.00	\$35.00	\$70.00	\$0.00	\$70.00	2	\$140.00
20	Overseeding	.50	\$35.00	\$17.50	\$0.00	\$17.50	1	\$17.50
21	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0.00	\$5.95	156	\$928.20
22	Manual Watering	.08	\$35.00	\$2.80	\$0.00	\$2.80	156	\$436.80
23	Empty Trash Receptacles (2) and Change Liners	.17	\$35.00	\$5.95	\$ .90	\$6.85	156	\$1,068.60
<b>SITE TOTAL</b>								<b>\$10,283.10</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 6: Mission Hills – Hillcrest/Knox Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .34 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0.00	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	.33	\$40.00	\$13.20	\$2.00	\$15.20	26	\$395.20
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter removal	.25	\$35.00	\$8.75	\$0.00	\$8.75	156	\$1,365.00
6	Weed Removal	.50	\$35.00	\$17.50	\$0.00	\$17.50	52	\$910.00
7	Pruning – Trees	.25	\$35.00	\$8.75	\$0.00	\$8.75	2	\$17.50
8	Pruning – Shrubs & Groundcover	6.00	\$35.00	\$210.00	\$0.00	\$210.00	4	\$840.00
9	Fertilization – Trees	.17	\$35.00	\$5.95	\$6.00	\$11.95	4	\$47.80
10	Fertilization – Shrubs and Groundcover	.25	\$35.00	\$8.75	\$10.00	\$18.75	6	\$112.50
11	Fertilization – Organic	.25	\$35.00	\$8.75	\$3.00	\$11.75	2	\$23.50
12	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
13	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 6: Mission Hills - Hillcrest/Knox Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .34 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
15	Sweeping - Sidewalks and Pave Areas	.25	\$35.00	\$8.75	\$0.00	\$11.55	156	\$1,365.00
16	Manual Watering	.50	\$35.00	\$17.50	\$0.00	\$5.60	156	\$2,730.00
17	Empty Trash Receptacles (2) and Change Liners	.09	\$35.00	\$3.15	\$0.50	\$6.53	156	\$569.40
<b>SITE TOTAL</b>								<b>\$8,365.50</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 7: North Park Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .68 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	0.25	\$43.00	\$10.75	\$0.00	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	1.00	\$40.00	\$40.00	\$3.00	\$43.00	26	\$1,118.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter removal	.33	\$35.00	\$11.55	\$0.00	\$11.55	156	\$1,801.80
6	Weed Removal	1.54	\$35.00	\$53.90	\$3.00	\$56.90	52	\$2,958.80
7	Pruning – Trees	3.00	\$35.00	\$105.00	\$0.00	\$105.00	2	\$210.00
8	Pruning – Shrubs & Groundcover	5.00	\$35.00	\$175.00	\$0.00	\$175.00	4	\$700.00
9	Fertilization – Trees	.17	\$35.00	\$5.95	\$8.00	\$13.95	4	\$55.80
10	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$28.00	\$45.50	6	\$273.00
11	Fertilization – Organic	.25	\$35.00	\$8.75	\$17.00	\$25.75	2	\$51.50
12	Palm Feeding	.33	\$35.00	\$0.00	\$0.00	\$11.55	3	\$34.65
13	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 7: North Park Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .68 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
15	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
16	Sweeping - Sidewalks and Pave Areas	.16	\$35.00	\$5.60	\$0.00	\$5.60	156	\$873.60
17	Empty Trash Receptacles (2) and Change Liners	.17	\$35.00	\$5.95	\$0.58	\$6.53	156	\$1,018.68
<b>SITE TOTAL</b>								<b>\$8,636.15</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 8: Ocean Beach Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .32 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0.00	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
3	Irrigation Inspection	.75	\$40.00	\$30.00	\$0.00	30.00	26	\$780.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0.00	\$0.00	\$0.00	As needed	\$0
5	Litter removal	.08	\$35.00	\$2.91	\$0.00	\$2.91	156	\$453.18
6	Weed Removal	.33	\$35.00	\$11.55	\$2.50	\$14.05	52	\$730.60
7	Mowing	.65	\$35.00	\$22.75	\$0.00	\$22.75	42	\$955.50
8	Edging	.25	\$35.00	\$8.75	\$0.00	\$8.75	26	\$227.50
9	Pruning – Trees	2.25	\$35.00	\$78.75	\$0.00	\$78.75	2	\$157.50
10	Pruning – Shrubs & Groundcover	6.50	\$35.00	\$227.50	\$0.00	\$227.50	4	\$910.00
11	Fertilizer – Turf	.17	\$35.00	\$5.95	\$10.00	\$15.95	12	\$191.40
12	Fertilization – Trees	.08	\$35.00	\$2.80	\$0.00	\$2.80	4	\$11.20
13	Fertilization – Shrubs and Groundcover	.17	\$35.00	\$5.95	\$0.00	\$5.95	6	\$35.70



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 8: Ocean Beach Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .32 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Fertilization – Organic	.08	\$35.00	\$2.80	\$0.00	\$2.80	2	\$5.60
15	Pest Control	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0.00	\$0.00	\$0.00	As necessary	\$0
18	Renovation	3	\$35.00	\$105.00	\$0.00	\$105.00	1	\$105.00
19	Aerification	1.50	\$35.00	\$52.50	\$0.00	\$52.00	2	\$105.00
20	Overseeding	1	\$35.00	\$35.00	\$0.00	\$35.00	1	\$35.00
21	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0.00	\$5.95	156	\$928.20
22	Manual Watering	.07	\$35.00	\$2.45	\$0.00	\$2.45	156	\$382.20
23	Empty Trash Receptacles (2) and Change Liners	.08	\$35.00	\$2.80	\$0.00	\$2.80	156	\$436.80
<b>SITE TOTAL</b>								<b>\$7,009.38</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 9: Point Loma Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .71 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	\$737.88
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	2	\$40.00	\$80.00	\$10.00	\$90.00	26	\$2,340.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00
6	Weed Removal	1.50	\$35.00	\$52.50	\$7.00	\$59.50	52	\$3,094.00
7	Mowing	.75	\$35.00	\$26.25	\$0	\$26.25	42	\$1,102.50
8	Edging	.50	\$35.00	\$17.50	\$0	\$17.50	26	\$455.00
9	Pruning - Trees	8.00	\$35.00	\$280.00	\$0	\$280.00	2	\$560.00
10	Pruning - Shrubs & Groundcover	40	\$35.00	\$1,400.00	\$0	\$1,400.00	4	\$5,600.00
11	Fertilizer - Turf	.33	\$35.00	\$11.55	\$30.00	\$41.55	12	\$498.60
12	Fertilization - Trees	.50	\$35.00	\$17.50	\$13.00	\$30.50	4	\$122.00
13	Fertilization - Shrubs and Groundcover	.75	\$35.00	\$26.25	\$55.00	\$81.25	6	\$487.50

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 9: Point Loma Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .71 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Fertilization - Organic	.50	\$35.00	\$17.50	\$20.00	\$37.50	2	\$75.00
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Aerification	2.50	\$35.00	\$87.50	\$0	\$87.50	2	\$175.00
19	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0	\$11.55	156	\$1,801.80
20	Manual Watering	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00
21	Empty Trash Receptacles (3) and Change Liners	.17	\$35.00	\$5.95	\$1.70	\$7.65	156	\$1,193.40
<b>SITE TOTAL</b>								<b>\$23,702.68</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#10: University Heights Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .16 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.17	\$40.00	\$6.80	\$0	\$6.80	26	\$176.80
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
6	Weed Removal	.10	\$35.00	\$3.50	\$0	\$3.50	52	\$182.00
7	Pruning – Trees	1	\$35.00	\$35.00	\$0	\$35.00	2	\$70.00
8	Pruning – Shrubs & Groundcover	2.50	\$35.00	\$87.50	\$0	\$87.50	4	\$350.00
9	Fertilization – Trees	.17	\$35.00	\$5.95	\$0	\$5.95	4	\$23.80
10	Fertilization – Shrubs and Groundcover	.17	\$35.00	\$5.95	\$0	\$5.95	6	\$35.70
11	Fertilization – Organic	.10	\$35.00	\$3.50	\$0	\$3.50	2	\$7.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

