

600 North Tenth Street
Sacramento, CA 95811
calottery.com



October 20, 2009

RE: Invitation for Bid (IFB) Landscaping Services

All Interested Parties and Prospective Bidders:

The California State Lottery (Lottery) is issuing the attached Invitation for Bid (IFB) to invite responses from qualified bidders to provide Landscaping Services at the Lottery's Headquarters located at 600 North 10th Street, Sacramento, CA. **Landscaping Services must be performed on weekends.**

This IFB is open to all bidders who at the time of the bid submission meet the following minimum qualifications:

1. Have a minimum of three (3) years experience as a licensed business performing similar services to that specified in Exhibit A, Scope of Services;
2. Have a current and active California State Contractor's License C-27 classification license, Maintenance Gardener Pest Control business license, and Qualified Applicator Certificate-Category B, Landscape Maintenance for the past three (3) years.
3. Can provide Landscape Maintenance Services as described in Exhibit A, Scope of Services weekly on Saturday or Sunday.

Please read the IFB thoroughly and complete and return all required forms to ensure your proposal is in compliance. Required documents are Attachment 1 Work Price Sheet, Attachment 2 Price Proposal and Attachment 3 Small Business & Disabled Veteran Business Enterprise Program Form (if applicable). Proposals are due no later than **November 17, 2009 at 3:00pm**. Late proposals will not be accepted.

There will be a mandatory walk through on Thursday, October 29, 2009 at 10:00 am. Please report to the Lottery Headquarters Complex at 600 North 10th Street, sign in with the guard and wait in the lobby for an escort.

If you have any questions, please contact me at (916) 322-6723 or cuhlenhop@calottery.com.

I look forward to your participation in this process.

Sincerely,

Colleen Uhlenhop
Contract Manager

Attachments



Invitation for Bid

Landscaping Maintenance Services

October 20, 2009

CALIFORNIA STATE LOTTERY
600 NORTH 10TH STREET
SACRAMENTO, CA 95811

GENERAL INFORMATION

A. Purpose

The California State Lottery (Lottery) is inviting bids from qualified bidders to provide Landscape Maintenance Services located at 600 North 10th Street, Sacramento, California on **Saturdays or Sundays only**. The contract term will be two (2) years with an option to extend up to one (1) additional year under the same terms and conditions and at the sole discretion of the Lottery. By submitting a proposal, bidders certify they meet all minimum qualifications and requirements at the time of bid submission. Proposals are due no later than **November 17, 2009 at 3:00pm**. Late proposals will not be accepted.

B. Bidder Qualifications

This IFB is open to all bidders who, at the time of proposal submission, meet the following minimum qualifications:

1. Have a minimum of three (3) years experience as a licensed business performing similar services to that specified in Exhibit A, Scope of Services;
2. Have a current and active California State Contractor's License C-27 classification license, Maintenance Gardener Pest Control business license, and Qualified Applicator Certificate-Category B, Landscape Maintenance for the past three (3) years.
3. Can provide Landscape Maintenance Services as described in Exhibit A, Scope of Services weekly on Saturday or Sunday.

C. Term of Contract

The term of the contract will be two years with the Lottery's option to extend the term of this contract under the same terms and conditions for up to one additional year from the contract's expiration date.

E. Price Evaluation

Bidder shall complete and submit Attachment 2, Price Proposal, as provided herein. Any changes made to the Price Proposal, including but not limited to exceptions, deletions, and additions, may be the basis for rejection of the proposal. The basis of the bid award prior to application of any small business preference is the lowest price for landscaping maintenance services for Lottery Headquarters Complex located at 600 North 10th Street, Sacramento. The lowest monthly service price will be computed by adding the Monthly Service price for Landscaping Services (A) to the Hourly Services Rate (B) (x 5) and Emergency Services (C) (x 3). The multiplied rates for hourly and emergency services are based on the Lottery's estimated need for hourly or emergency services in a typical month. In the case of a tie, the lowest Monthly Rate will be the determining factor.

The Lottery reserves the right to reject any and all bids.

