

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
Jensen Landscape**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
and between the COUNTY OF SAN MATEO, hereinafter called "County," and JENSEN  
LANDSCAPE MANAGEMENT, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of landscape services. Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS  
FOLLOWS:

**1. Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A	Services
Exhibit B	Payments and Rates
Attachment I	Fee Schedule
Attachment II	Contractors Proposal
Attachment III	Non Collusion

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A.

### **3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth herein and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed four hundred eighty one thousand eight hundred fifty three (\$481,853).

### **4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from October 1, 2013, through September 30, 2016.

This Agreement may be terminated by Contractor, the Director of Public Works, or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

### **5. Availability of Funds**

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

## 6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

## 7. Hold Harmless

7.1 General Hold Harmless. Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following: (A) injuries to or death of any person, including Contractor or its employees/officers/agents; (B) damage to any property of any kind whatsoever and to whomsoever belonging; (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

## 7.2 Intellectual Property Indemnification.

Contractor hereby certifies that it owns, controls, or licenses and retains all right, title, and interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets ("IP Rights") except as otherwise noted by this Agreement. Contractor warrants that the services it provides under this Agreement do not infringe,

violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

**9. Insurance**

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Workers' Compensation and Employer's Liability Insurance.** Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, (a) that it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) that it will comply with such provisions before commencing the performance of work under this Agreement.

(2) **Liability Insurance.** Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall

protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount specified below.

Such insurance shall include:

(a) Comprehensive General Liability . . . . .	\$1,000,000
(b) Motor Vehicle Liability Insurance . . . . .	\$1,000,000
(c) Professional Liability. . . . .	\$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

#### **10. Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation

Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Further, Contractor certifies that Contractor and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

**11. Non-Discrimination and Other Requirements**

- A. *General non-discrimination.* No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.
- B. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

C. ***Section 504 of the Rehabilitation Act of 1973.*** Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

D. ***Compliance with County's Equal Benefits Ordinance.*** With respect to the provision of benefits to its employees, Contractor shall comply with Chapter 2.84 of the County Ordinance Code, which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse. In order to meet the requirements of Chapter 2.84, Contractor must certify which of the following statements is/are accurate:

☐ Contractor complies with Chapter 2.84 by:



☒ offering the same benefits to its employees with spouses and its employees with domestic partners.

☐ offering, in the case where the same benefits are not offered to its employees with spouses and its employees with domestic partners, a cash payment to an employee with a domestic partner that is equal to Contractor's cost of providing the benefit to an employee with a spouse.

☐ Contractor is exempt from having to comply with Chapter 2.84 because it has no employees or does not provide benefits to employees' spouses.

☐ Contractor does not comply with Chapter 2.84, and a waiver must be sought.

E. ***Discrimination Against Individuals with Disabilities.*** The Contractor shall comply fully with the nondiscrimination requirements of 41 C.F.R. 60-741.5(a), which is incorporated herein as if fully set forth.

F. ***History of Discrimination.*** Contractor must check one of the two following options, and by executing this Agreement, Contractor certifies that the option selected is accurate:





No finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other investigative entity.

- ☐ Finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. If this box is checked, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination.

G. ***Violation of Non-discrimination provisions.*** Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation; and/or
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this Section and/or to set off all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission, or any other entity charged with the investigation of allegations within 30 days of such filing,

provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

#### **12. Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that a contractor shall have and adhere to a written policy providing that its employees, to the extent they live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code."

#### **13. Retention of Records, Right to Monitor and Audit**

(a) Contractor shall maintain all required records for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit of County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: Contractor shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State, and local agencies, and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representatives, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State,

and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

#### **14. Merger Clause & Amendments**

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated herein by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

#### **15. Controlling Law and Venue**

The validity of this Agreement and of its terms or provisions, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

#### **16. Notices**

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

**In the case of County, to:**

Name: James C. Porter, Director of Public Works  
Address 555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Telephone: 650.363.4100  
Facsimile: 650.361.8227  
Email: [jporter@smcgov.org](mailto:jporter@smcgov.org)

**In the case of Contractor, to:**

Name/Title: Anthony Whalls, Executive Vice President  
Address: 1983 Concourse Drive  
San Jose, CA 95131  
Telephone: 408.446.4555  
Facsimile: 408.592.6127  
Email: [awhalls@jensencorp.com](mailto:awhalls@jensencorp.com)

**17. Electronic Signature**

If both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo, both boxes below must be checked. Any party that agrees to allow digital signature of this Agreement may revoke such agreement at any time in relation to all future documents by providing notice pursuant to this Agreement.

For County: ☐ If this box is checked by County, County consents to the use of electronic signatures in relation to this Agreement.

For Contractor: ☐ If this box is checked by Contractor, Contractor consents to the use of electronic signatures in relation to this Agreement

COUNTY OF SAN MATEO

By: \_\_\_\_\_

President, Board of Supervisors, San Mateo County

Date: \_\_\_\_\_


ATTEST:

By: \_\_\_\_\_

Clerk of Said Board

Anthony Whalls, Executive Vice President

Jensen Landscape

 \_\_\_\_\_

Contractor's Signature

Date: 10.2.13

## Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

### SCOPE OF WORK

Provide landscape services as identified in the following scope of work to the facilities listed in both the County's Exhibit B and Attachment II - Jensen Landscape Management Proposal. Services shall be carried out by trained landscaper(s) at all times. The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement. All work is to be performed during normal business hours.

#### **Description:**

Landscape maintenance preserves and sustains the quality of a landscape. Landscapes are generally designed with a given style, formal or informal. Proper maintenance maintains the intended design concept.

#### **Work Included:**

Maintenance of plantings, irrigation and drainage systems, debris removal and other related work.

#### **Quality Assurance:**

Contractor must be properly licensed and registered to perform pest and weed control work described below.

#### **Site Conditions:**

Existing conditions Contractor shall inspect the entire site and be familiar with the requirements and growth habits of all existing plant material. Inspections shall include all parking lot areas and lawn strips near and/or around walkways and entrances, as well.

Environmental conditions Contractor shall advise the Facilities Manager of serious disease or pest problems and any other conditions which may be detrimental to the condition of the landscape.

**Site Standards and Expectations:**

- A. Contractor will be shown an example area to illustrate the standards and expectations for landscaping work to be performed throughout the County. The example area is located on the corner of Veterans Boulevard and Winslow Street in Redwood City. This area was viewed at the end of the mandatory meeting, which will be held on Tuesday, June 18, 2013.
- B. Contractor will bring all facilities up to the standards established by this scope of work, as well as the example area shown on the corner of Veterans and Winslow Street, within the first three months of the first contract year. When, to the satisfaction of the County, each facility is to the standard, the contractor will be eligible for payment of the one-time remediation fee. Once the standards are established and agreed upon by both the Contractor and the Facilities Manager, this will become the expectation of appearance throughout the remainder of the contract.

**Scheduling:**

Maintenance services shall be provided on a weekly basis, Monday through Friday, between the hours of 6:00 a.m. and 6 p.m. A schedule of work must be provided in advance to the Facilities manager.

**Warranty:**

- A. Contractor shall furnish all supervision, labor, materials and equipment necessary for the complete maintenance of all landscaped areas.
- B. Plant materials shall be maintained in a healthy and vigorous condition, irrigation and drainage systems kept in good working order, and the general site kept clean, and free of litter, or debris and notify the Facilities Manager of any graffiti.
- C. Contractor shall restore or replace any trees, shrubs, ground covers, lawn, perennials, annuals, or irrigation components damaged by Contractor's action or lack of action.
- D. Contractor shall not be responsible for the following, unless specifically agreed upon.

**Equipment:**

Contractor shall provide and maintain all equipment necessary to properly complete the maintenance work. Equipment shall be safe, proper, efficient, and suited to, and for, the job. All cutting blades shall be kept properly sharpened. All equipment must have all required safety devices in place and in operation.

All equipment used must comply with Bay Area Air Quality standards. You must also observe Spare the Air Day requirements.

**Inspection:**

The Contractor shall, at least once a week, inspect all areas covered by an automatic irrigation system for any malfunction. Approximately thirty (30) days prior to the termination of the contract, a comprehensive test of all irrigation systems shall be made by a Public Works Department representative. Any repairs deemed the contractor's responsibility shall be made by the contractor prior to the end of the contract period.

If repairs made are not to the Facilities Manager or Director of Public Works or his designee's satisfaction, deductions shall be made in the final contract payment to cover the cost of eliminating the discrepancies determined by the Director of Public Works and Parks or his designee.

**PRODUCTS****Fertilization – General**

Contractor will use a complete fertilizer (nitrogen, phosphorus, and potassium) equal to or better than Turf Gold 22-5-5. The contractor will put on fertilizer at the following times and rates:

First application of fertilizer is in early spring, second application in early fall.

The rate will be one pound of nitrogen per thousand square feet, per application.



Contractor MUST submit monthly use reports to the San Mateo County Department of Agriculture per California Department of Pesticide Regulations.