**Site#10: University Heights Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 16 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
12	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
13	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
14	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
15	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
16	Manual Watering	.05	\$35.00	\$1.75	\$0	\$1.75	156	\$273.00
17	Empty Trash Receptacle (1) and Change Liner	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
<b>SITE TOTAL</b>								<b>\$3,354.82</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 11: Benjamin Memorial Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .3 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0	\$10.75	52	\$559.00
2	Irrigation	0	\$43.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	1	\$43.00	\$40.00	\$3.00	\$43.00	26	\$1,118.00
4	Maintenance and Repair of Irrigation Systems	0	\$43.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.25	\$35.00	\$8.75	\$0	\$8.75	156	\$1,365.00
6	Weed Removal	.75	\$35.00	\$26.25	\$3.00	\$29.25	52	\$1,521.00
7	Mowing	.75	\$35.00	\$26.25	\$0	\$26.25	42	\$1,102.50
8	Edging	.50	\$35.00	\$17.50	\$0	\$17.50	26	\$455.00
9	Pruning – Trees	1.50	\$35.00	\$52.50	\$0	\$52.50	2	\$105.00
10	Pruning – Shrubs & Groundcover	20.00	\$35.00	\$700.00	\$0	\$700.00	4	\$2,800.00
11	Fertilizer -- Turf	.25	\$35.00	\$8.75	\$25.00	\$33.75	12	\$405.00
12	Fertilization – Trees	.17	\$35.00	\$5.95	\$5.00	\$10.95	4	\$43.80

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 11: Benjamin Memorial Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .3 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$32.00	\$49.50	6	\$297.00
14	Fertilization – Organic	.50	\$35.00	\$17.50	\$30.00	\$47.50	2	\$95.00
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$	\$0	\$0	As necessary	\$0
18	Renovation	3.00	\$35.00	\$105.00	\$20.00	\$125.00	1	\$125.00
19	Aerification	2.00	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
20	Overseeding	.50	\$35.00	\$17.50	\$30.00	\$47.50	1	\$47.50
21	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
22	Empty Trash Receptacles (2) and Change Liners	.17	\$35.00	\$5.95	\$0.58	\$6.53	156	\$1,018.68
<b>SITE TOTAL</b>								<b>\$12,125.68</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 12: Linda Vista Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.61 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	<b>\$737.88</b>
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
3	Irrigation Inspection	1	\$40.00	\$40.00	\$0	\$40.00	26	<b>\$1,040.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	<b>\$0</b>
5	Litter removal	.33	\$35.00	\$11.55	\$0	\$11.55	156	<b>\$1,801.80</b>
6	Weed Removal	1	\$35.00	\$35.00	\$2.00	\$37.00	52	<b>\$1,924.00</b>
7	Mowing	1.50	\$35.00	\$52.50	\$0	\$52.50	42	<b>\$2,205.00</b>
8	Edging	.50	\$35.00	\$17.50	\$0	\$17.50	26	<b>\$455.00</b>
9	Pruning – Trees	3.50	\$35.00	\$122.50	\$0	\$122.50	2	<b>\$245.00</b>
10	Pruning – Shrubs & Groundcover	13	\$35.00	\$455.00	\$0	\$455.00	4	<b>\$1,820.00</b>
11	Fertilizer – Turf	.75	\$35.00	\$26.25	\$50.00	\$76.25	12	<b>\$915.00</b>
12	Fertilization – Trees	.25	\$35.00	\$8.75	\$0	\$8.75	4	<b>\$35.00</b>
13	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$36.00	\$53.50	6	<b>\$321.00</b>
14	Fertilization – Organic	.50	\$35.00	\$17.50	\$30.00	\$47.50	2	<b>\$95.00</b>



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 12: Linda Vista Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.61 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
15	Deep Root Feeding	.25	\$35.00	\$8.75	\$15.00	\$23.75	3	\$71.25
16	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
19	Renovation	8	\$35.00	\$280.00	\$0	\$280.00	1	\$280.00
20	Aerification	3.50	\$35.00	\$122.50	\$0	\$122.50	2	\$245.00
21	Overseeding	2	\$35.00	\$70.00	\$29.00	\$99.00	1	\$99.00
22	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0	\$11.55	156	\$1,801.80
23	Empty Trash Receptacles (2) and Change Liners	.10	\$35.00	\$3.50	\$0.60	\$4.10	156	\$639.60
<b>SITE TOTAL</b>								<b>\$14,731.33</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 13: Clairemont Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 48 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.66	\$40.00	\$26.40	\$0	\$26.40	26	\$686.40
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.25	\$35.00	\$8.75	\$0	\$8.75	156	\$1,365.00
6	Weed Removal	.50	\$35.00	\$17.50	\$0	\$17.50	52	\$910.00
7	Mowing	.65	\$35.00	\$22.75	\$0	\$22.75	42	\$955.50
8	Edging	.25	\$35.00	\$8.75	\$0	\$8.75	26	\$227.50
9	Pruning -- Trees	2	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
10	Pruning -- Shrubs & Groundcover	9	\$35.00	\$315.00	\$0	\$315.00	4	\$1,260.00
11	Fertilizer -- Turf	.25	\$35.00	\$8.75	\$20.00	\$28.75	12	\$345.00
12	Fertilization -- Trees	.17	\$35.00	\$5.95	\$9.00	\$14.95	4	\$59.80

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 13: Clairemont Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 48 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	.33	\$35.00	\$11.55	\$19.00	\$30.55	6	<b>\$183.30</b>
14	Fertilization – Organic	.17	\$35.00	\$5.95	\$4.00	\$9.95	2	<b>\$19.90</b>
15	Deep Root Feeding	.33	\$35.00	\$11.55	\$9.00	\$20.55	3	<b>\$61.65</b>
16	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
17	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
18	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
19	Renovation	4	\$35.00	\$140.00	\$0	\$140.00	1	<b>\$140.00</b>
20	Aerification	2	\$35.00	\$70.00	\$0	\$70.00	2	<b>\$140.00</b>
21	Overseeding	.50	\$35.00	\$17.50	\$0	\$17.50	1	<b>\$17.50</b>
22	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
23	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	156	<b>\$928.20</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 13: Clairemont Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .48 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
24	Empty Trash Receptacle (1) and Change Liner	.07	\$35.00	\$2.45	\$30	\$2.75	156	\$429.00
<b>SITE TOTAL</b>								<b>\$8,248.87</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#14: San Carlos Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 1.0 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.66	\$40.00	\$26.40	\$3.00	\$29.40	26	\$764.40

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#14: San Carlos Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 1.0 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.17	\$35.00	\$5.81	\$0	\$5.81	156	\$906.36
6	Weed Removal	.66	\$35.00	\$23.10	\$0	\$23.10	52	\$1,201.20
7	Pruning - Trees	1	\$35.00	\$35.00	\$0	\$35.00	2	\$70.00
8	Pruning - Shrubs & Groundcover	12	\$35.00	\$420.00	\$0	\$420.00	4	\$1,680.00
9	Fertilization - Trees	.25	\$35.00	\$8.75	\$4.00	\$12.75	4	\$51.00
10	Fertilization - Shrubs and Groundcover	.50	\$35.00	\$17.50	\$19.00	\$36.50	6	\$219.00
11	Fertilization - Organic	.33	\$35.00	\$11.66	\$9.00	\$20.66	2	\$41.31
12	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
13	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
14	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

**Site#14: San Carlos Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 1.0 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
15	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
16	Manual Watering	.09	\$35.00	\$3.15	\$0	\$3.15	156	\$491.40
17	Empty Trash Receptacle (1) and Change Liner	.09	\$35.00	\$3.15	\$0.50	\$3.65	156	\$569.40
<b>SITE TOTAL</b>								<b>\$7,481.27</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

