



Request for Proposals/Qualifications

for

Landscaping Services at Various Park Facilities

Date of Issuance: February 3, 2023

Conejo Recreation and Park District
Parks and Planning Division
403 W. Hillcrest Drive
Thousand Oaks, CA 91360

**Notice Requesting Proposals/Qualifications for
LANDSCAPING SERVICES at VARIOUS PARK FACILITIES**

The Conejo Recreation and Park District is requesting sealed proposals for **LANDSCAPING SERVICES at VARIOUS PARK FACILITIES**. All proposals must be received by the Parks and Planning Division by **5:00 p.m., Friday, March 17, 2023**. Proposals will not be opened publicly. Proposals received after said time will not be considered. Four copies of each proposal shall be submitted to:

Matt Kouba, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360

Proposals must be submitted in a sealed envelope plainly marked with the proposal title, PROPOSER name, and time and date of the proposal opening. The Request for Proposal package can be obtained at www.crpdp.org/RFP.

A mandatory job walk will be held at 8:00am on Wednesday, February 22, 2023. The walk will begin at 8:00am at Borchard Community Park, 190 Reino Road, Newbury Park and plan on spending a minimum of two (2) hours. Other representative sites will be visited; contractors must provide their own transportation for the job walk. A representative from each firm must be present at all sites visited (see job walk site list below).

Job walk sites:

- Borchard Community Park, 190 Reino Road, Newbury Park
- Banyan Park, 3605 Erinlea Avenue, Newbury Park
- Conejo Creek South Park, 1300 East Janss Road, Thousand Oaks

A complete list of parks with photos is available at www.crpdp.org/parks.

Questions and requests for additional information should be directed to Matt Kouba at (805) 495-6471 or mkouba@crpd.org.

LANDSCAPING SERVICES at VARIOUS PARK FACILITIES
Request for Proposals/Qualifications

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EXHIBITS:

- A. Scope of Services and Special Requirements – General Conditions
- B. Full-Service Grounds Maintenance Standards and Specifications
- C. Park Listings and Services Required
All acreage quantities are estimates; actual field conditions may differ.
- D. Current Landscape Services Cost
- E. CRPD Contractual Landscape Maintenance Weekly Inspection Form

LANDSCAPING SERVICES at VARIOUS PARK FACILITIES

Request for Proposals/Qualifications

Section A

DESCRIPTION OF WORK

BACKGROUND INFORMATION

The Conejo Recreation and Park District is requesting proposals/qualifications to provide **LANDSCAPING SERVICES at VARIOUS PARK FACILITIES**. The purpose of this project is to invite qualified landscaping services providers to submit proposals to provide landscaping services at various park facilities.

The District requests the services of a landscaping services provider to work with District representatives to provide landscaping services including, but not limited to: mowing, aeration, shrub and ground cover maintenance, tree care and pruning, irrigation maintenance, drainage systems, fertilization, debris and trash removal, graffiti removal, and rodent control.

The District is seeking to contractually develop a mutually beneficial long-term contractual relationship with a Landscape Services provider. Specifically, the District will execute a contract for a five (5)-year period with 2 (two) optional one (1)-year extensions. The term of the contract may be extended based on the mutual agreement of both parties. Service rates may be adjusted at the beginning of each year with the approval of the District and Contractor.

The landscaping services provider must comply with all current Conejo Recreation and Park District and other applicable safety regulations.

LANDSCAPING SERVICES at VARIOUS PARK FACILITIES
Request for Proposals/Qualifications
Section B

TERMS AND CONDITIONS

PROPOSAL REQUIREMENTS

Requirement to Meet All Provisions. Each individual or firm submitting a proposal (PROPOSER) shall meet all of the terms and conditions specified in this Request for Proposals/Qualifications (RFP). By virtue of its proposal submittal, the PROPOSER acknowledges agreement with and acceptance of all provisions of the RFP specifications. Each proposal should contain the following:

- A. Introduction/cover letter**
 - 1. Indicate the reason for interest in this RFP**
 - 2. Describe the qualifications to perform the requirements of this RFP**
 - 3. Provide a detailed explanation of how the requirements of this RFP will be met.**

- B. Service Rates as per following pages**

- C. Statement of Experience**

- D. Non-Collusion Affidavit**

- E. Worker's Compensation Certificate**

**LANDSCAPING SERVICES AT THE
CONEJO RECREATION AND PARK DISTRICT SERVICE RATES**

1. **Banyan Park** \$ _____ per month
Provide services as described on page C-1
2. **Borchard Park** \$ _____ per month
Provide services as described on page C-2
3. **Canada Park** \$ _____ per month
Provide services as described on page C-3
4. **Chumash Indian Museum** \$ _____ per month
Provide services as described on page C-4
5. **Conejo Community Park** \$ _____ per month
Provide services as described on page C-5
6. **Conejo Creek Park/NE Quadrant** \$ _____ per month
Provide services as described on page C-6
7. **Conejo Creek South Park** \$ _____ per month
Provide services as described on page C-7
8. **Cypress Park** \$ _____ per month
Provide services as described on page C-8
9. **Del Prado Playfield** \$ _____ per month
Provide services as described on page C-9
10. **Dos Vientos Community Park** \$ _____ per month
Provide services as described on page C-10
11. **Dos Vientos Neighborhood Park** \$ _____ per month
Provide services as described on page C-11
12. **El Parque de la Paz Park** \$ _____ per month
Provide services as described on page C-12
13. **Estella Park** \$ _____ per month
Provide services as described on page C-13
14. **Evenstar Park** \$ _____ per month
Provide services as described on page C-14
15. **Fiore Playfield** \$ _____ per month
Provide services as described on page C-15
16. **Glenwood Park** \$ _____ per month
Provide services as described on page C-16
17. **Hickory Park** \$ _____ per month
Provide services as described on page C-17

18. **Kimber Park** \$ _____per month
Provide services as described on page C-18
19. **Knoll Park Access Strip** \$ _____per month
Provide services as described on page C-19
20. **Lang Ranch Neighborhood Park** \$ _____per month
Provide services as described on page C-20
21. **Lynn Oaks Park** \$ _____per month
Provide services as described on page C-21
22. **McCrea Ranch** \$ _____per month
Provide services as described on page C-22
23. **Newbury Gateway Park** \$ _____per month
Provide services as described on page C-23
24. **North Ranch Neighborhood Park** \$ _____per month
Provide services as described on page C-24
25. **North Ranch Playfield** \$ _____per month
Provide services as described on page C-25
26. **Northwood Park** \$ _____per month
Provide services as described on page C-26
27. **Oakbrook Neighborhood Park** \$ _____per month
Provide services as described on page C-27
28. **Old Meadows Park** \$ _____per month
Provide services as described as page C-28
29. **Paige Lane Neighborhood Park** \$ _____per month
Provide services as described as page C-29
30. **Pepper Tree Playfield** \$ _____per month
Provide services as described as page C-30
31. **Rancho Conejo Playfield** \$ _____per month
Provide services as described as page C-31
32. **Russell Access Strips** \$ _____per month
Provide services as described on page C-32
33. **Russell Park** \$ _____per month
Provide services as described on page C-33
34. **Southshore Hills Park** \$ _____per month
Provide services as described on page C-34