<http://www.cdpr.ca.gov/docs/pur/purmain.htm>. (Division 6. Pesticides and Pest Control Operations, Chapter 1. Pesticide Regulatory Program, Subchapter 1. Definition of Terms)

**Fertilizers:**

Commercial fertilizers may be pellet, tablet, granular, or liquid form and must conform to the requirements of the California Food and Agriculture Code. Choice of fertilizers shall be based on soil fertility tests and/or the specific plant requirements

**Pesticides:**

Pesticides should not be used. If they are absolutely necessary, all pesticides MUST be registered in the State of California and conform to all requirements of the California Food and Agriculture Code. Please see the County's IPM policy (See Attachment "C").

**Herbicides:**

All herbicides MUST be registered in the State of California and conform to all requirements of the California Food and Agriculture Code.

**Growth Regulators:**

Growth regulators must be registered in the State of California and conform to all requirements of the California Food and Agriculture Code.

**EXECUTION**

**Trees: (Trees under 15 feet tall only) all trees taller than 15 feet fall under the County's care)**

**A. Pruning**

1. Tree pruning will be accomplished on a periodic basis to regulate size, improve shape and symmetry and to promote proper blooming and growth characteristics.

2. All trees shall be allowed to grow to their natural genetic form and size, unless specifically accepted.
3. Tree pruning shall have three basic objectives: to promote structural strength, to avoid safety hazards and to accentuate the natural form and features of the tree.
4. Branches of all trees, regardless of overall height, will be pruned up to a height of 15 feet for the purpose of safety and security, i.e. clearing of security cameras or obstruction of pedestrian and vehicular traffic.
5. The primary pruning of deciduous trees shall be done during the dormant season. Damaged trees or those that constitute health or safety hazards shall be pruned at any time of the year, as required.
6. Under no circumstances shall mature trees be topped nor shall young trees be stripped of lower branches ("raised up"). Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote callipered trunk growth ("tapered trunk"). Lower branches shall be cut off only after the tree is able to stand erect without staking or other support.
7. Trees with a strong center leader and conical (pyramidal) shape generally need little or no pruning. As a rule, the single central leader shall never be cut back, as this will create an unnatural multi-leader form and an abundance of weak vegetative growth.
8. Trees with multi-leaders or a branched main trunk system shall be pruned to select and develop permanent scaffold branches which have vertical spacing from 18 to 24 inches and radical orientation so as not to overlay one another. This is done to eliminate narrow, V-shaped branch forks that lack strength, to maintain growth within space limitations, and to maintain a natural appearance.
9. Conifers shall be thinned out and shaped only when necessary, to prevent wind and storm damage.
10. Proper side branch removal requires cutting at the main trunk just beyond the branch bark ridges.

11. All suckers and water sprouts and crisscrossing dead, diseased, broken, and heavy-laden side branches shall be removed to thin crown for less wind resistance.

#### **B. Irrigation**

1. Trees have deep root systems. Soil conditions shall be monitored closely for both under-watering and over-watering.
2. Frequency and duration of irrigation shall be dictated by the requirements of the specific trees.
3. All trees shall be probed with a soil-sampling probe to a depth of 24 inches at least every 45 days to ascertain the subsoil conditions. A saturated condition is an indication of drainage problems or excessive irrigation and shall be corrected as soon as possible.

#### **C. Fertilization**

1. Most trees shall be fertilized annually, in the spring, with a complete fertilizer.
2. Fertilization of mature trees shall be required only if the trees show a definite need for fertilization.
3. Apply fertilizer around the tree, approximately halfway between the base and drip line, at a rate of one-half pound of actual nitrogen per inch of trunk diameter measured at four feet above the soil surface.

#### **D. Staking and Guying**

1. The purpose of staking and guying trees is to support and protect young trees until such time as they can stand alone.
2. All tree stakes, guys, and ties shall be maintained to properly support the tree and shall be inspected every 90 days, to prevent girdling or chafing of trunks or branches or rubbing that may cause bark wounds.
3. Stakes and guys shall be removed when no longer required for support.

#### **E. Tree wells**

1. Bare soil wells shall be maintained around all trees. A circle with a radius of 12 inches beyond the bark of the tree shall be maintained free of grass, ground covers, and weeds.

2. Grasses and weeds shall be removed or sprayed with a contact herbicide (see Weed Control)

## **Shrubs and Vines:**

### **A. Pruning**

1. The general objectives for pruning of shrubs and vines are to maintain growth within space limitations, to maintain a natural appearance, to eliminate diseased or damaged growth, and to select and develop permanent branches.
2. General pruning shall be done in late winter. Minor pruning may be done at any time.
3. Shrubs shall be pruned to conform to the design concept of the landscape.
4. Individual shrubs shall not be clipped into balled or boxed forms, except in formal gardens.
5. Vines shall be pruned to control growth and direction, and shall be kept "in-bounds" and not allowed to grow over windows, doors, gates, or other structural features.
6. All pruning cuts shall be made to lateral branches or buds or flush with trunk or main stem. Pinching or light heading back of terminal buds on selected shrub species promote bushiness. To prevent legginess (sparse lower branches), shrubs shall be maintained with the lower foliage wider than the upper foliage. This practice allows more light to reach the lower foliage.

### **B. Irrigation**

1. Frequency and duration of irrigation shall be dictated by the specific requirement of the shrubs and vines.
2. Soil moisture checks of representative plants in the landscape shall be made bi-monthly, using a soil-sampling probe or other approved tool.
3. Consideration shall be given to the ground covers growing in shrub areas. Irrigation scheduling shall be based on the requirements of the shallowest rooted plants in the area.

### **C. Fertilization**

1. Most shrubs and vines shall be fertilized annually. Plants that have reached maturity may not require annual fertilization. Plants requiring continual or annual pruning, due to space limitations or espaliering, may require more frequent fertilization.
2. All actively growing plants not yet at maturity shall be fertilized once per year in the spring (March or April). Apply an appropriate slow-release, long-lasting nitrogen fertilizer, controlled-release fertilizer, or plant tablets at the manufacturer's recommended application rate.

### **D. Staking and Tying**

1. Contractor shall maintain a continuing program of staking, tying and otherwise insuring that all plants, tree, shrubs, vines and other types of plants requiring training or support shall be securely fastened to stakes, walls, fences, lattices or other appurtenances necessary to maintain plants in a proper upright manner to effect a neat appearance and to insure that proper growth is maintained. Plants shall be inspected regularly and tight or worn ties loosened or replaced.

## **Groundcover Maintenance:**

### **A. Edging**

1. Established ground covers bordering sidewalks or curbs shall be edged as often as necessary to provide a clean, crisp line at all times.
2. Ground covers shall not be allowed to touch or cover the crowns of shrubs and trees.

### **B. Irrigation**

1. Ground covers shall be irrigated according to the water requirements of the plants. Because both trees and shrubs are often planted in ground cover areas, irrigation shall be made with the water requirements of all plants considered.

2. Moisture checks shall be made periodically by use of a soil probe in various ground cover areas. These checks shall be used as a guide in water requirements.

#### **C. Fertilization**

1. Fertilization shall coincide with the ground cover growing season. One application of a complete fertilizer applied in the spring, per manufacturer's recommended application rate, is generally adequate for established ground covers.
2. Young or sparse ground cover areas require a minimum of two applications of fertilizer: one in early spring and again in late spring or early summer.

#### **D. Mulching**

1. Mulch shall be spread out once a year minimum or no more than twice a year as necessary to keep a neat appearance, to keep moisture in the soil and to prevent weed growth. Mulch shall be applied before the hotter season to help keep watering down to a minimum.
2. Mulch shall be broken up or turned on a regular basis. Frequency depends on the particular location and area covered.

#### **E. Renovation**

1. Ground covers will develop a thatch layer with age. This mat of old stems (thatch) is not only unsightly, but harbors a great number of insects, rodents and other undesirable pests.
2. Renovation of ground covers is normally done at the end of the dormant season, and will reduce the thatch and revitalize the appearance of the ground cover.

#### **F. Coverage**

In order to establish complete coverage within a maximum of two growing seasons, ground cover plantings shall be kept healthy and actively growing with proper irrigation and fertilization.

General information: All areas planted in groundcovers shall be adequately irrigated and fertilized to maintain vigorous growth. Groundcover beds shall be periodically edged to keep

them in their intended space. Groundcovers shall not be allowed to encroach into lawns, shrub beds, or other areas deemed as undesirable by the Facilities Manager, the Director of Public Works or his designee.

Groundcover plantings shall be periodically thinned and pruned for vigorous growth and overall appearance of the site. The spaces between plants shall be regularly cultivated.

**Lawns:**

**A. Mowing**

1. Turfs shall be mowed weekly during the growing season and at other times as needed.
2. As a general rule, warm season grasses are mowed shorter than cool season grasses. Begin mowing at one-half inch in the spring and slowly adjust to one inch by late summer and early fall. Avoid scalping during the growing season.
3. Clippings shall either be caught or vacuumed from the lawns.
- 4.