**Site#15: Balboa Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .55 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#15: Balboa Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .55 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
2	Irrigation	0	\$40.0	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.50	\$40.00	\$20.00	\$0	\$20.00	26	\$520.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.25	\$35.00	\$8.75	\$0	\$8.75	156	\$13,65.00
6	Weed Removal	.50	\$35.00	\$7.50	\$2.00	\$19.50	52	\$1,014.00
7	Pruning – Trees	2	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
8	Pruning – Shrubs & Groundcover	7	\$35.00	\$245.00	\$0	\$245.00	4	\$980
9	Fertilization – Trees	.50	\$35.00	\$17.50	\$8.00	\$25.50	4	\$102.00
10	Fertilization – Shrubs and Groundcover	.25	\$35.00	\$8.75	\$11.00	\$19.75	6	\$118.50
11	Fertilization – Organic	.17	\$35.00	\$5.95	\$8.00	\$13.95	2	\$27.90
12	Deep Root Feeding	.17	\$35.00	\$5.95	\$4.00	\$9.95	3	\$29.85

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#15: Balboa Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .55 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
14	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
15	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
17	Manual Watering	.08	\$35.00	\$2.80	\$0	\$2.80	156	\$436.80
18	Empty Trash Receptacle (1) and Change Liner	.08	\$35.00	\$2.80	\$0.30	\$3.10	156	\$483.60
<b>SITE TOTAL</b>								<b>\$6,525.97</b>



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 16: La Jolla Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .72 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	<b>\$737.88</b>
2	Irrigation	0	\$40.00	\$	\$0	\$0	As necessary	<b>\$0</b>
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$0	\$60.00	26	<b>\$1,560.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	<b>\$0</b>
5	Litter removal	.25	\$35.00	\$8.75	\$0	\$8.75	156	<b>\$1,365.00</b>
6	Weed Removal	1	\$35.00	\$35.00	\$5.00	\$40.00	52	<b>\$2,080.00</b>
7	Mowing	1	\$35.00	\$35.00	\$0	\$35.00	42	<b>\$1,470.00</b>
8	Edging	.33	\$35.00	\$11.55	\$0	\$11.55	26	<b>\$300.30</b>
9	Pruning - Trees	5	\$35.00	\$175.00	\$0	\$175.00	2	<b>\$350.00</b>
10	Pruning - Shrubs & Groundcover	24	\$35.00	\$840.00	\$0	\$840.00	4	<b>\$3,360.00</b>
11	Fertilizer - Turf	.50	\$35.00	\$17.50	\$21.00	\$38.50	12	<b>\$462.00</b>
12	Fertilization - Trees	.33	\$35.00	\$17.50	\$11.00	\$22.55	4	<b>\$90.20</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 16: La Jolla Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .72 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	.75	\$35.00	\$26.25	\$26.00	\$52.25	6	\$313.50
14	Fertilization – Organic	.25	\$35.00	\$8.75	\$12.00	\$20.75	2	\$41.50
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Renovation	3	\$35.00	\$105.00	\$0	\$105.00	1	\$105.00
19	Aerification	2	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
20	Overseeding	.25	\$35.00	\$8.75	\$30.00	\$38.75	1	\$38.75
21	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0	\$11.55	156	\$1,801.80
22	Manual Watering	.08	\$35.00	\$2.80	\$0	\$2.80	156	\$436.80

23	Empty Trash Receptacles (2) and Change Liners	.17	\$35.00	\$5.95	\$0.55	\$6.50	156	\$1,014.00
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**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

Site# 16: La Jolla Library

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .72 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
<b>SITE TOTAL</b>								<b>\$15,666.73</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

Site# 17: North Clairmont Library

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .43 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.75	\$40.00	\$30.00	\$0	\$30.00	26	\$780.00

4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
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**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

**Site# 17: North Clairmont Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .43 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
5	Litter removal	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
6	Weed Removal	.67	\$35.00	\$23.31	\$5.00	\$28.31	52	\$1,472.12
7	Mowing	0	\$35.00	\$0	\$0	\$0	42	\$0
8	Edging	0	\$35.00	\$0	\$0	\$0	26	\$0
9	Pruning – Trees	6	\$35.00	\$210.00	\$0	\$210.00	2	\$420.00
10	Pruning – Shrubs & Groundcover	13	\$35.00	\$455.00	\$0	\$455.00	4	\$1,820.00
11	Fertilizer – Turf	0	\$35.00	\$0	\$0	\$0	12	\$0
12	Fertilization – Trees	.40	\$35.00	\$14.00	\$0	\$14.00	4	\$56.00
13	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$0	\$17.50	6	\$105.00
14	Fertilization – Organic	.25	\$35.00	\$8.75	\$0	\$8.75	2	\$17.50
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0

16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
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**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 17: North Clairmont Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 43 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
17	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Aerification	0	\$35.00	\$0	\$0	\$0	2	\$0
19	Sweeping - Sidewalks and Pave Areas	.18	\$35.00	\$6.30	\$0	\$6.30	156	\$982.80
20	Manual Watering	.08	\$35.00	\$2.80	\$0	\$2.80	156	\$436.80
21	Empty Trash Receptacle (1) and Change Liner	.08	\$35.00	\$2.80	\$0	\$2.80	156	\$436.80
<b>SITE TOTAL</b>								<b>\$8,014.22</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 18: University Community**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.22 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	1.25	\$40.00	\$50.00	\$7.00	\$57.00	26	\$1,482.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.17	\$35.00	\$5.95	\$0.00	\$5.95	156	\$928.20
6	Weed Removal	1	\$35.00	\$35.00	\$4.00	\$39.00	52	\$2,028.00
7	Mowing	1.50	\$35.00	\$52.50	\$0	\$52.50	42	\$2,205.00
8	Edging	.50	\$35.00	\$17.50	\$0	\$17.50	26	\$455.00
9	Pruning - Trees	3	\$35.00	\$105.00	\$0	\$105.00	2	\$210.00
10	Pruning - Shrubs & Groundcover	28	\$35.00	\$980.00	\$0	\$980.00	4	\$3,920.00
11	Fertilizer - Turf	.65	\$35.00	\$22.75	\$29.00	\$51.75	12	\$621.00
12	Fertilization - Trees	.50	\$35.00	\$17.50	\$11.00	\$28.50	4	\$114.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 18: University Community**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.22 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	.50	\$35.00	\$17.50	\$33.00	\$50.50	6	\$303.00
14	Fertilization – Organic	.25	\$35.00	\$8.75	\$12.00	\$20.75	2	\$41.50
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Renovation	4	\$35.00	\$140.00	\$0	\$140.00	1	\$140.00
19	Aerification	3	\$35.00	\$105.00	\$0	\$105.00	2	\$210.00
20	Overseeding	1	\$35.00	\$35.00	\$30.00	\$65.00	1	\$65.00
21	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0	\$11.55	156	\$1,801.80
22	Empty Trash Receptacle (1) and Change Liner	.09	\$35.00	\$3.15	\$0.40	\$3.55	156	\$553.80
<b>SITE TOTAL</b>								<b>\$15,637.30</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 19: Pacific Beach Library/Earl and Birdie Taylor Branch**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.1 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	<b>\$737.88</b>
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
3	Irrigation Inspection	3	\$40.00	\$120.00	\$25.00	\$145.00	26	<b>\$3,770.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	<b>\$0</b>
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	<b>\$2,730.00</b>
6	Weed Removal	3	\$35.00	\$105.00	\$10.00	\$115.00	52	<b>\$5,980.00</b>
7	Mowing	4	\$35.00	\$140.00	\$0	\$140.00	42	<b>\$5,880.00</b>
8	Edging	1.50	\$35.00	\$52.50	\$0	\$52.50	26	<b>\$1,365.00</b>
9	Pruning - Trees	12	\$35.00	\$420.00	\$0	\$420.00	2	<b>\$840.00</b>
10	Pruning - Shrubs & Groundcover	32	\$35.00	\$1,120.00	\$0	\$1,120.00	4	<b>\$4,480.00</b>
11	Fertilizer - Turf	1.75	\$35.00	\$61.25	\$190.00	\$251.25	12	<b>\$3,015.00</b>
12	Fertilization - Trees	1	\$35.00	\$35.00	\$50.00	\$85.00	4	<b>\$340.00</b>