- 35. **Spring Meadow Park** \$ _____ per month
Provide services as described on page C-35
- 36. **Stagecoach Inn Park** \$ _____ per month
Provide services as described on page C-36
- 37. **Stagecoach Inn Museum** \$ _____ per month
Provide services as described on page C-37
- 38. **Suburbia Park** \$ _____ per month
Provide services as described on page C-38
- 39. **Sunset Hills Park** \$ _____ per month
Provide services as described on page C-39
- 40. **Sycamore Neighborhood Park** \$ _____ per month
Provide services as described on page C-40
- 41. **Thousand Oaks Community Park** \$ _____ per month
Provide services as described on page C-41
- 42. **Triunfo Park** \$ _____ per month
Provide services as described on page C-42
- 43. **Walnut Grove Park** \$ _____ per month
Provide services as described on page C-43
- 44. **Waverly Dog Park** \$ _____ per month
Provide services as described on page C-44
- 45. **Waverly Park** \$ _____ per month
Provide services as described on page C-45
- 46. **Wendy Park** \$ _____ per month
Provide services as described on page C-46
- 47. **Wildflower Playfield** \$ _____ per month
Provide services as described on page C-47
- 48. **Wildwood Neighborhood Park** \$ _____ per month
Provide services as described on page C-48

TOTAL \$ _____ per month
Or (amount written out):

_____ dollars and _____ cents

F. Proposer Qualifications

Firms wishing to be considered for this Request for Proposal (RFP) must meet and/or provide the following criteria/information:

- **FIRM LOCATION.** Have a location in California sufficiently convenient to allow for reasonable coordination of the assignment with District staff and reasonable accessibility for meetings, visits, and work at the Park District facilities.
- **FIRM TECHNICAL EXPERTISE.** Have technical expertise/familiarity in all tree services, including trimming, removal, and consultation.
- **FIRM EXPERIENCE WORKING WITH COMMUNITIES.** Have experience in working with communities that have very high levels of community/citizen participation.
- **FIRM SECURITY.** Have the ability to provide security on the job to protect against vandalism, including check-ups and remedial work.
- **FIRM CONTRACTOR LICENSE.** Have appropriate contractor license(s).
- **FIRM BACKGROUND.** Provide background and experience of staff members who will participate and contribute to this assignment. Firm must have a current certified arborist on staff. Please provide for key staff members.
- **FIRM DISQUALIFICATION.** Provide a statement and explanation of any instances where PROPOSER has been removed from a project and/or disqualified from proposing on a project.

G. Client References

PROPOSER is required to provide a relevant list of client references. A minimum of three references should be included in the proposal, including the following information:

- Client name, address, telephone number, and email address. If client is not a local government, please indicate the type of business. Use **Statement of Experience** form (attached).

H. Any other information which would assist District in making this contract award decision.

PROPOSAL SUBMITTAL

Four copies of each proposal shall be enclosed in an envelope, which shall be sealed and addressed to:

Matt Kouba, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360

In order to avoid premature opening, the proposal should be clearly labeled with the following:

- Proposal title
- Name and address of PROPOSER
- Date and time of proposal opening

Fax and/or email proposals will not be accepted.

PROPOSAL REVIEW PROCESS

Proposals will be evaluated by a review committee using a two-phase selection and contract award process as follows:

Phase 1: Written Proposal Review/Finalist Candidates Selection

A group of finalist candidates will be selected based on the following criteria as evidenced in their written proposals:

1. Understanding of work required by the District.
2. Quality, clarity, and responsiveness of proposal.
3. Demonstrated competence and professional qualifications necessary for successfully performing work required by District.
4. Recent experience in successfully performing similar services.
5. References.
6. Background and experience of specific individuals to be assigned to this project.
7. Proposed product pricing.

Phase 2: Oral Presentations/Interviews and Selection

Finalist candidates may be invited to make a presentation to the review committee and answer questions about their proposal. The purpose of this second phase is two-fold: to present the organization to the District and to clarify and resolve any outstanding questions or issues about the proposal. After evaluating the proposals and discussing them further with the finalists or tentatively selected contractor, District reserves the right to negotiate further the proposed work scope and/or method and amount of compensation.

Contract award will be based on a combination of factors that represent the best overall value for completing the work scope as determined by the District, including the written proposal criteria described above, results of background and reference checks, results from the interviews and presentations phase, and proposed compensation. The District reserves the right to reject all proposals and not award a contract.

PROPOSAL REVIEW AND AWARD SCHEDULE

The following is an outline of the anticipated schedule for proposal review and contract award:

Issue RFP	02/03/23
Mandatory Job Walk	02/22/23
Deadline for Questions	03/10/23
Receive proposals	03/17/23
Complete proposal evaluation	03/31/23
Conduct finalist interviews	Week of 04/03/23
Award contract at Board of Directors meeting	04/20/23
Execute contract	07/01/23

OTHER TERMS AND CONDITIONS

Proposal Withdrawal and Opening. A PROPOSER may withdraw the proposal, without prejudice, prior to the time specified for the proposal opening by submitting a written request to the Project Manager to withdraw. In this event, the proposal will be returned to the PROPOSER unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Inviting Bids/Requesting Proposals" will be considered. All proposals will be opened and noted on a log.

Submittal of One Proposal Only. No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a PROPOSER submitting a proposal, or who has quoted prices on materials to such PROPOSER, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other PROPOSERS submitting proposals.

Cooperative Purchasing. During the term of the contract, the successful PROPOSER will extend all terms and conditions to any other local (defined as within 15 miles from District boundaries) governmental agencies upon their request. These agencies will issue their own purchase orders, will

directly receive goods or services at their place of business, and will be directly billed by the successful PROPOSER.

Attendance at Meetings and Hearings. Contractor shall attend as many "working" meetings with staff as necessary in performing work scope tasks.

Additional Work. The District may require additional work to be performed at a negotiated cost with the Contractor. (Refer to Exhibit "A" – Maintenance Specifications, General Conditions, Paragraph F for additional information).

Ownership of Materials. All original drawings, plan documents, and other materials prepared by or in possession of the Contractor as part of the work or services under these specifications shall become permanent property of the District and shall be delivered to District upon demand.

Release of Reports and Information. Any reports, information, data, or other material given to, prepared by, or assembled by the Contractor as part of the work or services under these specifications shall be the property of the District and shall not be made available to any individual or organization by Contractor without the prior written approval of District.