**B. Edging**

1. All lawn edges along sidewalks and curbs, as well as shrub or ground cover border areas, shall be edged at least every two weeks during the active growing season, March through October, and as required for appearance for the remainder of the year.
2. Edging shall be performed with a blade type mechanical edger. The cut edge shall appear as a clean, smooth line.
3. Obstacles within the lawn areas shall be edged to maintain a grass-free clear space of two inches in width.
4. Lawn sprinkler heads shall only be edged to allow for proper distribution of water.

### **C. Irrigation**

1. Lawns shall be irrigated at such frequency, as weather conditions require. Soil moisture within the root zones shall remain constant and adequate during the growing season.
2. Lawns shall not be watered on the day prior to mowing. Wet soil conditions usually promote disease and soil compaction.
3. Lawns shall be irrigated at night or early morning. Wherever possible, intermittent applications during the irrigation period shall be used to increase penetration, eliminate runoff, and comply with the County of San Mateo regulations.

### **D. Fertilization**

1. Depending on type of grass, normal requirements of actual nitrogen are five to nine pounds per 1,000 square feet per year.
2. Availability of nitrogen shall be as even as possible. Not more than one pound per month shall be applied during the growing season.
3. Fertilizers shall be applied per the manufacturer's recommendations.

## **Irrigation Systems:**

### **A. General**

1. Proper irrigation system maintenance shall include the overall supervision of the system, controller scheduling, routine adjustments, and necessary repairs.
2. Failure of the system to provide full and proper coverage shall not relieve the Contractor of providing adequate coverage.

### **B. Controller Scheduling**

1. A qualified person shall be completely responsible for operating the irrigation systems, with the duties of adjusting controllers, observing the effectiveness of the irrigation system, and making minor adjustments to the system.
2. The irrigation programs shall be adjusted to conform to plant requirements, soil and slope conditions, weather, and change of season, within the limitations of the system.



3. Water shall not be applied at a rate higher than the infiltration rate of the soil. Irrigation time clocks shall be set for two short-timed cycles instead of one longer continuous cycle to avoid run off water.
4. A soil sampling probe and/or tension meter shall be used regularly to evaluate actual soil moisture levels and irrigation schedule.
5. Automatic irrigation controllers shall be rescheduled, as necessary, to avoid water waste and runoff, and shall be turned off during periods of rain.
6. In windy areas the controllers shall be set to operate during periods of low wind velocity.
7. Watering schedules shall be arranged so as not to interfere with the use of the facility.
8. A chart shall be maintained to record current irrigation programs including day, times, and length of watering for each station and program for each controller.

#### **C. System Maintenance**

1. The irrigation system shall be maintained for optimum performance. This shall include cleaning and adjusting all sprinkler heads and valves for proper coverage.
2. Inspections of the irrigation system, in operation, shall be made weekly or as needed during summer months, April through October, and biweekly November through March, to detect any malfunctioning of the system.
3. All malfunctioning equipment shall be repaired prior to the next scheduled irrigation.
4. All replacement heads shall be of the same manufacturer, type, and application rates.

#### **Drainage Systems:**

- A. Good drainage is essential for healthy and vigorous plant growth, and systems must be routinely checked for blockage which could cause ponding, flooding, and excessive saturation of the soil and plant root zones.

- B. Surface draining swales shall be kept free of leaves, debris, and sediment accumulations.
- C. Underground drainage systems shall be flushed with water at least twice a year, summer and winter, to avoid plugged pipes.

**Disease and Pest Control:**

- A. All chemicals MUST be applied under the strict supervision of a licensed and qualified pest control applicator, per the manufacturer's recommended label application procedures, and the laws regulating pesticide application.
- B. Plants and lawns shall be maintained in healthy condition such that they are able to withstand minor disease and insect damage without controls. Routine applications of pesticides are not permitted, as this practice destroys natural predator-prey relationships in the environment.
- C. In general, incidence of serious disease and insect problems shall be minimized by proper fertilization and irrigation practices.
- D. Where unusually high infections or infestations occur, an accurate identification of the disease or insect shall be made and the control product selected with care, prior to application.
- E. Insecticidal soaps shall be utilized whenever possible.
- F. Snails and slugs shall be controlled with recommended baits and sprays.
- G. Rodents such as gophers and moles shall be trapped or controlled with appropriate baits.
- H. Please review County's IPM policy (Attachment "C").

**Weed Control:**

- A. Use of Herbicides – Herbicides may be used to control and inhibit weed growth, but must be selected with extreme care. Pre-plant, pre-emergent, contact, and trans-located herbicides are available. Some herbicides can cause damage to plant material. Herbicides must be applied in strict accordance with manufacturer's label application procedures.

- B. Tree Wells – Contact herbicides may be used to control the growth of weeds and grasses in tree wells but shall not be used more than once a month. Avoid spray contact with the tree bark. Pre-emergent herbicides may be used. Caution must be exercised to avoid damage to adjacent lawns or ground covers.
- C. Shrub and Ground Cover Areas – Shrub and ground cover areas shall be maintained free of weeds and grasses. Herbicides may be used to control weed growth. Careful consideration shall be given to the choice of materials used, since some herbicides do damage to turf grass and some ground covers. Contractor shall use caution in application in areas adjacent to lawns or ground covers.
- D. Lawns
  - 1. Weeds infestations shall be discouraged by proper maintenance, including but not limited to proper mowing, proper watering, and proper fertilization.
  - 2. Any and all deficient practices shall be corrected.
  - 3. Before selecting and applying herbicides to lawn, the type of weed shall be carefully identified.
  - 4. Herbicides shall be used as little as possible. Only when necessary shall herbicides be used as a means of swinging the weed-grass competition in favor of the turf grass
- E. Other Weed Control – Weeds shall not be allowed to grow in paved areas such as driveways, curbs, walks and paths. Weeds can be removed manually or herbicides may be used for control. The use of weed oil, diesel fuel, or other staining or damaging materials is not allowed. Dead weeds shall be removed from all pavements.

**Debris Removal:**

- A. Litter and trash including but not limited to leaves, rubbish, paper, bottles, cans, and other debris shall be removed from all areas of the site on a weekly basis.
- B. Graffiti shall be reported to the facilities manager as soon as possible.
- C. All refuse from the maintenance operation shall be disposed of properly and hauled off-site to vendor's site. This shall include any and all leaves, clippings,

and grass from the facilities' campus, as well as adjacent streets, sidewalks and walkways.

## Exhibit B

### I. Amount and Method of Payment

In consideration of the above services provided by Contractor, County shall pay Contractor within 30 days upon receipt in our Accounting Department, of a written itemized monthly invoice identifying the Agreement number, location of work, specific work completed and breakdown of charges. The approved total **not-to-exceed** amount shall be **\$481,853 (four hundred eighty one thousand eight hundred fifty three)** over the terms of three years.

### Remedial and Emergent Work:

Contractor will bring all Facilities up to standards established by the scope of work within the first three months of the first contract year. When, to the satisfaction of the County, each facility is to County standards, the contractor will be eligible for payment of the one-time remediation fee up to for work outlined in Attachment II, **\$72,485 (seventy two thousand four hundred eighty five dollars)**.

Invoices are to be submitted to:

Department of Public Work-FMO

555 County Center 5<sup>th</sup> Floor

Redwood City, CA 94063

### II. Expenses

Reasonable and necessary expenses related to the services performed and actually incurred shall be reimbursed at cost upon County's review and approval of submitted expense report and backup documentation.

### III. Changes in Work

The Director of Public Works or its designated representative may order changes, in writing, to the scope or character of work which are mutually acceptable, either decreasing or increasing the amount and duration of Contractor's services. In the event that such changes are ordered, Contractor shall be entitled to compensation of all work previously directed by County and performed by Contractor prior to receipt of notice of change.