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 19: Pacific Beach Library/Earl and Birdie Taylor Branch**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.1 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	1	\$35.00	\$35.00	\$89.00	\$124.00	6	<b>\$744.00</b>
14	Fertilization – Organic	.75	\$35.00	\$26.25	\$50.00	\$76.25	2	<b>\$152.50</b>
15	Deep Root Feeding	1.50	\$35.00	\$52.50	\$30.00	\$82.50	3	<b>\$247.50</b>
16	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
17	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
18	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
19	Renovation	12	\$35.00	\$420.00	\$150.00	\$570.00	1	<b>\$570.00</b>
20	Aerification	6	\$35.00	\$210.00	\$0	\$210.00	2	<b>\$420.00</b>
21	Overseeding	4	\$35.00	\$140.00	\$250.00	\$390.00	1	<b>\$390.00</b>
22	Sweeping - Sidewalks and Pave Areas	.50	\$35.00	\$17.50	\$0	\$17.50	156	<b>\$2,730.00</b>
23	Empty Trash Receptacles (6) and Change Liners	.33	\$35.00	\$11.55	\$1.70	\$13.25	156	<b>\$2,067.00</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 19: Pacific Beach Library/Earl and Birdie Taylor Branch**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.1 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
24	Maintain and Rake Sand Fiber	.33	\$35.00	\$11.55	\$0	\$11.55	52	\$600.60
<b>SITE TOTAL</b>								<b>\$37,059.48</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 20: Malcolm X Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 7.9 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.50	\$43.00	\$21.50	\$0	\$21.50	52	\$1,118.00
2	Irrigation	0	0.00\$	\$0	\$	\$0	As necessary	\$0
3	Irrigation Inspection	4	0.00\$	\$160.00	\$10.00	\$170.00	26	\$4,420.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 20: Malcolm X Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 7.9 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	<b>\$2,730.00</b>
6	Weed Removal	3	\$35.00	\$105.00	\$8.00	\$113.00	52	<b>\$5,876.00</b>
7	Mowing	.33	\$35.00	\$11.66	\$0	\$11.66	42	<b>\$489.51</b>
8	Edging	.25	\$35.00	\$8.75	\$0	\$8.75	26	<b>\$227.50</b>
9	Pruning – Trees	24	\$35.00	\$840.00	\$0	\$840.00	2	<b>\$1,680.00</b>
10	Pruning – Shrubs & Groundcover	70	\$35.00	\$2,450.00	\$0	\$2,450.00	4	<b>\$9,800.00</b>
11	Fertilizer – Turf	.17	\$35.00	\$5.95	\$0	\$5.95	12	<b>\$71.40</b>
12	Fertilization – Trees	.75	\$35.00	\$26.25	\$0	\$26.25	4	<b>\$105.00</b>
13	Fertilization – Shrubs and Groundcover	1	\$35.00	\$35.00	\$0	\$35.00	6	<b>\$210.00</b>
14	Fertilization – Organic	.50	\$35.00	\$17.50	\$0	\$17.50	2	<b>\$35.00</b>
15	Palm Feeding	.33	\$35.00	\$11.55	\$0	\$11.55	3	<b>\$34.65</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 20: Malcolm X Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 7.9 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
16	Deep Root Feeding	.50	\$35.00	\$17.50	\$0	\$17.50	3	<b>\$52.50</b>
17	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
18	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
19	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
20	Renovation	1.50	\$35.00	\$52.50	\$0	\$52.50	1	<b>\$52.50</b>
21	Aerification	1	\$35.00	\$35.00	\$0	\$35.00	2	<b>\$70.00</b>
22	Overseeding	.17	\$35.00	\$5.95	\$0	\$5.95	1	<b>\$5.95</b>
23	Sweeping - Sidewalks and Pave Areas	.50	\$35.00	\$17.50	\$0	\$17.50	156	<b>\$2,730.00</b>
24	Empty Trash Receptacles (3) and Change Liners	.33	\$35.00	\$11.55	\$0	\$11.55	312	<b>\$3,603.60</b>
<b>SITE TOTAL</b>								<b>\$33,311.61</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#21: Otay Mesa Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 2.5 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.25	\$43.00	\$10.75	\$0	\$10.75	52	\$559.00
2	Irrigation	0	\$40.00	\$0	\$	\$0	As necessary	\$0
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$0	\$60.00	26	\$1,560.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00
6	Weed Removal	2.50	\$35.00	\$87.50	\$8.00	\$95.50	52	\$4,966.00
7	Pruning – Trees	6	\$35.00	\$210.00	\$0	\$210.00	2	\$420.00
8	Pruning – Shrubs & Groundcover	32	\$35.00	\$1,120.00	\$0	\$1,120.00	4	\$4,480.00
9	Fertilization – Trees	.50	\$35.00	\$17.50	\$10.00	\$27.50	4	\$110.00
10	Fertilization – Shrubs and Groundcover	1	\$35.00	\$35.00	\$56.00	\$91.00	6	\$546.00
11	Fertilization – Organic	.33	\$35.00	\$11.55	\$12.00	\$23.55	2	\$47.10

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#21: Otay Mesa Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 2.5 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
12	Palm Feeding	.17	\$35.00	\$5.95	\$5.00	\$10.95	3	<b>\$32.85</b>
13	Deep Root Feeding	.50	\$35.00	\$17.50	\$0	\$17.50	3	<b>\$52.50</b>
14	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
15	Fungicide or other Special Treatment	0	\$35.00	\$	\$0	\$0	As necessary	<b>\$0</b>
16	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
17	Sweeping - Sidewalks and Pave Areas	.33	\$35.00	\$11.55	\$0	\$11.55	156	<b>\$1,801.80</b>
18	Empty Trash Receptacles (3) and Change Liners	.17	\$35.00	\$5.95	\$0.85	\$6.80	312	<b>\$2,121.60</b>
<b>SITE TOTAL</b>								<b>\$19,426.85</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 22: Carmel Valley Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.5 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	<b>\$737.88</b>
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	<b>\$0</b>
3	Irrigation Inspection	2	\$40.00	\$80.00	\$10.00	\$90.00	26	<b>\$2,340.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	<b>\$0</b>
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	<b>\$2,730.00</b>
6	Weed Removal	3	\$35.00	\$105.00	\$0	\$105.00	52	<b>\$5,460.00</b>
7	Mowing	1	\$35.00	\$35.00	\$0	\$35.00	42	<b>\$1,470.00</b>
8	Edging	.50	\$35.00	\$17.50	\$0	\$17.50	26	<b>\$455.00</b>
9	Pruning – Trees	8	\$35.00	\$280.00	\$0	\$280.00	2	<b>\$560.00</b>
10	Pruning – Shrubs & Groundcover	48	\$35.00	\$1,680.00	\$0	\$1,680.00	4	<b>\$6,720.00</b>
11	Fertilizer – Turf	.50	\$35.00	\$17.50	\$28.00	\$45.50	12	<b>\$546.00</b>
12	Fertilization – Trees	.75	\$35.00	\$26.25	\$19.00	\$45.25	4	<b>\$181.00</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 22: Carmel Valley Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.5 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	1	\$35.00	\$35.00	\$48.00	\$83.00	6	\$498.00
14	Fertilization – Organic	.40	\$35.00	\$14.00	\$14.00	\$28.00	2	\$56.00
15	Palm Feeding	.33	\$35.00	\$11.55	\$11.00	\$22.55	3	\$67.65
16	Deep Root Feeding	.33	\$35.00	\$11.55	\$11.00	\$22.55	3	\$67.65
17	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
19	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
20	Aerification	2.25	\$35.00	\$78.75	\$0	\$78.75	2	\$157.50
21	Sweeping - Sidewalks and Pave Areas	.25	\$35.00	\$8.75	\$0	\$8.75	156	\$1,365.00
22	Empty Trash Receptacle (4) and Change Liner	.17	\$35.00	\$5.95	\$1.25	\$7.20	156	\$1,123.20
<b>SITE TOTAL</b>								<b>\$24,534.88</b>



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#23: Rancho Bernardo Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .78 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.65	\$40.00	\$26.00	\$4.00	\$30.00	26	\$780.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.25	\$35.00	\$8.75	\$0	\$8.75	156	\$1,365.00
6	Weed Removal	1	\$35.00	\$35.00	\$4.00	\$39.00	52	\$2,028.00
7	Pruning - Trees	3	\$35.00	\$105.00	\$0	\$105.00	2	\$210.00
8	Pruning - Shrubs & Groundcover	8	\$35.00	\$280.00	\$0	\$280.00	4	\$1,120.00
9	Fertilization - Trees	.17	\$35.00	\$5.95	\$4.00	\$9.95	4	\$39.80
10	Fertilization - Shrubs and Groundcover	.33	\$35.00	\$11.55	\$10.00	\$21.55	6	\$129.30
11	Fertilization - Organic	.17	\$35.00	\$5.95	\$4.00	\$9.95	2	\$19.90