Copies of Reports and Information. If the District requests additional copies of reports, drawings, specifications, or any other material in addition to what the Contractor is required to furnish in limited quantities as part of the work or services under these specifications, the Contractor shall provide such additional copies as requested, and District shall compensate the Contractor for costs of duplicating of such copies at Contractor's direct expense.

Deletion of Work. The District may, at its sole discretion and with 30 days' notice to Contractor, modify the scope of work by deleting portions of the contract.

CONTRACT AWARD AND EXECUTION

Proposal Retention and Award. The District reserves the right to retain all proposals for a period of 90 days for examination and comparison. District also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. The District reserves the right to award the contract to multiple contractors.

Competency and Responsibility of PROPOSER. The District reserves full discretion to determine the competence and responsibility, professionally and/or financially, of PROPOSER. PROPOSER will provide, in a timely manner, any and all information which the District deems necessary to make such a decision.

Services Agreement Requirement. The PROPOSER to whom award is made (Contractor) shall execute a written Services Agreement with District within ten (10) calendar days after notice of the award has been mailed to the address given in the PROPOSER's proposal. A copy of the District's Standard Services Agreement can be found in Section C. The Agreement shall be made in the form adopted by District and incorporated in these specifications.

Insurance Requirements. The Contractor shall provide proof of insurance in the form, coverages, and amounts specified in the sample Professional Services Agreement of these specifications within 10

(ten) calendar days after notice of contract award as a precondition to contract execution. **Note: Any exception to the insurance requirements will require the approval of the District.**

Business Tax. The Contractor must have a valid Business Tax Certificate prior to the execution of the contract.

Utilization of Services. District reserves the right to utilize the services of the contractor as per the scope of the services agreement on an as needed/requested basis by the District. The District reserves the right to utilize another contractor to perform similar services at any time.

COMMUNICATIONS

Any questions, interpretations, or clarifications with respect to this RFP are welcome and should be directed to:

Matt Kouba, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360
Phone: (805) 495-6471, ext. 1112
Fax: (805) 497-3199
Email: mkouba@crpd.org

Please submit all communications in email form by **Friday, March 10, 2023**. Answers will be provided as soon as possible to all interested parties.

COMPANY NAME: _____

STATEMENT OF EXPERIENCE

THIS PAGE TO BE COMPLETED BY PROPOSER AND SUBMITTED TO DISTRICT AS PART OF ROPOSER'S QUOTATION.

PROPOSER'S NAME _____ COMPANY NAME _____

BUSINESS ADDRESS _____

BUSINESS TELEPHONE NUMBER _____

BUSINESS EMAIL ADDRESS _____

List contracts of a similar type - either currently held or held within the past ten (10) years.

<u>PERIOD OF CONTRACT (FROM/TO)</u>	<u>PUBLIC AGENCY/COMPANY</u>	<u>CONTACT NAME AND PHONE NUMBER</u>	<u>CONTRACT TYPE</u>	<u>CONTRACT AMOUNT</u>

Date _____

SIGNATURE OF CONTRACTOR

Name: _____

Title: _____

State Contractor's License # _____

DIR Registration # _____

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND

SUBMITTED WITH PROPOSAL

State of California

County of _____

I, _____, being first duly sworn, deposes and says that he or she

is _____ of _____ the party making the

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

Bidder _____

By _____

Title _____

Organization _____

Address _____

WORKER'S COMPENSATION CERTIFICATE

(AS REQUIRED BY SECTION 1861 OF THE CALIFORNIA LABOR CODE)

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Contractor: _____

By: _____

Title: _____

LANDSCAPING SERVICES at VARIOUS DISTRICT FACILITIES
Request for Proposals/Qualifications
Section C

SAMPLE FORM OF AGREEMENT

CONTRACT FOR SERVICES
CONEJO RECREATION AND PARK DISTRICT

Agreement made and entered into in the County of Ventura by and between the Conejo Recreation and Park District, hereinafter referred to as "Owner," and _____ hereinafter referred to as "Contractor."

1. Contractor shall furnish all materials and perform all of the work for the completion of **landscaping services** in accordance with the Contract Documents which includes the Request for Proposal.

Owner reserves right to utilize services of the Contractor as per the scope of the services agreement on an as needed/requested basis by the Owner. Owner reserves the right to utilize another contractor to perform similar services at any time.

2. Contractor shall perform work in accordance with service rates (Exhibit A).
3. The service rates shall be considered full compensation to Contractor for furnishing all materials and for doing all the work contemplated and embraced in this agreement, also from the actions of the elements, from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by Owner, and for all risks of every description connected with the work, also for all expenses incurred by or in consequence of the suspension or discontinuance of work, and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Contract Documents.
4. Contractor herein certifies that he is licensed by the State of California in accordance with regulations of the Contractor's State License Board.
5. Contractor shall defend and hold the Owner, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional-acts or omissions of Contractor, its officers, agents, or employees. Contractor shall obtain a policy of comprehensive bodily injury and property damage liability insurance whose provisions conform to the article and worker's compensation insurance as required by law. Contractor shall maintain such policies in full force and effect at all times until acceptance of work by Owner. Concurrently with execution of this Contract, Contractor shall furnish to Owner a Certificate of Insurance.
 - (a) Policy shall name as additional insured with Contractor, Conejo Recreation and Park District, City of Thousand Oaks and COSCA, its directors, officers, agents, and employees.
 - (b) Policy shall insure above-mentioned while acting within the scope of their duties, against all claims, suits, or other actions of any nature brought for or on account of any injury, damage, or loss, including any death arising out of or connected with the work under this Contract.

(c) Minimum limits of coverage of the policy shall be:

Bodily Injury: \$1,000,000 each person; \$2,000,000 each occurrence, \$5,000,000 aggregate. Property Damage: \$500,000 each occurrence.

(d) Terms of Policy:

a. Insurer shall not cancel or modify policy without ten (10) days prior written notice to Owner.

b. Owner shall not be responsible for any premiums or assessments on policy.

6. Owner reserves the right to do other work in connection with project or adjacent thereto by Contract or otherwise, and Contractor shall at all times conduct his work so as to impose no hardship on Owner or others engaged in the work, nor to cause any unreasonable delay or hindrance thereto.
7. Contractor shall furnish materials, articles, and equipment in ample quantities and at such times as to insure uninterrupted progress of the work. No advertising of any description will be permitted in or about the work, except as provided for in the specifications.
8. The District may require additional work to be performed at a negotiated cost with the Contractor.
9. The District may, at its sole discretion, with 30 days' notice to the Contractor, modify the scope of work by deleting portions of the Contract.
10. Owner shall be entitled to all costs including reasonable attorney's fees necessarily incurred to enforce any provisions of this Contract.
11. Contractor hereby unconditionally guarantees that the work will be done in accordance with requirements of Contract.
12. Contractor further agrees that within five (5) calendar days after being notified in writing by Owner of any work not in accordance with requirements of Contract or any defects in the work, Contractor will commence and prosecute with due diligence all work necessary to fulfill terms of this guarantee/warranty, and to complete the work within a reasonable period of time, and in event he fails to so comply, he does hereby authorize said Owner to proceed to have such work done at Contractor's expense and Contractor will pay cost thereof upon demand.
13. District, by notifying Contractor in writing, may upon 90 calendar days' notice, terminate without cause any portion or all of the services agreed to be performed under this Agreement. If termination is for cause, no notice period need be given. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Contractor within 30 days following submission of a final statement by Contractor unless termination is for cause. In such event, Contractor shall be compensated only to the extent required by law.
14. This contract is to be in effect from _____ to _____ with 2 (two) optional 1 (one) year extensions. The term of the contract may be extended based on the mutual agreement of both parties. Service rates may be adjusted at the beginning of each year at the approval of the District and Contractor.
15. As used herein, the singular includes the plural, the masculine pronoun includes the feminine or neutral as required.