F. Small Business Preference

The Small Business Procurement and Contract Act (Gov. Code Section 14835, et seq.) require that a fair share of the State's purchases and contracts for goods and services be placed with small business enterprises. In carrying out this mandate, the Lottery will use the "five percent small business preference" in determining the lowest cost proposal. If the lowest cost proposal is not submitted by a small business firm, the five percent (5%) will be applied to all certified small business proposals by deducting five percent (5%) of the lowest non-small business responsive proposal, but not more than \$50,000.

The five percent (5%) preference is used only for computation purposes and will not alter the amounts of the actual cost proposals.

To be eligible for the Small Business Preference as a "small business", a company must be an independently owned and operated business, not dominant in its field of operation, with its principal place of business located in California and officers domiciled in California, and which together with affiliates is:

- A service, construction or non-manufacturer with 100 or fewer employees and an average annual gross receipts of twelve million dollars (\$12,000,000) or less over the previous three years, **or**
- A manufacturer with 100 or fewer employees. A manufacturer is a business that is:
 - (1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products; and
 - (2) Classified between Codes 2000 to 3999, inclusive, of the Standard Industrial Classification (SIC) Manual published by the United States Office of Management and Budget, 1987 edition.

"Microbusiness" is a small business that, together with affiliates, has average annual gross receipts of two million seven hundred fifty thousand dollars (\$2,750,000) or less over the previous three years, or is a manufacturer, as defined above, with 25 or fewer employees.

If a proposing Bidder is currently certified as a small or microbusiness by the Department of General Services, Office of Small Business and DVBE Services, or any city, county, federal, etc. certifying office, only a copy of that certification is required (to obtain information on how to become certified small or microbusiness, visit the DGS website at www.pd.dgs.ca.gov/smbus).

If you have questions, please call the Lottery's Contract and Procurement Services Section at (916) 322-0007.

G. Mandatory Walk Through

There will be a mandatory walk through on Thursday, October 29th at 10:00am. Please report to the Lottery Headquarters Complex at 600 North 10th Street, sign in with the guard and wait in the lobby.

H. Construction

On December 1, 2009, the Lottery will begin construction of their new headquarters complex where the 700 N. 10th Street building is currently located. Therefore, the current parking lot will be reduced and landscape services will not be required for that portion of the parking lot. Once the building is complete a new IFB and contract will be completed to include the new landscaping and its requirements. Please see Exhibit B for details of the parking lot that will need services.

Exhibit A

SCOPE OF SERVICES

LANDSCAPE MAINTENANCE SERVICES

Contractor shall provide all labor, tools, equipment, vehicles and supplies required to perform the services described hereunder at the Lottery Headquarters Complex located at North 10th Street, Sacramento, California. A plan showing the buildings and parking lots is included herein as Exhibit B.

Contractor shall perform the services as agreed upon by the Lottery Contract Manager and the contractor upon execution of the contract. Work is to be completed on **Saturday or Sunday**. If an observed holiday falls on a weekend, the services may be performed on Friday or Monday.

Contractor shall submit to the Lottery Contract Manager a list including the name of the manufacturer, brand name, material safety data sheets and intended use of each of the materials to be used in the performance of work. Contractor shall not use any material without prior Lottery Contract Manager's approval.

GENERAL

1. It is the contractor's responsibility to maintain the overall grounds in a neat and clean condition, to comply with any local landscape ordinances, and to pick up bottles, cans, and other debris each regularly scheduled visit. Contractor shall collect and haul away clippings, trimmings, cuttings and refuse within the same day of service.
2. Lottery shall purchase and replace any plants and shrubs that die of natural causes or are lost through theft or abuse by the public during the contract period. Contractor will take immediate action to prevent death of plants. Prior to any replacements of plants, the contractor must obtain Lottery's Contract Manager's approval. Lottery Contract Manager shall make the final determination of cause.
3. Competent, trained landscaping personnel are to be utilized for this contract.
4. Sidewalks and paved areas shall be cleared of all debris or soil. All cracks in sidewalks, curbs, street gutters, parking lots, and other paved areas shall be kept weeded. Any eroded soil areas shall be repaired by the replacement of topsoil to bring them back to original grade, as required.