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#23: Rancho Bernardo Library**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .78 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
12	Palm Feeding	.33	\$35.00	\$11.55	\$8.00	\$19.55	3	\$58.65
13	Deep Root Feeding	0	\$35.00	\$0	\$0	\$0	3	\$0
14	Pest Control	0	\$35.00	\$	\$0	\$0	As necessary	\$0
15	Fungicide or other Special Treatment	0	\$35.00	\$	\$0	\$0	As necessary	\$0
16	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Sweeping - Sidewalks and Pave Areas	.25	\$35.00	\$8.75	\$0	\$8.75	156	\$1,365.00
18	Empty Trash Receptacles (3) and Change Liners	.17	\$35.00	\$5.95	\$1.25	\$7.20	312	\$2,246.40
<b>SITE TOTAL</b>								<b>\$9,742.17</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 24: Carmel Mountain Ranch Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.8 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	\$737.88
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$5.00	\$65.00	26	\$1,690.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00
6	Weed Removal	1.50	\$35.00	\$52.50	\$5.00	\$57.50	52	\$2,990.00
7	Mowing	3	\$35.00	\$105.00	\$0	\$105.00	42	\$4,410.00
8	Edging	1	\$35.00	\$35.00	\$0	\$35.00	26	\$910.00
9	Pruning - Trees	8	\$35.00	\$280.00	\$0	\$280.00	2	\$560.00
10	Pruning - Shrubs & Groundcover	20	\$35.00	\$700.00	\$0	\$700.00	4	\$2,800.00
11	Fertilizer - Turf	.75	\$35.00	\$26.25	\$39.00	\$65.25	12	\$783.00
12	Fertilization - Trees	.50	\$35.00	\$17.50	\$12.00	\$29.50	4	\$118.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 24: Carmel Mountain Ranch Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.8 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
13	Fertilization - Shrubs and Groundcover	.66	\$35.00	\$23.10	\$20.00	\$43.10	6	\$258.60
14	Fertilization - Organic	.33	\$35.00	\$11.55	\$12.00	\$23.55	2	\$47.10
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Renovation	1	\$35.00	\$35.00	\$0	\$35.00	12	\$420.00
19	Aerification	4.50	\$35.00	\$157.50	\$0	\$157.50	2	\$315.00
20	Overseeding	1.25	\$35.00	\$43.75	\$65.00	\$108.75	12	\$1,305.00
21	Sweeping - Sidewalks and Pave Areas	.75	\$35.00	\$26.25	\$0	\$26.25	156	\$4,095.00
22	Empty Trash Receptacle (2) and Change Liner	.17	\$35.00	\$5.95	\$0.79	\$6.74	156	\$1,051.44
<b>SITE TOTAL</b>								<b>\$25,221.02</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 25: Linda Vista Library**

Maintenance of Parking Lot adjacent to Linda Vista Library, Approximately .07 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.07	\$43.00	\$3.01	\$0	\$3.01	52	\$156.52
2	Litter removal	.07	\$35.00	\$2.45	\$0	\$2.45	156	\$382.20
3	Sweeping - Sidewalks and Pave Areas	.07	\$35.00	\$2.45	\$0	\$2.45	52	\$127.40
<b>SITE TOTAL</b>								<b>\$666.12</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 26: Mission Valley Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.8 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.42	\$43.00	\$17.89	\$0	\$17.89	52	\$930.18

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 26: Mission Valley Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.8 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	2.50	\$40.00	\$100.00	\$10.00	\$110.00	26	\$2,860.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$	\$17.50	312	\$5,460.00
6	Weed Removal	2.50	\$35.00	\$87.50	\$0	\$87.50	52	\$4,550.00
7	Mowing	.75	\$35.00	\$26.25	\$0	\$26.25	42	\$1,102.50
8	Edging	.25	\$35.00	\$8.75	\$0	\$8.75	26	\$227.50
9	Pruning – Trees	16	\$35.00	\$560.00	\$0	\$560.00	2	\$1,120.00
10	Pruning – Shrubs & Groundcover	30	\$35.00	\$1,050.00	\$0	\$1,050.00	4	\$4,200.00
11	Fertilizer – Turf	.50	\$35.00	\$17.50	\$20.00	\$37.50	12	\$450.00
12	Fertilization – Trees	.75	\$35.00	\$26.25	\$20.00	\$46.25	4	\$185.00
13	Fertilization – Shrubs and Groundcover	1	\$35.00	\$35.00	\$49.00	\$84.00	6	\$504.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 26: Mission Valley Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.8 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Fertilization – Organic	.50	\$35.00	\$17.50	\$40.00	\$57.50	2	\$115.00
15	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Fungicide or other Special Treatment	0	\$35.00	\$0	\$6.00	\$6.00	As necessary	\$0
17	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Aerification	2	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
19	Sweeping - Sidewalks and Pave Areas	.75	\$35.00	\$26.25	\$0	\$26.25	312	\$8,190.00
20	Empty Trash Receptacle (4) and Change Liner	.25	\$35.00	\$8.75	\$1.00	\$9.75	156	\$1,521.00
<b>SITE TOTAL</b>								<b>\$31,555.18</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

**Site# 27: Serra Mesa Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 7.96 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.50	\$43.00	\$21.50	\$0	\$21.50	52	\$1,118.00
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	3	\$40.00	\$120.00	\$8.00	\$1280.00	26	\$3,328.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.66	\$35.00	\$23.10	\$0	\$23.10	156	\$3,603.60
6	Weed Removal	4	\$35.00	\$140.00	\$6.00	\$146.00	52	\$7,592.00
7	Mowing	3	\$35.00	\$105.00	\$0	\$105.00	42	\$4,410.00
8	Pruning - Trees	12	\$35.00	\$420.00	\$0	\$420.00	2	\$840.00
9	Fertilizer - Turf	.75	\$35.00	\$26.25	\$85.00	\$111.25	12	\$1,335.00
10	Fertilization - Trees	.50	\$35.00	\$17.50	\$28.00	\$45.50	4	\$182.00
11	Fertilization - Shrubs and Groundcover	1	\$35.00	\$35.00	\$75.00	\$110.00	6	\$660.00



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 27: Serra Mesa Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 7.96 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
12	Fertilization - Organic	1	\$35.00	\$35.00	\$50.00	\$85.00	2	\$170.00
13	Aerification	3.50	\$35.00	\$122.50	\$0	\$122.50	2	\$245.00
14	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
15	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
16	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Sweeping - Sidewalks and Pave Areas	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00
18	Manual Watering	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00
19	Empty Trash Receptacle (2) and Change Liner	.17	\$35.00	\$5.95	\$1.70	\$7.65	156	\$1,193.40
<b>SITE TOTAL</b>								<b>\$30,137.00</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 28: Serra Mesa (Delivery)**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .32 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.07	\$43.00	\$3.01	\$0	\$3.01	52	\$156.52
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	.50	\$40.00	\$20.00	\$4.00	\$24.00	26	\$624.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.17	\$35.00	\$5.95	\$0	\$5.95	52	\$309.40
6	Weed Removal	.50	\$35.00	\$17.50	\$2.00	\$19.50	52	\$1,014.00
7	Pruning – Trees	2	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
8	Pruning – Shrubs and Groundcover	7	\$35.00	\$245.00	\$0	\$245.00	4	\$980.00
9	Fertilization – Trees	.17	\$35.00	\$5.95	\$8.00	\$13.95	4	\$55.80
10	Fertilization – Shrubs and Groundcover	.33	\$35.00	\$11.55	\$14.00	\$25.55	6	\$153.30
11	Fertilization – Organic	.17	\$35.00	\$5.95	\$6.00	\$11.95	2	\$23.90