**FMO - FACILITIES****ATTENTION:****Gary Behrens -Facilities Maintenance Manager****FACILITY**

CODE:	LOCATION
F18352	EPA Government Center
F59066	Maguire Jail
F99273	Law Library Cohn Sorensen
F29111	Agriculture Building
F19071	COB1
F19074	COB2
F29081	Annex Building
F19062	Hall of Justice
F09101	Grant Yard
F99151	Lathrop House
F99079	Parking Structure
F29091	Weights & Measures Building
F19260	HAS District Office
F99075	Child Care Center
F69415	Camp Kemp
F39433	Crime Lab
F39472	Sheriff's Commuter house
F19401	Youth Services Center
F89522	Elections Registration Building
F09531	Construction Services Shop
F69414	Children's Receiving Home
F79452	Central Library building
F59711	NO. County Detention
F19671	Co. County Probation

**HEALTH & HOSPITAL - FACILITIES****ATTENTION:****Narsimha Irrinki - Facilities Manager****FACILITY**

CODE:	LOCATION
F38321	Mike Nevin Clinic
F39121	Cordilleras
F39123	Canyon Oaks
F39258	Fair Oaks Clinic
F49441	San Mateo Medical Center



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Attachement 1

## Bid Forms

### Services and Locations

#### SERVICES AND LOCATIONS - PRICING

FACILITY CODE	LOCATION	ADDRESS	CITY	Monthly	8/13 THRU 7/14	8/14 THRU 7/15	8/16 THRU 7/16
F38321	Mike Nevin Clinic	380 90th St.	Daly City	\$ 435	\$ 448	\$ 462	\$ 476
F18352	EPA Gov't Center	2415 University Ave.	East Palo Alto	\$ 435	\$ 448	\$ 462	\$ 476
F39121	Cordilleras	200 Edmunds Rd.	Redwood City	\$ 725	\$ 747	\$ 769	\$ 793
F39123	Canyon Oaks	300 Edmunds Rd.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F59066	Maguire Jail	330 Bradford St.	Redwood City	\$ 290	\$ 299	\$ 308	\$ 317
F99273	Law Library Cohn Sorenson	710 Hamilton St.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F29111	Agriculture Building	728 Heller St.	Redwood City	\$ 290	\$ 299	\$ 308	\$ 317
F19071	COB I	455 County Center	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F19074	COB II	555 County Center	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F29081	Annex Building	500 County Center	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F19062	Hall of Justice	400 County Center	Redwood City	\$ 218	\$ 224	\$ 231	\$ 238
F09072	Motor Pool (RWC)	County Center	Redwood City	\$ 73	\$ 75	\$ 77	\$ 79
F09101	Grant Yard	752 Chestnut St.	Redwood City	\$ 290	\$ 299	\$ 308	\$ 317
F99151	Lathrop House	627 Hamilton St.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F99079	Parking Structure	400 Middlefield Rd.	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F29091	Weights & Measures Building	702 Chestnut St.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F19260	HSA Dist. Office	2500 Middlefield Rd	Redwood City	\$ 363	\$ 374	\$ 385	\$ 396
F99075	Child Care Center	401/403 Winslow	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F39258	Fair Oaks Medical Clinic	2710 Middlefield Rd.	Redwood City	\$ 109	\$ 112	\$ 115	\$ 119
F49441	San Mateo Medical Center (Entire Campus)	222 W. 39th Ave.	San Mateo	\$ 1,722	\$ 1,774	\$ 1,827	\$ 1,882
F69415	Camp Kemp	400 Paul Scannell Dr.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F39433	Crime Lab	50 Tower Rd.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F39472	Sheriff's Commuter House	3701 Hacienda St.	San Mateo	\$ 435	\$ 448	\$ 462	\$ 476
F19401	YSC	222 Paul Scannell Dr.	San Mateo	\$ 435	\$ 448	\$ 462	\$ 476
F89522	Elections-Registration Building	40 Tower Rd.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F09531	Construction Service Shop	30 Tower Rd.	San Mateo	\$ 181	\$ 187	\$ 192	\$ 198
F69414	Children's Receiving Home -new	31 Tower Rd.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F79452	Central Library Building	25 Tower Rd.	San Mateo	\$ 218	\$ 224	\$ 231	\$ 238
F59711	No. County Detention	1050 Mission Rd.	South San Francisco	\$ 435	\$ 448	\$ 462	\$ 476
F19671	No. County Probation	1024 Mission Rd.	South San Francisco	\$ 435	\$ 448	\$ 462	\$ 476
<b>TOTAL</b>				<b>\$ 10,715</b>	<b>\$ 11,037</b>	<b>\$ 11,368</b>	<b>\$ 11,709</b>

## REMEDIAL PRICING

FACILITY CODE	LOCATION	ADDRESS	CITY	REMEDIAL COST
F38321	Mike Nevin Clinic	380 90th St.	Daly City	\$ 1,285
F18352	EPA Gov't Center	2415 University Ave.	East Palo Alto	\$ 1,285
F39121	Cordilleras	200 Edmunds Rd.	Redwood City	\$ 1,575
F39123	Canyon Oaks	300 Edmunds Rd.	Redwood City	\$ 995
F59066	Maguire Jail	330 Bradford St.	Redwood City	\$ 1,140
F99273	Law Library Cohn Sorenson	710 Hamilton St.	Redwood City	\$ 570
F29111	Agriculture Building	728 Heller St.	Redwood City	\$ 715
F19071	COB I	455 County Center	Redwood City	\$ 2,135
F19074	COB II	555 County Center	Redwood City	\$ 2,135
F29081	Annex Building	500 County Center	Redwood City	\$ 995
F19062	Hall of Justice	400 County Center	Redwood City	\$ 1,068
F09072	Motor Pool (RWC)	County Center	Redwood City	\$ 73
F09101	Grant Yard	752 Chestnut St.	Redwood City	\$ 290
F99151	Lathrop House	627 Hamilton St.	Redwood City	\$ 995
F99079	Parking Structure	400 Middlefield Rd.	Redwood City	\$ 3,605
F29091	Weights & Measures Building	702 Chestnut St.	Redwood City	\$ 570
F19260	HSA Dist. Office	2500 Middlefield Rd	Redwood City	\$ 1,213
F99075	Child Care Center	401/403 Winslow	Redwood City	\$ 1,710
F39258	Fair Oaks Medical Clinic	2710 Middlefield Rd.	Redwood City	\$ 534
F49441	San Mateo Medical Center (Entire Campus)	222 W. 39th Ave.	San Mateo	\$ 17,722
F69415	Camp Kemp	400 Paul Scannell Dr.	San Mateo	\$ 4,040
F39433	Crime Lab	50 Tower Rd.	San Mateo	\$ 1,140
F39472	Sheriff's Commuter House	3701 Hacienda St.	San Mateo	\$ 1,710
F19401	YSC	222 Paul Scannell Dr.	San Mateo	\$ 16,635
F89522	Elections-Registration Building	40 Tower Rd.	San Mateo	\$ 1,790
F09531	Construction Service Shop	30 Tower Rd.	San Mateo	\$ 931
F69414	Children's Receiving Home -new	31 Tower Rd.	San Mateo	\$ 1,565
F79452	Central Library Building	25 Tower Rd.	San Mateo	\$ 643
F59711	No. County Detention	1050 Mission Rd.	South San Francisco	\$ 1,710
F19671	No. County Probation	1024 Mission Rd.	South San Francisco	\$ 1,710
<b>TOTAL</b>				<b>\$ 72,485</b>



Attachment II



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LANDSCAPE

## **Landscape Management**

## **Proposal**

Gary Behrens

**County Landscape Bid — Revised**

### **Department of Public Works**

555 County Center 5<sup>th</sup> Floor  
Redwood City, CA 94063

August 13, 2013

**John Fifer, LEED AP**  
**Business Development Manager**  
**Jensen Landscape Services, Inc.**  
1983 Concourse Drive  
San Jose, CA 95131  
Main: 408-446-4555  
Cell: 408-592-6127  
Fax: 408-446-4881  
[jfifer@jensencorp.com](mailto:jfifer@jensencorp.com)  
[www.jensencorp.com](http://www.jensencorp.com)



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Benefits to San Mateo County	p.2
Landscape Management Solution	p.3
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Hourly Breakdowns	p.7-13
Statement of Qualifications	p.14-15

### Appendices:

Jensen Landscape Services Information
California Contractors License
California State Pest Control Operator's License
Certificate of Insurance Sample
Jensen Programs and Communication
Jensen Quality Control Program
Horticultural Report - Sample
Irrigation Diagnostic Report – Sample
Site Activity Report – Sample
Annual Budget – Sample



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## San Mateo County Goals

San Mateo County is seeking a landscape maintenance contractor who will provide proactive, full service landscape management of multiple San Mateo County facilities.

Our site walks and communications with Gary Behrens informed me of the following objectives:

- ◆ Bring sites into maintainable condition
- ◆ Establish reliable routine program
- ◆ Stay on top of irrigation needs
- ◆ Partner in suggesting improvements

The San Mateo County Facilities are spread between Daly City, East Palo Alto, Redwood City, San Mateo and South San Francisco. Each site has an established landscape infrastructure that has had various degrees of neglect.

The goal for each property is to get existing landscape assets under control, set up a routine maintenance program to keep it under control, and suggest enhancements.



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## Benefits to San Mateo County

**Management Processes:** Our internal management processes ensure that San Mateo County will be supervised with high attention to detail. We pride ourselves in identifying and providing solutions to problems through internal quality inspections and team management. Your site will be managed by a foreman and crew on an established and agreed upon schedule. An Account Manager will provide clear and specific directions to the crew, as well as inspect your site and meet with you on a regular basis. A Regional Manager will also be overseeing your site activities and providing quality control. This management team will be supported by the Integrated Pest Management Department and Irrigation Manager overseeing an Irrigation Technician.