LAWN AREAS

1. Turf Maintenance

A. Turf Mowing

- (1) The contractor, prior to mowing, shall remove all papers, rubbish and debris.
- (2) All turf shall be mowed to maintain a uniform height of no more than 2-½ inches. Turf shall be mowed **one time per week** between February 15 and November 15. Turf shall be mowed **one time every other week, or whenever necessary**, between November 16 through February 14.
- (3) No more than 1/3 of the blade length of the grass is removed per mowing. Mowing patterns shall be neat and straight. **The use of riding mowing equipment is prohibited.**

B. Turf Trimming

- (1) Trimming around irrigation heads shall be done as necessary to provide proper water coverage and head operation. String edger may be used as needed around poles, against sound walls and around controller enclosures, etc.

C. Turf Edging

- (1) All turf shall be mechanically edged along the entire perimeter. Turf shall be edged **one time per week** between February 15 and November 15. Turf shall be edged one time **every other week** between November 16 through February 14.
- (2) Tree wells in lawn areas shall have minimum 18-inch radius from tree trunk, clear and void of turf and weeds. Chemical sprays or string edges may be used but care shall be taken not to damage tree trunks. Damage to trees will result in contractor replacing the tree at contractor's expense. Protective wraps will be used around the saplings and mature trees in order to protect them from damage while string edging.

D. Dethatching and Seeding

- (1) **Once per year**, in September, the Bermuda type grass of the lawn area will be dethatched using a powered vertical mower. The dethatching equipment will enter the soil to a depth of 1/4 inch. Contractor will remove and dispose of all debris at an approved public or commercial dumpsite.
- (2) Dormant-type grasses such as Bermuda grass will be over seeded with Premiere Rye grass in the fall at a rate of 6 pounds per 1,000 square

feet to maintain an attractive, green turf year round. Grass seed shall be top dressed when applied to sparse areas.

E. Aeration

- (1) Following dethatching, the entire lawn area will be aerated. The aerator will remove cores without tearing or damaging the turf. Coring tines will be 1/2 inch diameter, set no more than six inches on center, and shall remove cores of at least two inches in depth.
- (2) All turf areas shall be aerated **two times per year**, in April and September. A coring-type aerator shall be used and all sprinkler heads must be flagged prior to aeration. The contractor shall provide all materials, equipment and labor.
- (3) Following aeration, the contractor shall fertilize the entire lawn with a balanced type fertilizer containing phosphorous, potassium and nitrogen. The fertilizer application rate will be calculated to supply one pound of nitrogen per 1,000 square feet of area. Application of fertilizer shall be by broadcast equipment. Application by hand is not allowed.
- (4) Immediately following fertilizer application, the contractor will thoroughly water the entire lawn area to prevent fertilizer burn.

F. Turf Fertilization

- (1) Turf shall be fertilized three times per year with a slow release type 30-3-9, with two times a year in the cool season. In March, June and September where drips systems exist, the fertilizer shall be watered into the soil within three days of application, using a hose if necessary or water truck if necessary. The contractor may use dissolvable fertilizer tablets deposited into the wye-filter with prior approval of the Lottery Contract Manager. The contractor shall use tablets produced for this type of application and with the NPK values stated in the above paragraph.
- (2) The contractor shall notify the Lottery Contract Manager 48 hours in advance of application date.
- (3) Cultivate planting areas as necessary for appearance, control and proper aeration of the soil to ensure aesthetic quality. Apply approved fertilizers, weed, and fungus controls as seasonally necessary. Planting adjacent to the parking lot curbs shall be tapered back to allow for the opening of a car door without being blocked or causing damage to the vehicle or the plants.

G. Turf Weed Control

- (1) The turf areas shall be kept free of weeds at all times during the entire term of the contract. Weeding may be done manually or by use of selective weed killers. Extreme caution not to damage any other plants shall be observed when selective weed killers are used. If a chemical application is used it shall only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Should damage to plants occur the contractor shall replace those plants at no cost to the Lottery.
- (2) Weeds that reach a height of four-inch (4") or more shall be manually removed. Chemical spraying shall not be permitted for weeds exceeding 4" in height. All weed debris shall be removed from the area.