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 28: Serra Mesa (Delivery)**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .32 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
12	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
13	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
14	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
15	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	52	\$309.40
16	Manual Watering	.05	\$35.00	\$1.75	\$0	\$1.75	156	\$273.00
<b>SITE TOTAL</b>								<b>\$4,039.32</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 29: New Central Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.6 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.50	\$43.00	\$21.50	\$0	\$21.50	52	\$1,118.00
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$20.00	\$80.00	26	\$2,080.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	260	\$4,550.00
6	Weed Removal	2	\$35.00	\$70.00	\$0	\$70.00	52	\$3,640.00
7	Pruning – Trees	8	\$35.00	\$280.00	\$0	\$280.00	2	\$560.00
8	Pruning – Shrubs and Groundcover	20	\$35.00	\$700.00	\$0	\$700.00	4	\$2,800.00
9	Fertilization – Trees	.50	\$35.00	\$17.50	\$15.00	\$32.50	4	\$130
10	Fertilization – Shrubs and Groundcover	.75	\$35.00	\$26.25	\$48.00	\$74.25	6	\$445.50
11	Fertilization – Organic	.33	\$35.00	\$11.55	\$30.00	\$41.55	2	\$83.10

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 29: New Central Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.6 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
12	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
13	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
14	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
15	Sweeping - Sidewalks and Pave Areas	.50	\$35.00	\$17.50	\$0	\$17.50	260	\$4,550.00
16	Trim/Clean Vines - 9 <sup>th</sup> Floor and Ground Floor	.08	\$35.00	\$2.91	\$0	\$2.91	312	\$906.36
17	Empty Trash Receptacle (4) and Change Liner	.25	\$35.00	\$8.75	\$1.20	\$9.95	260	\$2,587.00
18	Manual Watering	.33	\$35.00	\$11.55	\$0	\$11.55	156	\$1,801.80
<b>SITE TOTAL</b>								<b>\$25,251.76</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#30: San Ysidro Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 10 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.33	\$43.00	\$14.19	\$0	\$14.19	52	<b>\$737.88</b>
2	Irrigation	0	\$40.00	\$0	\$	\$0	As necessary	\$0
3	Irrigation Inspection	1.50	\$40.00	\$60.00	\$4.00	\$64.00	26	<b>\$1,664.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.50	\$35.00	\$17.50	\$0	\$17.50	156	<b>\$2,730.00</b>
6	Weed Removal	2	\$35.00	\$70.00	\$0	\$70.00	52	<b>\$3,640.00</b>
7	Mowing	0	\$35.00	\$0	\$0	\$0	42	\$0
8	Pruning - Trees	10	\$35.00	\$350.00	\$0	\$350.00	2	<b>\$700.00</b>
9	Pruning - Shrubs and Groundcover	22	\$35.00	\$770.00	\$0	\$770.00	4	<b>\$3,080.00</b>
10	Fertilizer - Turf	0	\$35.00	\$0	\$0	\$0	12	\$0
11	Fertilization - Trees	.50	\$35.00	\$17.50	\$12.00	\$29.50	4	<b>\$118.00</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#30: San Ysidro Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 10 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
12	Fertilization – Shrubs and Groundcover	.75	\$35.00	\$26.25	\$29.00	\$55.25	6	\$331.50
13	Fertilization – Organic	.50	\$35.00	\$17.50	\$14.00	\$31.50	2	\$63.00
14	Palm Feeding	0	\$35.00	\$0	\$0	\$0	3	\$0
15	Deep Root Feeding	.50	\$35.00	\$17.50	\$16.00	\$33.50	3	\$100.50
16	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
17	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
19	Renovation	0	\$35.00	\$0	\$0	\$0	1	\$0
20	Aerification	0	\$35.00	\$0	\$0	\$0	2	\$0
21	Overseeding	0	\$35.00	\$0	\$0	\$0	1	\$0
22	Sweeping - Sidewalks and Pave Areas	.50	\$35.00	\$17.50	\$0	\$17.50	156	\$2,730.00

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site#30: San Ysidro Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .10 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
23	Empty Trash Receptacles (3) and Change Liners	.17	\$35.00	\$5.95	\$0.95	\$6.90	312	\$2,152.80
24	Manual Watering	.05	\$35.00	\$1.75	\$0	\$1.75	156	\$273.00
<b>SITE TOTAL</b>								<b>\$18,320.68</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 31: Old Logan Heights Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.5 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 31: Old Logan Heights Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.5 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
3	Irrigation Inspection	.05	\$40.00	\$20.00	\$4.00	\$24.00	26	\$624.00
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
6	Weed Removal	.5	\$35.00	\$17.50	\$0	\$17.50	52	\$910.00
7	Mowing	.5	\$35.00	\$17.50	\$0	\$17.50	42	\$735.00
8	Edging	.25	\$35.00	\$8.75	\$0	\$8.75	26	\$227.50
9	Pruning – Trees	1	\$35.00	\$35.00	\$0	\$35.00	2	\$70.00
10	Pruning – Shrubs & Groundcover	5	\$35.00	\$175.00	\$0	\$175.00	4	\$700.00
11	Fertilizer – Turf	.17	\$35.00	\$5.95	\$10.00	\$15.95	12	\$191.40
12	Fertilization – Trees	.17	\$35.00	\$5.95	\$12.00	\$17.95	4	\$71.80
13	Fertilization – Shrubs and Groundcover	.17	\$35.00	\$5.95	\$8.00	\$13.95	6	\$83.70
14	Fertilization – Organic	.08	\$35.00	\$2.80	\$8.00	\$10.80	2	\$21.60

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 31: Old Logan Heights Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 1.5 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
15	Palm Feeding	0	\$35.00	\$0	\$0	\$0	3	\$0
16	Deep Root Feeding	.5	\$35.00	\$17.50	\$0	\$17.50	3	\$52.50
17	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
19	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
20	Renovation	3	\$35.00	\$105.00	\$0	\$105.00	1	\$105.00
21	Aerification	1	\$35.00	\$35.00	\$	\$35.00	2	\$70.00
22	Overseeding	1	\$35.00	\$35.00	\$20.00	\$55.00	1	\$55.00
23	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	156	\$928.20
<b>SITE TOTAL</b>								<b>\$6,154.02</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 32: San Carlos Vacant Lot**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .18 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.07	\$43.00	\$3.01	\$0	\$3.01	52	<b>\$156.52</b>
2	Litter removal	0	\$35.00	\$0	\$	\$0	156	<b>\$0</b>
3	Weed Removal	.25	\$35.00	\$8.75	\$3.00	\$11.75	52	<b>\$305.50</b>
4	Pruning - Trees	0	\$35.00	\$0	\$0	\$0	2	<b>\$0</b>
5	Pruning - Shrubs & Groundcover	.07	\$35.00	\$2.45	\$0	\$2.45	4	<b>\$382.20</b>
6	Fertilization - Trees	.07	\$35.00	\$2.45	\$2.00	\$4.45	4	<b>\$231.40</b>
7	Fertilization - Shrubs and Groundcover	.07	\$35.00	\$2.45	\$20.00	\$22.45	4	<b>\$89.80</b>
8	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	52	<b>\$154.70</b>
<b>SITE TOTAL</b>								<b>\$1,320.12</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 33: Old Mission Hills Library**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately .19 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12
2	Litter removal	.25	\$35.00	\$8.75	\$0	\$8.75	52	\$455.00
3	Weed Removal	.17	\$35.00	\$5.95	\$0	\$5.95	52	\$309.40
4	Pruning – Trees	0.4	\$35.00	\$14.00	\$0	\$14.00	2	\$28.00
5	Pruning – Shrubs & Groundcover	1	\$35.00	\$35.00	\$0	\$35.00	4	\$140.00
6	Fertilization – Trees	.25	\$35.00	\$8.75	\$0	\$8.75	4	\$35.00
7	Fertilization – Shrubs and Groundcover	.17	\$35.00	\$5.95	\$0	\$5.95	4	\$23.80
8	Sweeping - Sidewalks and Pave Areas	.17	\$35.00	\$5.95	\$0	\$5.95	52	\$309.40
<b>SITE TOTAL</b>								<b>\$1,680.72</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 34: Tierrasanta Library**