**Communication:** We are committed to exceeding your expectations regarding communication. We will work with all important staff members to understand your preferred communication style and will provide:

- ◆ Site Activity Reports
- ◆ Monthly/quarterly walkthroughs and reporting as requested
- ◆ Annual budget process
- ◆ Client calls returned within 24 hours
- ◆ 24 hour/7 day emergency service

**Quality Focus:** Our commitment is to deliver productive, cost-effective and efficient service, with an emphasis on the highest quality work. Jensen is recognized annually with regional and state awards through the California Landscape Contractors' Association. We guide our staff in their month to month activities with an internally published Monthly Phenology Maintenance Schedule, Annual Integrated Pest Management Schedule and Quality and Image Guidelines. We will develop a month by month maintenance plan that is customized to the care of specific plant material you have on site.

**Safety Program:** Jensen's Safety Program has been recognized for achieving an exceptional safety record, meeting and exceeding safety performance standards in our industry. Jensen conducts weekly training sessions and provides an annual Safety Training Day for all employees. This ensures that you can rely on a consistent crew, operating safely within your property.

**Water Conservation:** Jensen has been nationally recognized as an expert in Water Management by the California Landscape Contractors' Association. Our Water Management Department (with State Water Audit and CLCA certified staff) develops, implements and manages water budgets to ensure plant health, reduce water bills, reduce asphalt and hardscape damage and ensure compliance with Senate Bill 325 and California AB1881. Jensen is committed to saving money for our clients while conserving our region's water resources. Our Irrigation Solution will provide specific recommendations for improvement to your existing system.



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## Landscape Management Solutions

Jensen will serve as your horticultural asset manager for San Mateo County and will leverage our expertise and years of experience to provide:

- ◆ Horticultural best practices which include proper timing and methodologies for care of turf, shrub and groundcover, pruning, nutrient application and pest management
- ◆ Business partnership to enhance and protect your horticultural assets
- ◆ Proactive communication to your management team
- ◆ Irrigation system adjustments and checks to ensure proper watering times and coverage

Our team will provide you with the following deliverables during our first forty-five days:

- ◆ Irrigation Diagnostic Report

### Our Staff

Graduate horticulturists manage, lead and train our staff to the most rigorous standards set within our industry. Our maintenance team consists of Certified Landscape Technicians who oversee our maintenance crews and provide quality care. Additional support from our Irrigation Technicians and Integrated Pest Management team completes our full line of maintenance services.

### Annual Flower Display

We provide weekly flower care to deadhead, groom and remove weeds. We provide flower rotations to client specifications, typically three to four times a year. You may prefer a year round replacement program incorporated into the monthly maintenance price.

### Tree and Shrub Care

We prune both formally and naturally to your specifications. Our recommended standard is pruning to retain the natural shape of the plant material. We fertilize as needed, and inspect for disease and pest infestation on a regular basis.

### Ground Cover

We edge ground covers to maintain a neat, groomed look. Periodically, we may lightly top areas with line trimmers to keep excessive height down. We recommend budgeting a ground cover mow or cut back every few years to encourage lush, new growth in spring.

### Turf Care

We mow and edge to your specifications, usually weekly during the growing season to a height of 2 ½" - 3". We typically fertilize 4 - 6 times a year depending on turf fertility, treating for broadleaf weeds and spot spraying any invasive weeds. We are able to provide aeration, de-thatching and overseeding as an additional service.

### Irrigation

We monitor your irrigation systems to check and adjust on a monthly basis to ensure proper watering times and coverage is provided to the plant material. Additionally, we make continuous adjustments throughout the year, evaluating emitters, heads, nozzles and valves.



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## Bid Forms

### Services and Locations

#### SERVICES AND LOCATIONS - PRICING

FACILITY CODE	LOCATION	ADDRESS	CITY	Monthly	8/13 THRU	8/14 THRU	8/16 THRU
					7/14	7/15	7/16
F38321	Mike Nevin Clinic	380 90th St.	Daly City	\$ 435	\$ 448	\$ 462	\$ 476
F18352	EPA Gov't Center	2415 University Ave.	East Palo Alto	\$ 435	\$ 448	\$ 462	\$ 476
F39121	Cordilleras	200 Edmunds Rd.	Redwood City	\$ 725	\$ 747	\$ 769	\$ 793
F39123	Canyon Oaks	300 Edmunds Rd.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F59066	Maguire Jail	330 Bradford St.	Redwood City	\$ 290	\$ 299	\$ 308	\$ 317
F99273	Law Library Cohn Sorenson	710 Hamilton St.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F29111	Agriculture Building	728 Heller St.	Redwood City	\$ 290	\$ 299	\$ 308	\$ 317
F19071	COB I	455 County Center	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F19074	COB II	555 County Center	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F29081	Annex Building	500 County Center	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F19062	Hall of Justice	400 County Center	Redwood City	\$ 218	\$ 224	\$ 231	\$ 238
F09072	Motor Pool (RWC)	County Center	Redwood City	\$ 73	\$ 75	\$ 77	\$ 79
F09101	Grant Yard	752 Chestnut St.	Redwood City	\$ 290	\$ 299	\$ 308	\$ 317
F99151	Lathrop House	627 Hamilton St.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F99079	Parking Structure	400 Middlefield Rd.	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F29091	Weights & Measures Building	702 Chestnut St.	Redwood City	\$ 145	\$ 149	\$ 154	\$ 159
F19260	HSA Dist. Office	2500 Middlefield Rd	Redwood City	\$ 363	\$ 374	\$ 385	\$ 396
F99075	Child Care Center	401/403 Winslow	Redwood City	\$ 435	\$ 448	\$ 462	\$ 476
F39258	Fair Oaks Medical Clinic	2710 Middlefield Rd.	Redwood City	\$ 109	\$ 112	\$ 115	\$ 119
F49441	San Mateo Medical Center (Entire Campus)	222 W. 39th Ave.	San Mateo	\$ 1,722	\$ 1,774	\$ 1,827	\$ 1,882
F69415	Camp Kemp	400 Paul Scannell Dr.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F39433	Crime Lab	50 Tower Rd.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F39472	Sheriff's Commuter House	3701 Hacienda St.	San Mateo	\$ 435	\$ 448	\$ 462	\$ 476
F19401	YSC	222 Paul Scannell Dr.	San Mateo	\$ 435	\$ 448	\$ 462	\$ 476
F89522	Elections-Registration Building	40 Tower Rd.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F09531	Construction Service Shop	30 Tower Rd.	San Mateo	\$ 181	\$ 187	\$ 192	\$ 198
F69414	Children's Receiving Home -new	31 Tower Rd.	San Mateo	\$ 290	\$ 299	\$ 308	\$ 317
F79452	Central Library Building	25 Tower Rd.	San Mateo	\$ 218	\$ 224	\$ 231	\$ 238
F59711	No. County Detention	1050 Mission Rd.	South San Francisco	\$ 435	\$ 448	\$ 462	\$ 476
F19671	No. County Probation	1024 Mission Rd.	South San Francisco	\$ 435	\$ 448	\$ 462	\$ 476
TOTAL				\$ 10,715	\$ 11,037	\$ 11,368	\$ 11,709



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## Remedial Pricing

### REMEDIAL PRICING

FACILITY CODE	LOCATION	ADDRESS	CITY	REMEDIAL COST
F38321	Mike Nevin Clinic	380 90th St.	Daly City	\$ 1,285
F18352	EPA Gov't Center	2415 University Ave.	East Palo Alto	\$ 1,285
F39121	Cordilleras	200 Edmunds Rd.	Redwood City	\$ 1,575
F39123	Canyon Oaks	300 Edmunds Rd.	Redwood City	\$ 995
F59066	Maguire Jail	330 Bradford St.	Redwood City	\$ 1,140
F99273	Law Library Cohn Sorenson	710 Hamilton St.	Redwood City	\$ 570
F29111	Agriculture Building	728 Heller St.	Redwood City	\$ 715
F19071	COB I	455 County Center	Redwood City	\$ 2,135
F19074	COB II	555 County Center	Redwood City	\$ 2,135
F29081	Annex Building	500 County Center	Redwood City	\$ 995
F19062	Hall of Justice	400 County Center	Redwood City	\$ 1,068
F09072	Motor Pool (RWC)	County Center	Redwood City	\$ 73
F09101	Grant Yard	752 Chestnut St.	Redwood City	\$ 290
F99151	Lathrop House	627 Hamilton St.	Redwood City	\$ 995
F99079	Parking Structure	400 Middlefield Rd.	Redwood City	\$ 3,605
F29091	Weights & Measures Building	702 Chestnut St.	Redwood City	\$ 570
F19260	HSA Dist. Office	2500 Middlefield Rd	Redwood City	\$ 1,213
F99075	Child Care Center	401/403 Winslow	Redwood City	\$ 1,710
F39258	Fair Oaks Medical Clinic	2710 Middlefield Rd.	Redwood City	\$ 534
F49441	San Mateo Medical Center (Entire Campus)	222 W. 39th Ave.	San Mateo	\$ 17,722
F69415	Camp Kemp	400 Paul Scannell Dr.	San Mateo	\$ 4,040
F39433	Crime Lab	50 Tower Rd.	San Mateo	\$ 1,140
F39472	Sheriff's Commuter House	3701 Hacienda St.	San Mateo	\$ 1,710
F19401	YSC	222 Paul Scannell Dr.	San Mateo	\$ 16,635
F89522	Elections-Registration Building	40 Tower Rd.	San Mateo	\$ 1,790
F09531	Construction Service Shop	30 Tower Rd.	San Mateo	\$ 931
F69414	Children's Receiving Home -new	31 Tower Rd.	San Mateo	\$ 1,565
F79452	Central Library Building	25 Tower Rd.	San Mateo	\$ 643
F59711	No. County Detention	1050 Mission Rd.	South San Francisco	\$ 1,710
F19671	No. County Probation	1024 Mission Rd.	South San Francisco	\$ 1,710
			<b>TOTAL</b>	<b>\$ 72,485</b>





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## Remedial Inclusions

\*\*\* Mulch quantities are estimates. Partnering with San Mateo County and establishing intimate relationships with each site may yield more accurate needs. Prices calculated based on \$75/CY Wood Chips and \$85/CY Mulch. Spreading of free mulch provided to the County can also be considered.