IN WITNESS THEREOF, the parties hereto have executed this agreement on the day and year first indicated below.

CONEJO RECREATION AND PARK DISTRICT

Date: _____ By: _____
Jim Friedl, General Manager

Date: _____ By: _____

EXHIBIT A

LANDSCAPE MAINTENANCE CONTRACT SCOPE OF SERVICES AND SPECIAL REQUIREMENTS FOR ALL DESIGNATED AREAS

GENERAL CONDITIONS

The intent of these specifications is to present and maintain all areas as identified in Exhibit B and Exhibit C in a clean, orderly, and thrifty manner for public use as determined by the District.

A. Obligations of Contractor

The Contractor, at his sole cost and expense, will perform all labor and services and furnish all materials, tools, equipment, supplies, transportation, and utilities necessary to perform the scheduled work in accordance with these specifications. Except for an emergency situation, the District Parks Superintendent will authorize all unscheduled work. The Contractor will perform this work and then be compensated by the District on a time and material basis. The Contractor's submitted time and material schedule will be a part of any agreement.

B. Workmanship

All material and workmanship will be of the highest quality possible and will be subject to the general inspection and satisfaction of the District Parks Superintendent or his designated representative, who may exercise such control as required to safeguard the interests of the District and private property. Contractor will conform to and abide by all District rules and regulations insofar as they apply.

C. Safety

The Contractor will plan and conduct work in a safe manner to protect all persons from injury and will take precautions required by applicable regulations of the State of California, Division of Industrial Safety (CAL-OSHA).

D. Interference

The Contractor will conduct required work in a manner causing the least amount of interference to the public and general operations of the District.

The Contractor should recognize that during the course of this Agreement, other activities and operations may be conducted by District workforces and other contracted parties and, therefore, by the District Parks Superintendent. If this occurs, Contractor should promptly comply with any request to modify or curtail certain tasks or operations.

E. Work Schedules

The Contractor's work schedules will conform to all applicable City and District ordinances and be designed to provide the desired level of service. All work shall be performed between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, and as otherwise specified in this Agreement. The majority of maintenance tasks shall be completed Monday through Friday. Some maintenance tasks and "as needed" frequency may require Saturday and Sunday work by Contractor as specified by the District. The District reserves the right to adjust hours.

F. Additional Work

In the event of facility damage or facility failure where landscape repair, sprinkler repair, or other facility repair or reconstruction may be required, the District may invite or solicit additional work, major repair, or minor construction activities from the Contractor.

Additional work is defined as work requested by the District in addition to the services required of the Contractor under this Agreement, such as the replacement of plant materials due to failures beyond the Contractor's control and/or repairs or replacements due to vandalism or Acts of God. Should the incident require an expeditious response, the District shall have the option to pay for all such additional work with either a negotiated fee or a time and materials basis fee.

The Contractor shall obtain written approval from the Contract Officer prior to proceeding with any additional work except for emergency repairs. The Contractor shall submit a written proposal to the District when additional work is required or requested by the District. The District reserves the right to have any additional work completed by other contractors or District forces.

G. Liability for Damages

The Contractor will be fully responsible for any and all damage done to District property resulting from Contractor's operations. This includes, but is not limited to, repair, removal, and replacement of shrubs, trees, vines, turf grass, groundcover, irrigation, or other landscape items that are lost or damaged due to negligence in proper maintenance and operations as determined by the District. This also includes any damage done to buildings and other improvements due to Contractor's negligence. The District Park Superintendent will determine negligence.

H. Protection and Security of Work Sites

The Contractor will be responsible for protecting and securing certain work sites. This may include opening and closing sites. The Contractor will obtain the necessary keys from the District Parks Superintendent to secure all gates and locks associated with these sites. Upon Contract termination, if all keys are not returned to the District, Contractor will bear the cost of lock replacement. Material storage shall always have BMP's in place with secure wattles, sandbags, or other protective devices. All fuel and hazardous materials must be secured in a safe and protected manner.

I. Response to Inquiries, Calls, and Emergency Situations

The Contractor is required to respond immediately to any inquiries, telephone calls, and emergency situations requested by District staff during working hours. The Contractor will be available by two-way radio or paging service from his office whenever such situations occur. The Contractor's on-site supervisor will speak English fluently and be empowered to comply with District requests regarding work. The on-site supervisor will have a smartphone capable of receiving texts and email with photographs of park situations.

J. Level of Maintenance

- 1) All work shall be performed in accordance with the Maintenance Standards identified in the GROUNDS MAINTENANCE STANDARDS AND SPECIFICATIONS (Exhibit "B") at established frequencies to maintain the aesthetic appearance, safety, usefulness, and playability/usability of parks, landscape areas, and maintenance of associated facilities to

standards acceptable to the District. Frequencies are indicated for some of the tasks described in the GROUNDS MAINTENANCE STANDARDS AND SPECIFICS (Exhibit "B") and in the SITE SPECIFICS (Exhibit "C"). Some higher use areas may require greater frequencies than those indicated in the Service Level Standards in order to provide the minimum required standard service level.

- 2) The District shall make routine inspections of all facility areas included in this Agreement and shall advise Contractor of any deficiencies noted. The results of each inspection shall be recorded and retained for reference. The Parks Inspection Checklist, Exhibit "E" of this Agreement, shall be used to evaluate the Contractor's performance.

The Contractor shall compensate the District for all time required for any re-inspection, and related supervision as a result of noted deficiencies providing that compensation shall be charged at a rate including actual time, fringe benefits, and mileage costs incurred by the District.