2. Litter Removal

A. Landscape Area

- (1) Landscaped areas shall be cleared of all litter, i.e., paper, rubbish, and debris, **one time per week** during the contract term. No debris shall be swept onto roadways or walkways or into shrubs or against the buildings. All litter removed shall be disposed of at the contractor's expense.
- (2) Enclosures shall be considered planting areas and shall be cleared of litter **one time per week**. Where enclosures do exist, maintained wells are considered to be three inches (3") diameter circle from the center point of the plant.
- (3) All mulch, mini-bark, river rock, sand, and decomposed granite shall be kept within the planter areas and cleaned from walks and gutters.

B. Cuttings and Trimmings Removal

All cuttings, trimmings and leaf debris shall be removed from the site one time per week during the entire contract term. No debris or cuttings shall be blown onto roadway walkways. All debris removed shall be disposed of at the contractor's expense. An on-site dumpster is permissible for on-site debris at the contractor's expense. The location of the dumpster is to be approved by Lottery Contract Manager.

C. Sidewalk and Gutter Litter Removal

Sidewalks, gutters, pavers, paved areas and decomposed granite adjacent or within the site shall be cleared of all litter, e.g., paper, rubbish, and debris during scheduled services during the entire contract term. No debris or

cuttings shall be blown onto roadways or walkways. All litter removed shall be disposed of at the contractor's expense.

D. Rock Blanket Weed Control

Weeding may be done manually or by use of selective weed killers. Extreme caution not to damage any other plants shall be observed when selective weed killers are used. If chemical application is used it shall only be done in accordance with the State and Federal Pesticide Hazardous Chemical regulations. Should damage to plants occur, the contractor shall replace those plants at no cost the Lottery.

E. Fence Line Weed Cleaning

Fence lines shall be cleared of weeds **two (2) times per year** or as directed by Lottery Contract Manager. Weeding may be done manually or by use of selective weed killers as recommended by a Pest Control Advisor. Extreme caution not to damage any other plants shall be observed when selective weed killers are used. If chemical application is used it shall only be done in accordance with the State and Federal Pesticide Hazardous Chemical regulations. Should damage to plants occur, the contractor shall replace those plants with no cost to the Lottery.

3. Ground Cover and Vines

A. Pruning

- (1) Groundcovers and vines shall be pruned as needed or as directed by the Lottery Contract Manager.
- (2) Vines shall be pruned to within four (4) inches of the face and top of the sound wall located at the Lottery's cafeteria patio. Vines shall be pruned at the bottom of the sound wall to eliminate horizontal growth into planting areas. Extreme care shall be taken to protect vine base shrubs; replacement for vines or shrubs damaged due to contractor's activities shall be the contractor's responsibility.
- (3) Ivy and ground cover shall be maintained at approximately eighteen inches (18") height and trimmed back to keep within planted areas and not overhang on curbs or HVAC pads. The building surfaces are to be kept free of ivy.
- (4) All ground cover areas are to be kept weed and grass free.

B. Edging

Groundcovers shall be edged two (2) times per month, along sidewalks, mow strips and edges between groundcover and other plant material types throughout the contract term.

C. Fertilization

- (1) Fertilizer shall be applied **once per year** in the spring. Fertilizer shall be homogenized time release pellet type, as directed and approved by the Lottery Contract Manager. Each application shall be at a rate of six (6) pounds per one thousand (1,000) square feet.
- (2) Where drips systems exist, the fertilizer shall be watered into the soil within three days of application, using a hose or water truck if necessary. The contract may use dissolvable fertilizer tablets deposited into the wye filter with prior approval of the Lottery Contract Manager.

4. Shrubbery

- A. Pruning of shrubs shall be performed **once a month** to shape, particularly to correct misshaping. Pruning of shrubs shall be performed **as needed to:**
- (1) Raise the lower branches of shrubs above vehicle obstruction height wherever they grow over medians and roadways and where they encroach onto walkways and paved areas.
 - (2) Remove sucker, water sprouts and other undesirable growth on shrubs.
 - (3) Insure proper growth and control. Qualified professional personnel using approved methods and techniques shall do all pruning. Shrubs shall be cleanly cut with no tearing of the bark. Shrubs are to be allowed to take their natural shape whenever possible. Contractor shall provide replacement shrubs, at contractor's expense, if shrubs are damaged.
 - (4) Provide a healthy natural growth pattern of each variety of tree, vine, or shrub. Thinning of branch growth shall be accomplished as needed to provide for free air circulation through the remaining limbs and branches. All pruning shall be accomplished in accordance with International Society of Arborists Standards.
 - (5) Provide clearance and free air circulation around the plant and to allow the new foliage to grow out naturally and reduce the amount of pruning required. Shrubs call be pruned back from walls and pavement by two (2) feet from the structure to
 - (6) Maintain at a three-(3)-foot maximum height.