FACILITY CODE	LOCATION	ADDRESS	CITY	INCLUSIONS
F38321	Mike Nevin Clinic	380 90th St.	Daly City	General Clean Up, 10 CY Mulch
F18352	EPA Gov't Center	2415 University Ave.	East Palo Alto	General Clean Up, 10 CY Mulch
F39121	Cordilleras	200 Edmunds Rd.	Redwood City	General Clean Up, 10 CY Mulch
F39123	Canyon Oaks	300 Edmunds Rd.	Redwood City	General Clean Up, 10 CY Mulch
F59066	Maguire Jail	330 Bradford St.	Redwood City	General Clean Up, 10 CY Mulch
F99273	Law Library Cohn Sorenson	710 Hamilton St.	Redwood City	General Clean Up, 5 CY Mulch
F29111	Agriculture Building	728 Heller St.	Redwood City	General Clean Up, 5 CY Mulch
F19071	COB I	455 County Center	Redwood City	General Clean Up, 20 CY Mulch
F19074	COB II	555 County Center	Redwood City	General Clean Up, 20 CY Mulch
F29081	Annex Building	500 County Center	Redwood City	General Clean Up, 10 CY Mulch
F19062	Hall of Justice	400 County Center	Redwood City	General Clean Up, 10 CY Mulch
F09072	Motor Pool (RWC)	County Center	Redwood City	General Clean Up
F09101	Grant Yard	752 Chestnut St.	Redwood City	General Clean Up
F99151	Lathrop House	627 Hamilton St.	Redwood City	General Clean Up, 10 CY Mulch
F99079	Parking Structure	400 Middlefield Rd.	Redwood City	General Clean Up, 30 CY Mulch, 20 - 1 gallon Plants, 10, 5 gallon plants
F29091	Weights & Measures Building	702 Chestnut St.	Redwood City	General Clean Up, 5 CY Mulch
F19260	HSA Dist. Office	2500 Middlefield Rd	Redwood City	General Clean Up, 10 CY Mulch
F99075	Child Care Center	401/403 Winslow	Redwood City	General Clean Up, 15 CY Mulch
F39258	Fair Oaks Medical Clinic	2710 Middlefield Rd.	Redwood City	General Clean Up, 5 CY Mulch
F49441	San Mateo Medical Center (Entire Campus)	222 W. 39th Ave.	San Mateo	General Clean Up, 100 CY Mulch, 100 CY Wood Chips
F69415	Camp Kemp	400 Paul Scannell Dr.	San Mateo	General Clean Up, 50 CY Wood Chips
F39433	Crime Lab	50 Tower Rd.	San Mateo	General Clean Up, 10 CY Mulch
F39472	Sheriff's Commuter House	3701 Hacienda St.	San Mateo	General Clean Up, 15 CY Mulch
F19401	YSC	222 Paul Scannell Dr.	San Mateo	General Clean Up, 100 CY Mulch, 100 CY Wood Chips, No Mow Rehab
F89522	Elections-Registration Building	40 Tower Rd.	San Mateo	General Clean Up, 20 CY Wood Chips
F09531	Construction Service Shop	30 Tower Rd.	San Mateo	General Clean Up, 10 CY Wood Chips
F69414	Children's Receiving Home -new	31 Tower Rd.	San Mateo	General Clean Up, 15 CY Mulch
F79452	Central Library Building	25 Tower Rd.	San Mateo	General Clean Up, 5 CY Mulch
F59711	No. County Detention	1050 Mission Rd.	South San Francisco	General Clean Up, 15 CY Mulch
F19671	No. County Probation	1024 Mission Rd.	South San Francisco	General Clean Up, 15 CY Mulch





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## Hourly Breakdowns

### Landscape Checklist County Center

Task/Facility	Hall of Justice	COB I	COB II	Annex Building	Parking Structure (RWC)	Total Man Hours/Week
<b>TURF/LAWN</b>						
	1.5	3	3	1	3	
Mowing/Edging	0.915	0.78	0.78	0.26	0.78	3.515
Fertilization	0.015	0.03	0.03	0.01	0.03	0.115
Obstruction Detailing	0.015	0.03	0.03	0.01	0.03	0.115
Broadleaf Control	0.015	0.03	0.03	0.01	0.03	0.115
Aeration	0.015	0.03	0.03	0.01	0.03	0.115
Over-seeding/Power Raking	0.015	0.03	0.03	0.01	0.03	0.115
<b>SHRUBS</b>						
Pruning	0.18	1.11	1.11	0.37	1.11	3.88
Spraying	0.015	0.03	0.03	0.01	0.03	0.115
Sucker Growth Control	0.015	0.03	0.03	0.01	0.03	0.115
Fertilization	0.015	0.03	0.03	0.01	0.03	0.115
<b>GROUND COVER</b>						
Detailing	0.075	0.45	0.45	0.15	0.45	1.575
Manual Weed Control	0.015	0.03	0.03	0.01	0.03	0.115
Chemical Weed Control	0.015	0.03	0.03	0.01	0.03	0.115
Snail Bait	0.015	0.03	0.03	0.01	0.03	0.115
Hypericum Mow	0	0	0	0	0	0
Fertilization	0.015	0.03	0.03	0.01	0.03	0.115
<b>TREES TO 15'</b>						
Deciduous Pruning	0.015	0.03	0.03	0.01	0.03	0.115
Evergreen Pruning	0.015	0.03	0.03	0.01	0.03	0.115
Spraying	0.015	0.03	0.03	0.01	0.03	0.115
Sucker Growth Control	0.015	0.03	0.03	0.01	0.03	0.115
Stake & Tie Inspections	0.015	0.03	0.03	0.01	0.03	0.115
<b>FLOWER BEDS</b>						
Plant Rotation/Soil Preparation	0	0	0	0	0	0
Dead/Faded bloom/Foliage/Litter Control	0	0	0	0	0	0
Died Plant Replacement	0	0	0	0	0	0
Pest Control	0	0	0	0	0	0
<b>IRRIGATION</b>						
System Adjustment	0.015	0.03	0.03	0.01	0.03	0.115
System Repairs	0.015	0.03	0.03	0.01	0.03	0.115
System Inspection	0.015	0.03	0.03	0.01	0.03	0.115
System Lateral Lines Flushing	0.015	0.03	0.03	0.01	0.03	0.115
<b>PAVED AREAS</b>						
Weed Control in sidewalks/curbs/gutters	0.015	0.03	0.03	0.01	0.03	0.115
Paved area maintenance of driveways & sidewalks	0	0	0	0	0	0
<b>LANDSCAPE SITE REVIEW</b>						
<b>Total</b>	1.5	3	3	1	3	11.5



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## Landscape Checklist County Center 2