K. Non-Performance

Notices and penalties for non-performance are set forth as follows:

- 1) Deficiency Notice: The Contractor is required to correct deficiencies within five (5) working days after notification by District.
- 2) Withholding of Payment: Provided work under the Deficiency Notice has not been completed, payment for addressing the subject deficiency shall be withheld until the deficiency is corrected, without the right to retroactive payments. Such costs shall be determined by the District based on a percentage of the item cost per month for the area in question, using the cost for the area as deemed appropriate by the District's Representative.
- 3) District's Right to Correct Deficiency: Five (5) working days after issuing a Deficiency Notice to Contractor, the District shall re-inspect the noted deficiency to verify whether the deficiency has been corrected to the satisfaction of the District. District may, at its option without further notice to Contractor, correct the noted deficiency and deduct costs incurred by District from Contractor's next contract payment. The cost of re-inspection shall also be deducted from Contractor's next payment in accordance with Paragraph "J-2" listed above.
- 4) Description of Deficiencies
 - a) Performance deficiency. Examples include failure to comply with conditions, specifications, reports, schedules, and/or directives from Authorized Representatives, failure to adequately remove trash/debris/weeds in a timely manner, apply chemicals, prune, etc. Deductions shall be based upon costs deemed appropriate by the District's Representative.

The Contractor's representative shall contact the District on a weekly basis for notification of any special maintenance item(s) requiring correction.

L. Wages

- 1) PREVAILING WAGES. Pursuant to Section 1770, et seq. of the California Labor Code, the Contractor and all subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations (DIR) and comply with all applicable Labor Code provisions, which include, but are not limited to the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.
- 2) DIR REGISTRATION. Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to propose on, be listed in the proposal, or enter into a contract to perform public work, must be registered with the Department of Industrial Relations. No proposal will be accepted, nor any contract entered into without proof of the proposer's and subcontractors' current registration with the Department of Industrial Relations. Within five working days, the bidder shall submit a valid DIR number. Failure to do so will deem the proposal non-responsive. This Project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations. If awarded a Contract, the Proposer and its subcontractors of every tier shall maintain active registration with the Department of Industrial Relations for the duration of the Project. It shall be the Proposer's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements.

M. Licensing and Permits

The Contractor shall possess a valid City of Thousand Oaks business license, State of California C-27 landscape Contractor's license, and a pesticide applicators/operator's license or certificate throughout the duration of the contract.

N. Chemical Control

Contractor shall comply with all rules and regulations of the Department of Food and Agriculture, the State Department of Health Services, the Department of Industrial Relations, and all other agencies which govern the use and application of chemicals required in the performance of the work to be provided pursuant to this Agreement. The term "chemicals" shall include but not be limited to fertilizers and pesticides (herbicides, insecticides, fungicides, rodenticides, germicides, nematocides, bactericides, inhibitors, fumigants, defoliant, desiccants, soil sterilants, and repellants.) The Contractor shall only apply spray chemicals when air currents are less than five mph, preventing chemical drift off the application target and/or onto adjoining property whether or not they are in or near the project or site.

The Contractor shall submit a list of all chemical fertilizers, herbicides, or pesticides proposed for use under this contract for approval by the Parks Superintendent or designee. The Contractor shall also submit a schedule to the Contract Officer outlining the date, location, and chemical type/analysis to be performed at least (10) days prior to the week of work. Said schedule must be approved by the Contract Officer before the work is undertaken. Upon completion of chemical applications, Contractor will submit to the District Parks Superintendent a copy of all chemical use reports and shall be solely responsible for reporting all reportable pesticide use on District property to the Ventura County Ag Commissioner.

EXHIBIT B

GROUNDS MAINTENANCE STANDARDS AND SPECIFICATIONS

Special Drought Consideration - Our "new normal" has resulted in the conversion of approximately 40% of our turf to dry or drought-tolerant plantings. Over time, these areas will be landscaped with drought-tolerant species, rocks, and mulch ground cover. Typical conversion examples include Sunset Hill Park and Russell Park. The turf areas that are not yet landscaped should not be mowed if it creates dust; they should be maintained weed-free by mechanical or chemical means (see item 14 below). For maps of all the Turf Conversion area, please see www.crpdc.org/water.

1. MOWING AND EDGING

The Contractor will inspect all turf areas for litter and debris and dispose of it prior to each mowing. The Contractor will be responsible for the cleanup of shredded litter or debris created by mower.

Turf will be mowed once a week during the growing season between the hours of 7:00 a.m. to 3:30 p.m. Missed mowing days during the growing season will be made up that same week. During non-growing season, mowing will be done on an as-needed basis to be determined by District staff. Bermuda sites may receive monthly mowing in the dormant season if the District Parks Superintendent specifies. Always maintain a neat and manicured appearance.

Turf grass will be mowed to maintain a height of two inches on fescue sites and one inch on Bermuda/Warm Season sites (see Exhibit C for sites). Mowing will not take place when soil moisture levels are excessive due to potential damage to turf. Any excess clipping will be collected and disposed of to prevent damage and the unsightly appearance of lawns. Mowing equipment is to be maintained at the highest level in order to prevent injury to the public, property, or operator. Blades are to be kept sufficiently sharp and properly adjusted to prevent turf blade bruising, tearing, shredding, or scalping. Mowing equipment is to be used in a safe manner to neither damage turf nor cause injury to the public, District employees, or operator. During District ball field refurbishment period one time per year (for approximately 6-8 weeks), and after fertilization, turf will be mowed on an as-needed basis to be determined by District staff.

Turf areas adjacent to all hardscape edges, such as sidewalks, curb lines, concrete slabs, and bed edges, will be edged with a mechanical edger weekly from April through October and bi-weekly from November through March to maintain a neat and fresh appearance. Edge along sidewalks should be in a neat and uniform line, in a manner that results in a well-defined, V-shape edge that extends into the soil. Such edging should be done with a power edger with a rigid blade or straight line trimmers with a proper guide to facilitate neat, straight edging; freehand line trimming will not meet this requirement.

String trimming will be performed weekly around trees, shrubs, signs, posts, poles, fence lines, backstops, valve boxes, and quick coupler boxes. At the conclusion of each visit, all hardscapes, walkways, and picnic pads will be blown clean. Dugout edging and debris must be blown back away from ball field brick dust. Turf areas adjacent to ground covers, open areas, and other obstacles can be edged chemically with prior permission from the District and using state-approved herbicides. Tree wells will be maintained between 18 and 24 inches. All other obstacle borders will be maintained at a maximum of 4 inches.

2. SHRUB AND GROUND COVER

Shrub beds will be policed for weeds, litter, and debris. Particular attention will be paid to entryways, focal points, and high-traffic areas. Shrub beds will be groomed to promote an attractive and fresh appearance. All shrubery plantings shall be pruned in a natural method. No shearing shall be done unless the shrubery planted is intended to be formal or shrubery has been directed to be sheared by the Parks Superintendent or designee. Complete trimming, edging, and weeding of all shrub and ground cover areas will be done following flowering or during the dormant season. Pruning and hedging will be done at District-established maintenance height. Ground cover and shrubs will be trimmed to contain perimeter growth within bed areas where adjacent to walks, curbs, and structures. Ground covers cannot be allowed to invade the branching structure of trees and shrubs. Removal of leaves and debris from beds and walkways will be done throughout the year to maintain a clean appearance.