5. Trees

A. Tree Pruning

- (1) Trees are to be pruned to clear fences, vehicles, traffic lanes, building walls, windows and doorways. **Consideration is to be made to provide unobstructed views from Lottery security cameras.**
- (2) Trees shall only be pruned up to fifteen (15') feet when directed by the Lottery Contract Manager. Pruning of trees shall be performed **two times per year** to shape; particularly to correct misshaping caused by winds. Pruning of trees shall be performed as needed to:
 - a. Raise the lower branches of trees above vehicle obstruction height wherever they overhang medians and roadways.
 - b. Where they encroach onto walkways and paved areas.
 - c. Remove suckers, water sprouts, and other undesirable growth.
 - d. Remove all dead and/or damaged branches and branches that are rubbing on wall or fences.
 - e. Eliminate any visibility obstruction at corners and/or intersections.
 - f. Trees located along buildings will be kept pruned at a minimum of (3') three feet from the buildings at all times.
- (3) Minor tree pruning on young trees shall be included in the base bid and performed as directed by the Lottery.
- (4) Trees shall be pruned to insure proper growth and control. Qualified professional personnel, using the American National Standard for tree pruning (ANSI, A300), approved methods and techniques shall do all pruning. All pruning cuts shall be made beyond, and close to, the branch collar ring. Trees shall be clean cut with no tearing of the bark. Trees shall be allowed to take their natural shape whenever possible. The contractor shall provide replacement trees, at contractor's expense, if trees are "topped" or if the ANSI, A300 is not met.
- (5) Young trees shall be pruned to select and develop permanent scaffold branches that are smaller in diameter than the trunk or the branch to which they are attached. They must have vertical spacing of from 18 to 48 inches and radial orientation so as not to overlay one another. Under no circumstances will stripping of the lower branches ("raising-up") of young trees be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote caliper trunk growth (tapered trunk). Lower branches can be cut to the

branch collar of the trunk only after the tree is able to stand erect without staking or other support.

- (6) Evergreen trees shall be thinned and shaped only when necessary to prevent wind and storm damage.

B. Tree Staking

- (1) The contractor shall maintain existing stakes, ties and protective devices and provide replacement at all times during the entire contract term, on all young trees until such time as they are no longer needed for support. The contractor shall remove the stakes at this time, at no additional cost. Special care shall be taken to avoid any damage to tree trunks or branches by ties and stakes. Staked trees shall be inspected weekly to prevent such damage. The contractor shall replace any plant material damaged due to negligence or lack of proper inspections at the contractor's cost.

C. Tree Fertilization

- (1) Trees shall be fertilized **once per year** in March. Fertilizer shall be homogenized time release pellet type containing 15% nitrogen, 15 phosphorous and 15% potassium by weight or as directed/ approved by the Lottery Contract Manager. Each application shall be at a rate of four (4) pounds per one thousand (1,000) square feet. The contractor shall provide an annual fertilization schedule to be approved by the Lottery Contract Manager.
- (2) Where drips systems exist, the fertilizer shall be watered into the soil within three days of application, using a hose or water truck if necessary. The contractor may use dissolvable fertilizer tablets deposited into the wye-filter with prior approval of the Lottery Contract Manager.
- (3) The contractor shall notify the Lottery Contract Manager 48 hours in advance of application date.

6. Flowers

Annuals are to be changed on a quarterly basis in planters at the entrance to the building, first parking lot driveway and at the flag poles. The cost of the annuals is to be paid by the contractor. Apply approved fertilizers, weed controls, insecticides, and fungicides as seasonally necessary.