Task/Facility	Maguire Jail	Law Library Cohn Sorenson	Motor Pool (RWC)	Child Care Center	Lathrop House	Total Man Hours/Week
<b>TURF/LAWN</b>						
	2	1	0.5	3	1	
Mowing/Edging	1.22	0	0.305	0.78	0.26	2.565
Fertilization	0.02	0	0.005	0.03	0.01	0.065
Obstruction Detailing	0.02	0	0.005	0.03	0.01	0.065
Broadleaf Control	0.02	0	0.005	0.03	0.01	0.065
Aeration	0.02	0	0.005	0.03	0.01	0.065
Over-seeding/Power Raking	0.02	0	0.005	0.03	0.01	0.065
<b>SHRUBS</b>						
Pruning	0.24	0.57	0.06	1.11	0.37	2.35
Spraying	0.02	0.01	0.005	0.03	0.01	0.075
Sucker Growth Control	0.02	0.01	0.005	0.03	0.01	0.075
Fertilization	0.02	0.01	0.005	0.03	0.01	0.075
<b>GROUND COVER</b>						
Detailing	0.1	0.26	0.025	0.45	0.15	0.985
Manual Weed Control	0.02	0.01	0.005	0.03	0.01	0.075
Chemical Weed Control	0.02	0.01	0.005	0.03	0.01	0.075
Snail Bait	0.02	0.01	0.005	0.03	0.01	0.075
Hypericum Mow	0	0	0	0	0	0
Fertilization	0.02	0.01	0.005	0.03	0.01	0.075
<b>TREES TO 15'</b>						
Deciduous Pruning	0.02	0.01	0.005	0.03	0.01	0.075
Evergreen Pruning	0.02	0.01	0.005	0.03	0.01	0.075
Spraying	0.02	0.01	0.005	0.03	0.01	0.075
Sucker Growth Control	0.02	0.01	0.005	0.03	0.01	0.075
Stake & Tie Inspections	0.02	0.01	0.005	0.03	0.01	0.075
<b>FLOWER BEDS</b>						
Plant Rotation/Soil Preparation	0	0	0	0	0	0
Dead/Faded bloom/Foliage/Litter Control	0	0	0	0	0	0
Died Plant Replacement	0	0	0	0	0	0
Pest Control	0	0	0	0	0	0
<b>IRRIGATION</b>						
System Adjustment	0.02	0.01	0.005	0.03	0.01	0.075
System Repairs	0.02	0.01	0.005	0.03	0.01	0.075
System Inspection	0.02	0.01	0.005	0.03	0.01	0.075
System Lateral Lines Flushing	0.02	0.01	0.005	0.03	0.01	0.075
<b>PAVED AREAS</b>						
Weed Control in sidewalks/curbs/gutters	0.02	0.01	0.005	0.03	0.01	0.075
Paved area maintenance of driveways & sidewalks	0	0	0	0	0	0
<b>LANDSCAPE SITE REVIEW</b>						
<b>Total</b>	2	1	0.5	3	1	7.5



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## Landscape Checklist Outer Areas

Task/Facility	Mike Nevin Clinic	EPA Gov.'t Center	No. County Probation	No. County Detention	Total Man Hours/Week
<b>TURF/LAWN</b>					
	3	3	3	3	
Mowing/Edging	0	0	0.78	0.78	1.56
Fertilization	0	0	0.03	0.03	0.06
Obstruction Detailing	0	0	0.03	0.03	0.06
Broadleaf Control	0	0	0.03	0.03	0.06
Aeration	0	0	0.03	0.03	0.06
Over-seeding/Power Raking	0	0	0.03	0.03	0.06
<b>SHRUBS</b>					
Pruning	1.71	1.71	1.11	1.11	5.64
Spraying	0.03	0.03	0.03	0.03	0.12
Sucker Growth Control	0.03	0.03	0.03	0.03	0.12
Fertilization	0.03	0.03	0.03	0.03	0.12
<b>GROUNDCOVER</b>					
Detailing	0.78	0.78	0.45	0.45	2.46
Manual Weed Control	0.03	0.03	0.03	0.03	0.12
Chemical Weed Control	0.03	0.03	0.03	0.03	0.12
Snail Bait	0.03	0.03	0.03	0.03	0.12
Hypericum Mow	0	0	0	0	0
Fertilization	0.03	0.03	0.03	0.03	0.12
<b>TREES TO 15'</b>					
Deciduous Pruning	0.03	0.03	0.03	0.03	0.12
Evergreen Pruning	0.03	0.03	0.03	0.03	0.12
Spraying	0.03	0.03	0.03	0.03	0.12
Sucker Growth Control	0.03	0.03	0.03	0.03	0.12
Stake & Tie Inspections	0.03	0.03	0.03	0.03	0.12
<b>FLOWER BEDS</b>					
Plant Rotation/Soil Preparation	0	0	0	0	0
Dead/Faded bloom/Foliage/Litter Control	0	0	0	0	0
Died Plant Replacement	0	0	0	0	0
Pest Control	0	0	0	0	0
<b>IRRIGATION</b>					
System Adjustment	0.03	0.03	0.03	0.03	0.12
System Repairs	0.03	0.03	0.03	0.03	0.12
System Inspection	0.03	0.03	0.03	0.03	0.12
System Lateral Lines Flushing	0.03	0.03	0.03	0.03	0.12
<b>PAVED AREAS</b>					
Weed Control in sidewalks/curbs/gutters	0.03	0.03	0.03	0.03	0.12
Paved area maintenance of driveways & sidewalks	0	0	0	0	0
<b>LANDSCAPE SITE REVIEW</b>					
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>



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## Landscape Checklist San Mateo

Task/Facility	San Mateo Medical Center	Sheriff's Commuter House	Children's Receiving Home (new)	Camp Kemp	Total Man Hours/Week
<b>TURF/LAWN</b>					
	12	3	2.5	2	
Mowing/Edging	0.72	0.78	0.65	0	2.15
Fertilization	0.12	0.03	0.025	0	0.175
Obstruction Detailing	0.12	0.03	0.025	0	0.175
Broadleaf Control	0.12	0.03	0.025	0	0.175
Aeration	0.12	0.03	0.025	0	0.175
Over-seeding/Power Raking	0.12	0.03	0.025	0	0.175
<b>SHRUBS</b>					
Pruning	6.84	1.11	0.925	1.14	10.015
Spraying	0.12	0.03	0.025	0.02	0.195
Sucker Growth Control	0.12	0.03	0.025	0.02	0.195
Fertilization	0.12	0.03	0.025	0.02	0.195
<b>GROUNDCOVER</b>					
Detailing	1.8	0.45	0.375	0.52	3.145
Manual Weed Control	0.12	0.03	0.025	0.02	0.195
Chemical Weed Control	0.12	0.03	0.025	0.02	0.195
Snail Bait	0.12	0.03	0.025	0.02	0.195
Hypericum Mow	0	0	0	0	0
Fertilization	0.12	0.03	0.025	0.02	0.195
<b>TREES TO 15'</b>					
Deciduous Pruning	0.12	0.03	0.025	0.02	0.195
Evergreen Pruning	0.12	0.03	0.025	0.02	0.195
Spraying	0.12	0.03	0.025	0.02	0.195
Sucker Growth Control	0.12	0.03	0.025	0.02	0.195
Stake & Tie Inspections	0.12	0.03	0.025	0.02	0.195
<b>FLOWER BEDS</b>					
Plant Rotation/Soil Preparation	0	0	0	0	0
Dead/Faded bloom/Foliage/Litter Control	0	0	0	0	0
Died Plant Replacement	0	0	0	0	0
Pest Control	0	0	0	0	0
<b>IRRIGATION</b>					
System Adjustment	0.12	0.03	0.025	0.02	0.195
System Repairs	0.12	0.03	0.025	0.02	0.195
System Inspection	0.12	0.03	0.025	0.02	0.195
System Lateral Lines Flushing	0.12	0.03	0.025	0.02	0.195
<b>PAVED AREAS</b>					
Weed Control in sidewalks/curbs/gutters	0.12	0.03	0.025	0.02	0.195
Paved area maintenance of driveways & sidewalks	0	0	0	0	0
<b>LANDSCAPE SITE REVIEW</b>					
<b>Total</b>	12	3	2.5	2	19.5





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## Landscape Checklist Tower Rd

Task/Facility	YSC	Crime Lab	Elections Registration Building	Construction Service Shop	Central Library	Total Man Hours/Week
<b>TURF/LAWN</b>						
	6	2	2	1.5	1.5	
Mowing/Edging	0	0	0.52	0	0	0.52
Fertilization	0	0	0.02	0	0	0.02
Obstruction Detailing	0	0	0.02	0	0	0.02
Broadleaf Control	0	0	0.02	0	0	0.02
Aeration	0	0	0.02	0	0	0.02
Over-seeding/Power Raking	0	0	0.02	0	0	0.02
<b>SHRUBS</b>						
Pruning	3.42	1.14	0.74	0.855	0.855	7.01
Spraying	0.06	0.02	0.02	0.015	0.015	0.13
Sucker Growth Control	0.06	0.02	0.02	0.015	0.015	0.13
Fertilization	0.06	0.02	0.02	0.015	0.015	0.13
<b>GROUND COVER</b>						
Detailing	1.56	0.52	0.3	0.39	0.39	3.16
Manual Weed Control	0.06	0.02	0.02	0.015	0.015	0.13
Chemical Weed Control	0.06	0.02	0.02	0.015	0.015	0.13
Snail Bait	0.06	0.02	0.02	0.015	0.015	0.13
Hypericum Mow	0	0	0	0	0	0
Fertilization	0.06	0.02	0.02	0.015	0.015	0.13
<b>TREES TO 15'</b>						
Deciduous Pruning	0.06	0.02	0.02	0.015	0.015	0.13
Evergreen Pruning	0.06	0.02	0.02	0.015	0.015	0.13
Spraying	0.06	0.02	0.02	0.015	0.015	0.13
Sucker Growth Control	0.06	0.02	0.02	0.015	0.015	0.13
Stake & Tie Inspections	0.06	0.02	0.02	0.015	0.015	0.13
<b>FLOWER BEDS</b>						
Plant Rotation/Soil Preparation	0	0	0	0	0	0
Dead/Faded bloom/Foliage/Litter Control	0	0	0	0	0	0
Died Plant Replacement	0	0	0	0	0	0
Pest Control	0	0	0	0	0	0
<b>IRRIGATION</b>						
System Adjustment	0.06	0.02	0.02	0.015	0.015	0.13
System Repairs	0.06	0.02	0.02	0.015	0.015	0.13
System Inspection	0.06	0.02	0.02	0.015	0.015	0.13
System Lateral Lines Flushing	0.06	0.02	0.02	0.015	0.015	0.13
<b>PAVED AREAS</b>						
Weed Control in sidewalks/curbs/gutters	0.06	0.02	0.02	0.015	0.015	0.13
Paved area maintenance of driveways & sidewalks	0	0	0	0	0	0
<b>LANDSCAPE SITE REVIEW</b>						
<b>Total</b>	6	2	2	1.5	1.5	13