3. TREES

Trees will be skirted as needed and at the discretion of the District to allow pedestrian and vehicle clearance. Prune lower branches when in conflict with the growth of planting beneath. Trees over 12 feet with low-hanging branches that are considered a hazard to pedestrians or vehicles will be pruned. All trees under 12 feet will be pruned to remove weak, dead, damaged, and diseased portions of the tree for natural growth development. Cuts will be flush and clean, leaving no stubs or tearing of bark. Major pruning will be done following flowering or during the plant's dormant season. Evergreen trees may be pruned at any time. Monitor trees that are staked. Loosen and/or remove supports when appropriate to prevent girdling of the trunk and encourage root development for support.

4. DRAINAGE SYSTEMS

Landscape drains and drainage ditches will be visually inspected and cleared of obstructions prior to the rainy season. Throughout the rainy season, they will continue to be inspected, especially before and after storms. All stormwater retention facilities must be maintained with proper Best Management Practices in place.

5. FERTILIZATION

Fertilization will be performed on an as-needed basis determined by District staff at an extra cost. District staff will specify the fertilizer product to be selected based on soil analysis, plant type, and season. The Contractor will provide all labor and materials to fertilize turf, shrubs, and ground cover and will be billed per negotiated rate or on a time and material cost to the District.

6. TENNIS, BASKETBALL, HANDBALL COURTS, ETC.

Courts are to be checked for trash and debris, which should be removed. Courts are to be blown once a week. Courts should be locked until maintenance is completed. Upon completion of maintenance, courts should be dry (no puddles) when leaving. Puddles are to be dried after rainy weather.

7. GRAFFITI

Graffiti is to be reported to District staff and removed within 24 hours of the report. Graffiti removal throughout park property will be the responsibility of the contractor, except for graffiti on buildings.

8. PLAYGROUND AREAS

Play areas are to be free of debris, litter, and weeds. Sand and bark are to be raked and leveled to grade under all crucial play areas, slides, climbers, etc. Water must be removed when play areas are flooded. All safety concerns are to be reported to the District immediately. Sand and/or playground wood chips (bark) on sidewalks and rubber surfaces are to be blown or swept clean. Stains are to be cleaned on an as-needed basis. The cost for additional material needed to keep play area safe is the responsibility of the District.

9. BARBECUES, TABLES, PLAY EQUIPMENT

Barbecues and picnic tables are to be cleaned weekly, ashtrays emptied, and play equipment cleaned on an as-needed basis.

10. LITTER REMOVAL

Police loose litter throughout the park. Loose litter is to be picked up and disposed of two times a week during the period of November to March and three times a week during the period of April to October. Trash receptacles are to be dumped, and trash can liners are to be replaced when one-quarter full or more. Receptacles are to be maintained in a clean and sanitary manner.

11. HARDSCAPE MANAGEMENT

- (a) Parking Lots - All parking lots shall be inspected on designated mow days (M-F). All weeds growing in cracks shall be removed weekly or sprayed with a District-approved herbicide. Parking lots shall be free of loose litter and debris and shall be blown at intervals to be determined by the District.
- (b) Picnic Shelters – Picnic shelter surfaces shall be inspected daily on designated mow days for litter and trash pick-up. Garbage cans shall be emptied on designated mow days.
- (c) Walkways, Picnic Shelters, and Patios – All walkways and patios shall be inspected and kept clean and free of litter, debris, weeds, and dirt on designated mow days or as frequency specified in Exhibit C. Areas that are close to building entry areas shall be cleaned as needed to keep the area free from litter and blown-in soil. Graffiti shall be reported to the District immediately.

12. IRRIGATION

The District will check, maintain, and adjust the controllers on all parks as needed. The District-approved repairs by the Contractor will be considered "Additional Work" and will be billed per a negotiated rate or on a time and material cost to the District unless the Contractor created the damage. Emergency response will be within four hours from the time of notification.

13. RUNNING TRACK

The track is to be clear of debris, and ruts are to be filled and graded as needed. The District will supply fill material.

14. WEED CONTROL

Broadleaf and weed control by herbicide with the prior permission of the District. The Contractor is responsible for the control and elimination of weeds in tree wells, along fence lines, and around other obstacles either by chemical treatment or string trimming. At no time will these weeds ever be more than 2 inches higher than adjacent turf.

15. AERATE

Aeration will be performed on an as-needed basis determined by District staff at an extra cost and will be considered "Additional Work." Plugs will be maintained at a minimum of three inches and may be required to be picked up and removed or processed on-site at parks with sports fields. All others are to be determined by District staff. Valve boxes and sprinklers must be marked and avoided.

16. DETHATCH

Dethatching will be performed on an as-needed basis determined by District staff at an extra cost and will be considered "Additional Work." Thatch will be picked up and removed at parks with sports fields. All others are to be determined by District staff. Valve boxes and sprinklers must be marked and avoided.

17. RODENT CONTROL (Squirrels, Gophers)

Rodent control can be accomplished through the use of traps or with the use of state-approved pesticides that have had prior approval by the District. Anti-coagulants shall never be used.

18. SAND VOLLEYBALL COURTS

Volleyball courts are to be free of debris, litter, and weeds. Sand is to be raked and leveled to grade under all crucial play areas. Water must be removed when courts are flooded. All safety concerns are to be reported to the District immediately. Sand on the sidewalk and adjacent hardscape are to be blown or swept clean.

EXHIBIT C

SITE SPECIFIC DETAILS

(All acreage quantities are estimates; actual field conditions may differ)

Banyan Park Grounds Maintenance 3605 Erinlea, Newbury Park

Total Park Acres: 7.4 Developed Acres: 7.4 Approx. acres of turf: 1.4

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Borchard Park Grounds Maintenance
190 Reino Road, Newbury Park**

Total Park Acres: 28.7 Developed Acres: 28.7 Approx. acres of turf: 7.05

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Canada Park Grounds Maintenance
1619 Calle Zocalo, Thousand Oaks**

Total Park Acres: 9.2 Developed Acres: 4.0 Approx. acres of turf: 1.45

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Hardscape Management
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Irrigation
- Running Track
- Weed Control
- Rodent Control

**Chumash Indian Museum Grounds Maintenance
3290 Lang Ranch Parkway, Thousand Oaks**

Total Park Acres: Open Space Developed Acres: 3.0 Approx. acres of turf: 0.0

Provide the following services three (3) times per week (Monday, Wednesday, and Friday) as defined in Exhibit B:

- Litter Pick-up and Removal (cans and ground litter in picnic area)
- Hardscape Management

**Conejo Community Park Grounds Maintenance
1175 Hendrix Avenue, Thousand Oaks**

Total Park Acres: 38.4 Developed Acres: 20.0 Approx. acres of turf: 5.94

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Conejo Creek Park/NE Quad Grounds Maintenance
1401 Paige Lane, Thousand Oaks**