Landscaped Indoor Patio, Approximately 400 square feet.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.17	\$43.00	\$7.31	\$0	\$7.31	52	\$380.12
2	Litter removal	.17	\$35.00	\$5.95	\$0	\$5.95	52	\$309.40
3	Weed Removal	.17	\$35.00	\$5.95	\$0	\$5.95	52	\$309.40
<b>SITE TOTAL</b>								<b>\$998.92</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 35: Ocean Beach Annex**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately .2 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.07	\$43.00	\$3.01	\$0	\$3.01	52	\$156.52
2	Litter removal	.05	\$35.00	\$1.75	\$0	\$1.75	156	\$273.00
3	Weed Removal	.07	\$35.00	\$2.45	\$0	\$2.45	52	\$127.40

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 35: Ocean Beach Annex**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 2 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
4	Pruning - Trees	0.5	\$35.00	\$17.50	\$0	\$17.50	2	\$35.00
5	Pruning - Shrubs & Groundcover	5	\$35.00	\$175.00	\$0	\$175.00	4	\$700.00
6	Fertilization - Trees	.17	\$35.00	\$5.95	\$0	\$5.95	4	\$23.80
7	Fertilization - Shrubs and Groundcover	.25	\$35.00	\$8.75	\$0	\$8.75	4	\$35.00
8	Sweeping - Sidewalks and Pave Areas	.05	\$35.00	\$1.75	\$0	\$1.75	52	\$91.00
<b>SITE TOTAL</b>								<b>\$1,441.72</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 36: Pacific Highland Ranch Lot 26 and lot 27**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.0 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
1	Supervisory Inspection	.75	\$43.00	\$32.25	\$0	\$32.25	52	<b>\$1,677.00</b>
2	Irrigation	0	\$40.00	\$0	\$0	\$0	As necessary	\$0
3	Irrigation Inspection	3.5	\$40.00	\$140.00	\$5.00	\$145.00	26	<b>\$3,770.00</b>
4	Maintenance and Repair of Irrigation Systems	0	\$40.00	\$0	\$0	\$0	As needed	\$0
5	Litter removal	0.75	\$35.00	\$26.25	\$0	\$26.25	156	<b>\$4,095.00</b>
6	Weed Removal	8	\$35.00	\$280.00	\$0	\$280.00	52	<b>\$14,560.00</b>
7	Mowing	3	\$35.00	\$105.00	\$0	\$105.00	42	<b>\$4,410.00</b>
8	Edging	.75	\$35.00	\$26.25	\$0	\$26.25	26	<b>\$682.50</b>
9	Pruning – Trees	24	\$35.00	\$840.00	\$0	\$840.00	2	<b>\$1,680.00</b>
10	Pruning – Shrubs & Groundcover	85	\$35.00	\$2,975.00	\$0	\$2,975.00	4	<b>\$11,900.00</b>
11	Fertilizer – Turf	1	\$35.00	\$35.00	\$150.00	\$185.00	12	<b>\$2,220.00</b>
12	Fertilization – Trees	0.5	\$35.00	\$17.50	\$30.00	\$47.50	4	<b>\$190.00</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 36: Pacific Highland Ranch Lot 26 and lot 27**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.0 acres.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
13	Fertilization – Shrubs and Groundcover	1.5	\$35.00	\$52.50	\$185.00	\$237.50	6	\$1,425.00
14	Fertilization – Organic	1	\$35.00	\$35.00	\$40.00	\$75.00	2	\$150.00
15	Palm Feeding	1	\$35.00	\$35.00	\$40.00	\$75.00	3	\$225.00
16	Deep Root Feeding	2	\$35.00	\$70.00	\$40.00	\$110.00	3	\$330.00
17	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
18	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
19	Plant Replacement	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
20	Renovation	20	\$35.00	\$700.00	\$100.00	\$800.00	1	\$800.00
21	Aerification	6	\$35.00	\$210.00	\$0	\$210.00	2	\$420.00
22	Overseeding	6	\$35.00	\$210.00	\$250.00	\$460.00	1	\$460.00
23	Sweeping - Sidewalks and Pave Areas	1	\$35.00	\$35.00	\$0	\$35.00	156	\$5,460.00
24	Empty Trash Receptacles (3)	.25	\$35.00	\$8.75	\$0	\$8.75	312	\$2,730.00



**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 36: Pacific Highland Ranch Lot 26 and lot 27**

Landscaped with Turf, Trees, Shrubs, Groundcover and Hardscape, Approximately 3.0 acres.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
	and Change Liners							
25	Manual Watering	.33	\$35.00	\$11.55	\$0	\$11.55	156	<b>\$1,801.80</b>
<b>SITE TOTAL</b>								<b>\$58,986.30</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 37: Mountain View/Beckwourth**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 240 square feet.

Task #	Task Name	Est. Hours Per Task	Labor Rate per Hour	Labor Cost: (Est. Hours X Labor Rate)	Material Cost	Total One (1) Time Cost	Estimated Yearly Frequency	Estimated Total Cost Per Year
1	Supervisory Inspection	.05	\$43.00	\$2.15	\$0	\$2.15	52	<b>\$111.80</b>
2	Litter removal	.25	\$35.00	\$10.00	\$0	\$10.00	52	<b>\$520.00</b>
3	Weed Removal	.05	\$35.00	\$2.00	\$0	\$2.00	52	<b>\$104.00</b>

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 37: Mountain View/Beckwourth**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 240 square feet.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
4	Pruning – Trees	2	\$35.00	\$70.00	\$0	\$70.00	2	\$140.00
5	Pruning – Shrubs & Groundcover	3	\$35.00	\$105.00	\$0	\$105.00	4	\$420.00
6	Fertilization – Trees	.17	\$35.00	\$5.95	\$0	\$5.95	4	\$23.80
7	Fertilization – Shrubs and Groundcover	.05	\$35.00	\$1.75	\$0	\$1.75	4	\$7.00
8	Sweeping - Sidewalks and Pave Areas	.07	\$35.00	\$2.45	\$0	\$2.45	52	\$127.40
9	Irrigation	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
10	Irrigation Inspection	0	\$35.00	\$0	\$0	\$0	26	\$0
11	Maintenance and Repair of Irrigation Systems	0	\$35.00	\$0	\$0	\$0	As needed	\$0
12	Pest Control	0	\$35.00	\$0	\$0	\$0	As necessary	\$0
13	Fungicide or other Special Treatment	0	\$35.00	\$0	\$0	\$0	As necessary	\$0

**SCHEDULE OF TASKS, FREQUENCIES, AND MAINTENANCE COSTS**

**All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.**

**Site# 37: Mountain View/Beckwourth**

Landscaped with Trees, Shrubs, Groundcover and Hardscape, Approximately 240 square feet.

<b>Task #</b>	<b>Task Name</b>	<b>Est. Hours Per Task</b>	<b>Labor Rate per Hour</b>	<b>Labor Cost: (Est. Hours X Labor Rate)</b>	<b>Material Cost</b>	<b>Total One (1) Time Cost</b>	<b>Estimated Yearly Frequency</b>	<b>Estimated Total Cost Per Year</b>
14	Plant Replacement	\$0	\$0	\$0	\$0	\$0	As necessary	\$0
							<b>SITE TOTAL</b>	<b>\$1,454.00</b>

**PRICING PAGE(S)**

**X. PRICING**

1. City's Estimated Need. Bidder must complete all cells. If no cost, enter a zero (0). Failure to complete all cells will be cause for rejection of the bid.

a. LABOR & MATERIALS

LIBRARY SITE	QTY	UM	DESCRIPTION	ESTIMATED TOTAL COST PER MONTH	ESTIMATED TOTAL COST PER YEAR
1	1.48	acres	College-Rolando Library	\$1,282.54	\$15,390.48
2	0.44	acres	Oak Park Library	\$431.98	\$5,183.70
3	0.32	acres	Paradise Hills Library	\$606.36	\$7,276.30
4	3.6	acres	Skyline Library	\$1,429.47	\$17,153.68
5	1.43	acres	Logan Heights Library	\$856.93	\$10,283.10
6	.34	acres	Mission Hills Library	\$697.13	\$8,365.50
7	0.68	acres	North Park Library	\$719.68	\$8,636.15
8	0.32	acres	Ocean Beach Library	\$584.12	\$7,009.38
9	0.71	acres	Point Loma Library	\$1,975.22	\$23,702.68
10	0.16	acres	University Heights Library	\$279.57	\$3,354.82
11	0.3	acres	Benjamin Memorial Library	\$1,010.47	\$12,125.68
12	1.61	acres	Linda Vista Library	\$1,227.61	\$14,731.33
13	0.48	acres	Clairemont Library	\$687.41	\$8,248.87
14	1.56	acres	San Carlos Library	\$623.44	\$7,481.27