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## Landscape Checklist RWC

Task/Facility	Cordilleras	Canyon Oaks	Agriculture Building	Grant Yard	Weights & Measures	Total Man Hours/Week
<b>TURF/LAWN</b>						
	5	1	2	2	1	
Mowing/Edging	2.3	0.26	0.52	0	0.26	3.34
Fertilization	0.05	0.01	0.02	0	0.01	0.09
Obstruction Detailing	0.05	0.01	0.02	0	0.01	0.09
Broadleaf Control	0.05	0.01	0.02	0	0.01	0.09
Aeration	0.05	0.01	0.02	0	0.01	0.09
Over-seeding/Power Raking	0.05	0.01	0.02	0	0.01	0.09
<b>SHRUBS</b>						
Pruning	1.1	0.37	0.74	1.14	0.37	3.72
Spraying	0.05	0.01	0.02	0.02	0.01	0.11
Sucker Growth Control	0.05	0.01	0.02	0.02	0.01	0.11
Fertilization	0.05	0.01	0.02	0.02	0.01	0.11
<b>GROUNDCOVER</b>						
Detailing	0.5	0.15	0.3	0.52	0.15	1.62
Manual Weed Control	0.05	0.01	0.02	0.02	0.01	0.11
Chemical Weed Control	0.05	0.01	0.02	0.02	0.01	0.11
Snail Bait	0.05	0.01	0.02	0.02	0.01	0.11
Hypericum Mow	0	0	0	0	0	0
Fertilization	0.05	0.01	0.02	0.02	0.01	0.11
<b>TREES TO 15'</b>						
Deciduous Pruning	0.05	0.01	0.02	0.02	0.01	0.11
Evergreen Pruning	0.05	0.01	0.02	0.02	0.01	0.11
Spraying	0.05	0.01	0.02	0.02	0.01	0.11
Sucker Growth Control	0.05	0.01	0.02	0.02	0.01	0.11
Stake & Tie Inspections	0.05	0.01	0.02	0.02	0.01	0.11
<b>FLOWER BEDS</b>						
Plant Rotation/Soil Preparation	0	0	0	0	0	0
Dead/Faded bloom/Foliage/Litter Control	0	0	0	0	0	0
Died Plant Replacement	0	0	0	0	0	0
Pest Control	0	0	0	0	0	0
<b>IRRIGATION</b>						
System Adjustment	0.05	0.01	0.02	0.02	0.01	0.11
System Repairs	0.05	0.01	0.02	0.02	0.01	0.11
System Inspection	0.05	0.01	0.02	0.02	0.01	0.11
System Lateral Lines Flushing	0.05	0.01	0.02	0.02	0.01	0.11
<b>PAVED AREAS</b>						
Weed Control in sidewalks/curbs/gutters	0.05	0.01	0.02	0.02	0.01	0.11
Paved area maintenance of driveways & sidewalks	0	0	0	0	0	0
<b>LANDSCAPE SITE REVIEW</b>						
<b>Total</b>	5	1	2	2	1	11



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## Landscape Checklist RWC 2

Task/Facility	H.S.A. District Office	Fair Oaks Medical Clinic		Total Man Hours/Week
<b>TURF/LAWN</b>				
	2.5	0.75		
Mowing/Edging	0.65	0		0.65
Fertilization	0.025	0		0.025
Obstruction Detailing	0.025	0		0.025
Broadleaf Control	0.025	0		0.025
Aeration	0.025	0		0.025
Over-seeding/Power Raking	0.025	0		0.025
<b>SHRUBS</b>				
Pruning	0.925	0.4275		1.3525
Spraying	0.025	0.0075		0.0325
Sucker Growth Control	0.025	0.0075		0.0325
Fertilization	0.025	0.0075		0.0325
<b>GROUNDCOVER</b>				
Detailing	0.375	0.195		0.57
Manual Weed Control	0.025	0.0075		0.0325
Chemical Weed Control	0.025	0.0075		0.0325
Snail Bait	0.025	0.0075		0.0325
Hypericum Mow	0	0		0
Fertilization	0.025	0.0075		0.0325
<b>TREES TO 15'</b>				
Deciduous Pruning	0.025	0.0075		0.0325
Evergreen Pruning	0.025	0.0075		0.0325
Spraying	0.025	0.0075		0.0325
Sucker Growth Control	0.025	0.0075		0.0325
Stake & Tie Inspections	0.025	0.0075		0.0325
<b>FLOWER BEDS</b>				
Plant Rotation/Soil Preparation	0	0		0
Dead/Faded bloom/Foliage/Litter Control	0	0		0
Died Plant Replacement	0	0		0
Pest Control	0	0		0
<b>IRRIGATION</b>				
System Adjustment	0.025	0.0075		0.0325
System Repairs	0.025	0.0075		0.0325
System Inspection	0.025	0.0075		0.0325
System Lateral Lines Flushing	0.025	0.0075		0.0325
<b>PAVED AREAS</b>				
Weed Control in sidewalks/curbs/gutters	0.025	0.0075		0.0325
Paved area maintenance of driveways and sidewalks	0	0		0
<b>LANDSCAPE SITE REVIEW</b>				
<b>Total</b>	2.5	0.75		3.25



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## Statement of Qualifications

Jensen Corporate Holdings, Inc. is a \$42 million dollar landscape corporation comprised of four wholly-owned subsidiaries with over 400 employees. Our maintenance companies, Jensen Landscape Services, Inc. (JLS) and Huppe Landscape Company (HLC), and our construction companies, Jensen Corporation Landscape Contractors (JC) and Jensen Landscape & Construction Company (JLCC), are the industry leaders throughout Northern California. Our excellent service and outstanding customer support have driven our consistent growth for more than forty years.

Jensen is an employee-owned company. Our corporate culture generates an increased dedication to customer service, a sense of personal pride and ownership, a solidified team atmosphere and reduced employee turnover. We pride ourselves in the quality of our work and are dedicated to delivering a superior level of service. We provide award-winning expertise in the landscape maintenance and landscape construction industry.

Jensen brings the sophistication, processes and efficiencies of a large company with the benefit of a local presence and intimate knowledge of the Bay Area. Whether you are an owner, manager, or general contractor; Jensen provides you with high quality landscape construction and maintenance services. We utilize the latest technology and best management practices to assist you in reaching your goals.

### Commitment to Sustainable Design

Jensen has partnered with our clients to assist them with their corporate goals to create more sustainable landscapes and support LEED recognition. Notable clients Adobe and Pleasanton Corporate Commons.

### Licenses and Certifications

We provide our staff with extensive training and development opportunities to support our rigorous standards established for maintenance techniques and processes.

Staff	Number of
C27 Landscape Contractors License	5
Certified Landscape Professionals	2
Certified Landscape Technicians	10
Certified Master Water Auditors	6
Recycled Water Site Supervisor Certification	7
Pest Control Advisors	2
Qualified Applicators License/Certificate	13
Certified Playground Safety Inspector	1
Certified Arborist	2
Red Cross Certified CPR and First Aid	6
B.A./B.S./A.A. Degree in Horticulture or related field	16
LEED Accredited Professional	1





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### **Integrated Pest Management**

Jensen's Integrated Pest Management Program:

- ◆ Uses monitoring, preventative and best practice/least risk philosophy
- ◆ Uses slow release fertilizers for balanced and consistent delivery of nutrients
- ◆ Uses preventative and low-risk, environmentally safe products for weed, disease or insect invasion
- ◆ Uses biological control whenever possible for prevention and control of pests

### **Emergency Response**

We are available for 24 hour/7 day emergency service through a custom answering service linked to our main office number. An operator will take your detailed message and dispatch to our on-call technician. In the event of an emergency, our on-call technician will return your call, assess the situation and perform any duties necessary to stabilize the situation.

## NONCOLLUSION DECLARATION


Project: (Jensen Landscape Management Agreement)

### The undersigned declares:

I am the Executive V.P. of Jensen Landscape Systems the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

"[I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 10-2-13 date], at 1983 Concourse DR. city], San Jose state]." CA

  
\_\_\_\_\_  
Signature

EXECUTIVE VICE PRESIDENT  
\_\_\_\_\_  
Title