Total Park Acres: 44.1 Developed Acres: 44.1 Approx. acres of turf: 5.68

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Conejo Creek South Grounds Maintenance
1400 Paige Lane, Thousand Oaks**

Total Park Acres: 54.7 Developed Acres: 50.3 Approx. acres of turf: 26.98

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Cypress Park Grounds Maintenance
469-1/2 Havenside, Newbury Park**

Total Park Acres: 5.0 Developed Acres: 5.0 Approx. acres of turf: 1.76

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Del Prado Playfield Grounds Maintenance
402 Calle Del Prado, Newbury Park**

Total Park Acres: 26.0 Developed Acres: 26.0 Approx. acres of turf: 7.84

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Dos Vientos Community Park Grounds Maintenance
4801 Borchard Road, Newbury Park**

Total Park Acres: 27.8 Developed Acres: 27.8 Approx. acres of turf: 11.13

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Dos Vientos Neighborhood Park Grounds Maintenance
5168 Via Andrea, Newbury Park**

Total Park Acres: 5.2 Developed Acres: 5.2 Approx. acres of turf: 2.41

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Hardscape Management
- Tennis Basketball Handball Court
- Sand Volleyball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Irrigation
- Weed Control
- Rodent Control

**El Parque De La Paz Grounds Maintenance
100 Oakview, Thousand Oaks**

Total Park Acres: 4.8 Developed Acres: 4.8 Approx. acres of turf: 1.76

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Running Track
- Weed Control
- Rodent Control

**Estella Park Grounds Maintenance
300 Erbes Road, Thousand Oaks**

Total Park Acres: 1.9 Developed Acres: 1.9 Approx. acres of turf: 0.57

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Evenstar Park Grounds Maintenance
1021 Evenstar Avenue, Thousand Oaks**

Total Park Acres: 4.0 Developed Acres: 4.0 Approx. acres of turf: 2.20

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Fiore Playfield Grounds Maintenance
Rte. 23 and 1550 Arboles, Thousand Oaks**

Total Park Acres: 9.6 Developed Acres: 7.1 Approx. acres of turf: 1.58

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Glenwood Park Grounds Maintenance
1291 Windsor, Thousand Oaks**

Total Park Acres: 5.2 Developed Acres: 5.2 Approx. acres of turf: 1.53

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Running Track
- Weed Control
- Rodent Control

**Hickory Park Grounds Maintenance
3977 South Camphor, Newbury Park**

Total Park Acres: 4.6 Developed Acres: 4.6 Approx. acres of turf: 3.5

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**Kimber Park Grounds Maintenance
3295 Bear Creek Drive, Newbury Park**

Total Park Acres: 8.3 Developed Acres: 8.3 Approx. acres of turf: 4.44

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Sand Volleyball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Running Track
- Weed Control
- Rodent Control

Knoll Park Access Strip Grounds Maintenance
Reino Road & Old Conejo Road at the terminus of Seville Ct. and Cordova Ct., Newbury Park

Provide the following services as defined in Exhibit B:

- Shrub and Ground Cover
- Trees
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

Lang Ranch Neighborhood Park Grounds Maintenance
3287 Lang Ranch Parkway, Thousand Oaks

Total Park Acres: 10.4 Developed Acres: 7.0 Approx. acres of turf: 2.04

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Irrigation
- Weed Control
- Hardscape Management
- Rodent Control

**Lynn Oaks Park Grounds Maintenance
359 Capitan, Newbury Park**

Total Park Acres: 8.8 Developed Acres: 4.0 Approx. acres of turf: 2.27

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**McCrea Ranch Grounds Maintenance
2570 N. Moorpark Road, Thousand Oaks –
Landscaped area adjacent to Museum/Bunkhouse**

Total Park Acres: 225.0 Developed Acres:1.5 Approx. acres of turf: 0.0

Provide the following services as defined in Exhibit B:

- Shrub and Ground Cover
- Trees
- Drainage Systems
- Graffiti
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Newbury Gateway Park Grounds Maintenance
2250 Michael Drive, Newbury Park**

Total Park Acres: 6.9 Developed Acres: 2.3 Approx. acres of turf: .88

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**North Ranch Neighborhood Park Grounds Maintenance
1901 Upper Ranch Road, Thousand Oaks**

Total Park Acres: 12.0 Developed Acres: 12.0 Approx. acres of turf: 4.03

Provide the following services as defined in Exhibit B:

- Mowing and Edging

**North Ranch Playfield Grounds Maintenance
952 Rockfield, Thousand Oaks**

Total Park Acres 12.0 Developed Acres 12.0 Approx. acres of turf 5.72

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Northwood Park Grounds Maintenance
3619 Avenue Verano, Thousand Oaks**

Total Park Acres 8.5 Developed Acres 8.5 Approx. acres of turf: 4.44

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Oakbrook Neighborhood Park Grounds Maintenance
2787 Erbes Road, Thousand Oaks**

Total Park Acres 13.5 Developed Acres 13.5 Approx. acres of turf 3.91

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Old Meadows Park Grounds Maintenance
1600 Marview, Thousand Oaks**

Total Park Acres 31.0 Developed Acres 6.2 Approx. acres of turf 1.86

Provide the following services as defined in Exhibit B:

- Mowing and edging

Paige Lane Neighborhood Park Grounds Maintenance
901 Paige Lane, Thousand Oaks

Total Park Acres 14.0 Developed Acres 14.0 Approx. acres of turf 0

Provide the following services as defined in Exhibit B:

- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Pepper Tree Playfield Grounds Maintenance
3720 Old Conejo Road, Newbury Park**

Total Park Acres 21.7 Developed Acres 21.7 Approx. acres of turf 10.06

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Rancho Conejo Playfield Grounds Maintenance
950 North Ventu Park Road, Newbury Park**

Total Park Acres 12.7 Developed Acres 12.7 Approx. acres of turf 7.38

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Russell Park Access Strips Grounds Maintenance
Black Hills Appalachia Black Oaks Sierra (3 Total)**

Total Park Acres 1.0 Developed Acres 1.0 Approx. acres of turf 0.0

Provide the following services as defined in Exhibit B:

- Shrub and Ground Cover
- Trees
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Russell Park Grounds Maintenance
3199 North Medicine Bow Court, Thousand Oaks**

Total Park Acres 7.0 Developed Acres 7.0 Approx. acres of turf 3.65

Provide the following services as defined in Exhibit B:

- Mowing and Edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Weed Control
- Rodent Control

**Southshore Hills Park Grounds Maintenance
Glastonbury – 2025 Tanbark, Thousand Oaks**

Total Park Acres 4.5 Developed Acres 4.5 Approx. acres of turf 2.13

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Spring Meadow Park Grounds Maintenance
3283 Spring Meadow Avenue**

Total Park Acres 7.2 Developed Acres 7.2 Approx. acres of turf 3.46

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Stagecoach Inn Park Grounds Maintenance
51 Ventu Park Road, Newbury Park**