7. Weed Control

The landscape areas shall be kept free of weeds at all times during the entire term of the contract. Weeding may be done manually or by use of selective weed killers recommended by a Pest Control Advisor (PCA). Extreme caution not to damage any other plants shall be taken when selective weed killers are used. If a chemical

application is used it shall only be done in accordance with State and Federal Pesticide/Hazardous Chemical regulations. Should damage to plants occur, the contractor shall replace those plants at no cost to the Lottery.

8. Landscape, Disease and Weed Control

- A.** It shall be the contractor's responsibility to keep the area free of fungus and disease, **at all times**. Any pesticides used must be on the State Department of Agriculture's approved list.
- B.** The contractor shall have all the current, valid permits and licenses legally required before any pesticides are used. The contractor shall maintain an application on site and Material Safety Data Sheets (MSDS) for all chemicals used on site. MSDS, permits and licenses shall be available for review at any time by the Lottery.
- C.** The Lottery Contract Manager shall be notified 48 hours prior to the expected date of application of any pesticides. All spraying shall be done with extreme care to avoid over spray and any hazard or damage to any person or adjacent property area. The contractor shall be responsible for restitution or repair of any hazard or damage.

9. Irrigation Management

A. Inspection of Systems

- (1) All irrigation heads and controllers shall be checked **monthly**, at a minimum, for proper operation. The contractor shall adjust automatic controller programs **at all times** for seasonal water requirements. The contractor shall keep all irrigation heads clean of flow impediments and adjusted properly **at all times**.
- (2) The contractor shall be responsible for the management of the irrigation. Irrigation programming shall be the responsibility of the contractor and may be directed by the Lottery Contract Manager to maintain proper growth in all areas. Irrigation shall be applied at hours which will insure that traffic and pedestrian access is not disturbed. Watering shall be controlled to prevent runoff, ponding, and overwatering.
- (3) Contractor shall insure that irrigation system operations shall be performed according to county, local water agency and district policies and ordinances. These policies may regulate day of week, frequency, or time-of-day watering. It is the contractor's responsibility to water within these policies.
- (4) Before beginning services under the contract, contractor shall inspect all systems for present damage or incorrect operation. The Lottery shall pay for repairs at the hourly service rate. Contractor will make

adjustments and settings to automatic controllers to establish frequency and length of watering periods.

- (5) The contractor shall inspect the lawn irrigation systems after each mowing to ensure proper adjustment and to correct any possible damage done by mowing machines. In addition, the irrigation systems shall be thoroughly inspected by the contractor once each month by turning on the time clocks at each station and visually checking the operation, accuracy of spray and proper timing of each sprinkler head.
- (6) Timers shall be checked monthly to ensure they are properly set.
- (7) Repairs
 - a. Repairs to the irrigation systems will be necessary during the life of the contract. Such repairs must be authorized in advance by the Lottery Contract Manager.
 - b. The contractor shall provide repairs at Unit Prices for the items listed. If the item is not listed in the Unit Price Schedule, the contractor shall provide repairs at the hourly rates as bid for labor plus equipment and the cost of materials. If repair work is not included on the unit price bid, the contractor shall provide an estimate for the total labor hours, an itemized list of material and cost, and a "Not to exceed" cost for authorization. Repairs shall only be made with an approved Work Proposal (see sample Exhibit D – document to be agreed upon by bidder and Contract Manager) Irrigation repair billing shall indicate Work Proposal approval, location of work, and description of work, including unit prices.

B. Maintenance

- (1) Labor for proper maintenance of sprinkler system is to be supplied by the contractor, excluding electrical. Sprinkler heads will be cleaned, adjusted, repaired and maintained at the proper height by the contractor to ensure that they are working and irrigating properly. All repair work shall be reported to the Lottery's Contract Manager for prior approval. Emergency repairs must be reported as soon as possible.
- (2) Expenses due to damage or abuse of the irrigation system by the public or wildlife will be borne by the Lottery for replacement of parts. Labor is to be provided by the contractor. Expenses due to damage or abuse of irrigation system caused by the contractor or the contractor's employees shall be borne by the contractor.
- (3) Cut back all shrubs, ground cover, and remove all foliage from electrical sprinkler valve boxes, quick connect hose connections, in-ground utility boxes, sprinkler heads and parking signs to keep them clear and visible.