LIBRARY SITE	QTY	UM	DESCRIPTION	TOTAL COST PER MONTH	TOTAL COST PER YEAR
15	0.55	acres	Balboa Library	\$543.83	\$6,525.97
16	0.72	acres	La Jolla Library and Vacant Lot	\$1,305.56	\$15,666.73
17	0.43	acres	North Clairemont Library	\$667.85	\$8,014.22
18	1.22	acres	University Community Library	\$1,303.11	\$15,637.30
19	3.1	acres	Pacific Beach Library/Earl and Birdie Taylor Branch	\$3,088.29	\$37,059.48
20	7.9	acres	Malcolm X Library	\$2,775.97	\$33,311.61
21	2.5	acres	Otay Mesa Library	\$1,618.90	\$19,426.85
22	1.5	acres	Carmel Valley Library	\$2,044.57	\$24,534.88
23	0.78	acres	Rancho Bernardo Library	\$811.85	\$9,742.17
24	1.8	acres	Carmel Mountain Ranch Library	\$2,101.75	\$25,221.02
25	0.07	acres	Parking Lot Adjacent to Linda Vista Library	\$55.51	\$666.12
26	1.96	acres	Mission Valley Library	\$2,629.60	\$31,555.18
27	7.96	acres	Serra Mesa Library	\$2,511.42	\$30,137.00
28	0.32	acres	Serra Mesa (Delivery)	\$336.61	\$4,039.32
29	1.60	acres	New Central Library	\$2,104.31	\$25,251.76
30	1.5	acres	San Ysidro Library	\$1,526.72	\$18,320.68
31	.1	acres	Old Logan Heights Library	\$512.84	\$6,154.02

LIBRARY SITE	QTY	UM	DESCRIPTION	TOTAL COST PER MONTH	TOTAL COST PER YEAR
32	.18	acres	San Carlos Vacant Lot	\$110.01	\$1,320.12
33	.19	acres	Old Mission Hills Library	\$140.06	\$1,680.72
34	400	sq. ft.	Patio in Tierrasanta Library	\$83.24	\$998.92
35	.32	acres	Ocean Beach Annex	\$120.14	\$1,441.72
36	3.0	acres	Pacific Highland Ranch Lot 26 & 30	\$4,915.53	\$58,986.30
37	240	sq. ft.	Patio in Mountain View/Beckwourth Library	\$121.17	\$1,454.00
				TOTAL COST PER YEAR FOR ALL SITES (1 - 37)	\$526,089.02

b. BOND

Description	Total Cost Per Year
Payment and Performance Bond, One (1) Year	
*Price for one (1) Payment and Performance bond for one (1) year, in a sum equal to 100% of the Contract Amount.	\$7,891.33

c. EXTRAORDINARY LABOR

Est. Qty.	U/M	Description	Cost Per Hour	Total Cost Per Year
5000	HR	Extraordinary Labor	\$31.00	\$155,000.00

**NOTE:** The cost of the five thousand (5,000) hours of extraordinary labor will be added to the bid price.

**TOTAL SECTIONS (a) + (b) + (c): \$ 688,980.36 TOTAL COST PER YEAR**

**PERFORMANCE BOND, LABOR AND MATERIALMEN'S BOND**

**FAITHFUL PERFORMANCE BOND AND LABOR AND MATERIALMEN'S  
BOND:**

Aztec Landscaping, Inc., a corporation, as principal, and  
Harco National Insurance Company, a corporation authorized to do business  
in the State of California, as Surety, hereby obligate themselves, their successors and assigns, jointly and  
severally, to The City of San Diego a municipal corporation in the sum of  
Six Hundred Eighty-Eight Thousand, Nine Hundred Eighty and 36/100 dollars (\$688,980.36) for the  
faithful performance of the annexed contract, 10089930-23-R, Landscaping Services for Library Dept,  
and in the sum of Six Hundred Eighty-Eight Thousand, Nine Hundred Eighty and 36/100 dollars  
(\$688,980.36) for the benefit of laborers and materialmen designated below, effective for one (1) year,  
commencing on  
November 1, 2022 through October 31, 2023. Bond shall be  
renewed on an annual basis for the life of the contract unless otherwise instructed.

**Conditions:**

If the Principal shall faithfully perform the annexed contract with the City of San Diego, California,  
then the obligation herein with respect to a faithful performance shall be void; otherwise it shall remain in  
full force.

If the Principal shall promptly pay all persons, firms and corporations furnishing materials for or  
performing labor in the execution of this contract, and shall pay all amounts due under the California  
Unemployment Insurance Act then the obligation herein with respect to laborers and materialmen shall be  
void; otherwise it shall remain in full force.

The obligation herein with respect to laborers and materialmen shall inure to the benefit of all  
persons, firms and corporations entitled to file claims under the provisions of Article 2. Claimants,  
(iii) public works of improvement commencing with Civil Code Section 9100 of the Civil Code of the State  
of California.

Changes in the terms of the annexed contract or specifications accompanying same or referred to  
therein shall not affect the Surety's obligation on this bond, and the Surety hereby waives notice of same.


The Surety shall pay reasonable attorney's fees should suit be brought to enforce the provisions of  
this bond.

The Surety expressly agrees that the City of San Diego may reject any contractor or subcontractor  
which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal.


The Surety shall not utilize the Principal in completing the improvements and work specified in the  
Agreement in the event the City terminates the Principal for default.

PERFORMANCE BOND, LABOR AND MATERIALMEN'S BOND (continued)


THE CITY OF SAN DIEGO

By:   
Print Name: Claudia C. Abarca  
Mayor or designee  
Director, Purchasing & Contracting  
Date: December 22, 2022


CONTRACTOR Aztec Landscaping, Inc.

By:   
Print Name: Genaro Garcia  
Date: 10/26/2022

APPROVED AS TO FORM

Mara W. Elliott, City Attorney  
By:   
Print Name: Jan D. Dwyer  
Deputy City Attorney  
Date: 1.10.23

SURETY Harco National Insurance Company

By:   
Attorney-In-Fact  
Print Name: Cyndi Beilman  
Date: October 24th, 2022

2400 E. Katella Ave. Suite 250, Anaheim, CA 92806

Local Address of Surety

(714) 602-9170

Local Phone Number of Surety

\$8,426.00

Premium

0807323

Bond Number



**POWER OF ATTORNEY  
HARCO NATIONAL INSURANCE COMPANY  
INTERNATIONAL FIDELITY INSURANCE COMPANY**

Member companies of IAT Insurance Group, Headquartered: 4200 Six Forks Rd, Suite 1400, Raleigh, NC 27609

**KNOW ALL MEN BY THESE PRESENTS:** That HARCO NATIONAL INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

**REBECCA JAMES, CYNDI BEILMAN**

La Mesa, CA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of HARCO NATIONAL INSURANCE COMPANY at a meeting held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY have each executed and attested these presents on this 31st day of December, 2021



STATE OF NEW JERSEY  
County of Essex

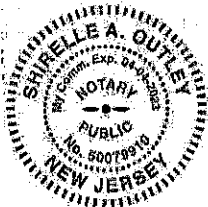
STATE OF ILLINOIS  
County of Cook



Kenneth Chapman

Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

On this 31st day of December, 2021, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, October 24, 2022

Irene Martins, Assistant Secretary

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of San Diego

On 10/24/2022 before me, Rebecca James, Notary Public,  
Date Insert Name of Notary exactly as it appears on the official seal

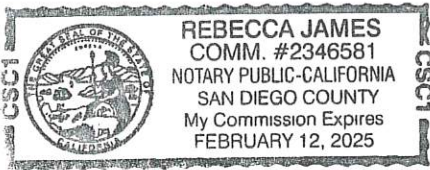
personally appeared Cyndi Beilman  
Name(s) of Signer(s)

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 Rebecca James  
Signature of Notary Public Rebecca James



Place Notary Seal Above

## 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 the form to another document.

### Description of Attached Document

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### 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:  
\_\_\_\_\_  
\_\_\_\_\_  
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