Total Park Acres 4.9 Developed Acres 4.9 Approx. acres of turf 1.16

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Stagecoach Inn Museum Grounds Maintenance
51 Ventu Park Road, Thousand Oaks**

Total Park Acres 5.0 Developed Acres 5.0 Approx. acres of turf .25

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Suburbia Park Grounds Maintenance
2600 Tennyson, Thousand Oaks**

Total Park Acres 2.0 Developed Acres 2.0 Approx. acres of turf 1.15

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Sunset Hills Park Grounds Maintenance
3350 Monte Carlo, Thousand Oaks**

Total Park Acres 5.8 Developed Acres 5.8 Approx. acres of turf 2.22

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Sycamore Neighborhood Park Grounds Maintenance
198 Via Katrina, Newbury Park**

Total Park Acres 4.5 Developed Acres 4.5 Approx. acres of turf 2.16

Provide the following services as defined in Exhibit B:

- Mowing and edging
- Shrub and Ground Cover
- Trees
- Hardscape Management
- Drainage Systems
- Tennis Basketball Handball Court
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Irrigation
- Running Track
- Weed Control
- Rodent Control

**Thousand Oaks Community Park Grounds Maintenance
2525 North Moorpark Road, Thousand Oaks**

Total Park Acres 35.8 Developed Acres 22.0 Approx. acres of turf 11.99

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Triunfo Park Grounds Maintenance
980 Aranmoor, Thousand Oaks**

Total Park Acres 23.4 Developed Acres 23.4 Approx. acres of turf 7.01

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Walnut Grove Park Grounds Maintenance
400 Windtree, Newbury Park**

Total Park Acres 6.5 Developed Acres 6.5 Approx. acres of turf: 1.70

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Waverly Dog Park Grounds Maintenance
1300 Avenida de las Flores, Thousand Oaks**

Total Park Acres 3.5 Developed Acres 3.5 Approx. acres of turf 1.34

Provide the following services as defined in Exhibit B:

- Mowing and edging
- Shrub and Ground Cover
- Trees
- Drainage Systems
- Graffiti
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Hardscape Management
- Irrigation
- Running Track – Decomposed Granite area
- Weed Control
- Rodent Control

**Waverly Park Grounds Maintenance
1300 Avenida de las Flores, Thousand Oaks**

Total Park Acres 5.5 Developed Acres 5.5 Approx. acres of turf: 3.93

Provide the following services as defined in Exhibit B:

- Mowing and edging
- Shrub and Ground Cover
- Trees
- Hardscape Management
- Drainage Systems
- Graffiti
- Playground Area
- BBQs Tables Play Equipment
- Litter Pick up and Removal
- Irrigation
- Running Track
- Weed Control
- Rodent Control

**Wendy Park Grounds Maintenance
815 American Oaks, Newbury Park**

Total Park Acres 4.3 Developed Acres 4.3 Approx. acres of turf 2.72

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Wildflower Playfield Grounds Maintenance
635 Avenida De Las Arboles, Thousand Oaks**

Total Park Acres 19.0 Developed Acres 19.0 Approx. acres of turf 9.06

Provide the following services as defined in Exhibit B:

- Mowing and edging

**Wildwood Neighborhood Park Grounds Maintenance
650 Avenida De Las Arboles, Thousand Oaks**

Total Park Acres 5.8 Developed Acres 5.8 Approx. acres of turf .49

Provide the following services as defined in Exhibit B:

- Mowing and edging

EXHIBIT D

Previous Long-Term Contract Monthly Landscaping Services Costs

1. Banyan Park	\$1,457.87
2. Borchard Community Park	\$1,495.20
3. Cañada Park	\$848.34
4. Chumash Indian Museum	\$429.60
5. Conejo Community Park	\$1,259.81
6. Conejo Creek Park/NE Quadrant	\$1,204.64
7. Conejo Creek South Park	\$5,722.05
8. Cypress Park	\$1,060.42
9. Del Prado Playfield	\$1,662.75
10. Dos Vientos Community Park	\$2,363.26
11. Dos Vientos Neighborhood Park	\$1,102.84
12. El Parque de la Paz	\$1,018.01
13. Estella Park	\$120.89
14. Evenstar Park	\$466.59
15. Fiore Playfield	\$335.10
16. Glenwood Park	\$1,102.84
17. Hickory Park	\$731.69
18. Kimber Park	\$1,760.31
19. Knoll Park Access Strip	\$268.50
20. Lang Ranch Neighborhood Park	\$2,205.68
21. Lynn Oaks Park	\$481.43
22. McCrea Ranch	\$268.50
23. Newbury Gateway Park	\$530.21
24. North Ranch Neighborhood Park	\$854.70
25. North Ranch Playfield	\$1,213.13
26. Northwood Park	\$941.66
27. Oakbrook Neighborhood Park	\$829.26
28. Old Meadows Park	\$394.48
29. Pepper Tree Playfield	\$2,133.58
30. Rancho Conejo Playfield	\$1,565.18
31. Russell Access Strips	\$212.08
32. Russell Park	\$774.11

33. Southshore Hills Park	\$451.75
34. Spring Meadow Park	\$733.81
35. Stagecoach Inn Park	\$246.02
36. Stagecoach Inn Museum (adjacent to park)	\$53.02
37. Suburbia Park	\$424.17
38. Sunset Hills Park	\$470.83
39. Sycamore Neighborhood Park	\$954.38
40. Thousand Oaks Community Park	\$2,542.90
41. Triunfo Park	\$1,486.72
42. Walnut Grove Park	\$360.54
43. Waverly Dog Park	\$742.30
44. Waverly Park	\$1,166.47
45. Wendy Park	\$576.87
46. Wildflower Playfield	\$1,921.49
47. Wildwood Neighborhood Park	\$103.92

EXHIBIT E

CRPD CONTRACTUAL LANDSCAPE MAINTENANCE Weekly Inspection Form

Park: _____

Inspector: _____

Crew Number: _____

Date: _____ **Time:** _____ **Weather:** _____

Service	Meets Standard	Does Not Meet Standard	N/A	Comments
1. Mowing				
2. Mechanical Edging				
3. String Trimming				
4. Turf Appearance				
5. Trash Removal				
6. Irrigation				
7. Graffiti				
8. Sand removal from synthetic surfacing and sidewalks				
9. Play Equipment				
10. Slope, planter beds, weed free				
11. Picnic tables, benches clean				
12. Barbecues clean				
13. Hardscapes/tennis courts				
14. Park damage, mower, tree, turf, vandalism, etc.				
15. Pressure wash tables, sidewalks, play equipment, and rubber surfaces (second week of the month)				
16. Trim trees				
17. Trim shrubs				
18. Fertilization (1 st week March, May, July, October)				
19. Aerate (before March fertilization)				
20. Pre-emergent application (first week in February)				
21. Post-emergent application (first week of the month)				
22. Pest Control				
23. Parking Lot				

Comments: _____