C. Irrigation

- (1) Watering cycles shall be timed to cause the least inconvenience to the building occupants and visitors and to prevent runoff of excess water. It is desirable to cycle the system two to three times during a watering period to prevent run-off.
- (2) When watering lawns and shrubs, contractor must insure that sprinkler heads are adjusted to properly cover the appropriate areas. Sprinkler head nozzles shall be clean so water is distributed evenly. The contractor is responsible for insuring that all lawns, ground covers, shrubs and trees are adequately watered at all times. During prolonged periods of drought, watering guidelines established by local water districts shall apply. Hoses and sprinklers shall irrigate the grounds when irrigation systems are not installed or operating.
- (3) All outdoor watering is to be in compliance with the City of Sacramento regulations.

10. Initial Service

- A.** A thorough inspection of the premises shall be conducted to locate any infestation and intensive treatment will be instituted to eliminate existing problems during the first month of the contract.
- B.** The contractor must implement a continuous program for the control and eradication of weeds, plant diseases and other problems normal to grounds maintenance.

C. Follow-up Service

Additional inspections and treatment will be made as needed by persons Licensed and Certified by Department of Pesticide Regulations (DPR) with Category B Certificate.

To safeguard life and property, pesticides, herbicides and other toxic materials will not be stored on Lottery property unless approved by the Contract Manager. The contractor shall maintain a MSDS for all chemicals used on site.

11. Atrium

The contractor shall maintain the atrium by ensuring plants, shrubs, and trees are watered regularly and that they are properly trimmed.

12. Remedial Services

The contractor shall provide remedial services when verbally requested by Contract Manager. Materials are to be provided at cost and the invoices for

materials submitted with Lottery's monthly invoice. Remedial services are considered non-emergency repairs or improvements, such as repair or improvement of irrigation system or addition of shrubbery at Lottery's request. These services may be performed during regularly scheduled visits.

13. Emergency Services

The contractor shall provide emergency services to the Lottery seven days a week, within two hours of verbal notification. Materials are to be provided at cost and the invoices for materials submitted with Lottery's monthly bill. For the purpose of this contract, an emergency is defined as any situation that requires immediate repair in order to alleviate any interference with or harm to Lottery buildings or property.

14. Base Bid Schedule

This schedule includes bid items to be maintained by the contractor. The contract shall bid a Monthly Maintenance Cost based on the performance requirement as described in Exhibit A, Scope of Services.

15. Instructions to bidders to enter the amounts on Attachment 1

- A.** Item 1 - Hourly rate for any unscheduled work. The hourly rate shall include prevailing wages, payroll taxes, fringe benefits, insurance, administrative overhead, profit, and cost of tools, equipment, fuel, repairs, transportation of labor and equipment.
- B.** Item 2 – Hourly rate for unscheduled work for lead person or irrigation technician. Unscheduled Work may include any work related to repairs or improvements within the contract locations. The hourly rate quoted shall include prevailing wages, payroll taxes, fringe benefits, insurance, administrative overhead, profit, and cost of tools, equipment, fuel, repairs, transportation of labor and equipment.
- C.** Item 3 - Unit price for replacement of a 15-gallon tree. The unit price shall include labor, removal of dead material, furnishing and planting of a new material and a 90-calendar day guarantee period.
- D.** Items 4 and 5 - Unit price for replacement of a 5-gallon shrub or a 1-gallon shrub, ground cover, or vine. The unit price shall include, labor, removal of dead material, furnishing and planting of new material and a 90-calendar day guarantee period
- E.** Item 6 - Unit price to install one flat of groundcover (minimum 64 count). The unit price shall include, labor, removal of dead material, furnishing and planting new material and a 90-calendar day guarantee period.

- F.** Item 7 - Unit price for planting a square foot of sod. The unit price shall include labor, remove of dead turf, preparing the soil by rototilling to a depth of four inches, finish grading, fertilization and placing and watering of the sod.
- G.** Item 8 - Unit price for provided and installing the irrigation equipment listed below. The unit price shall include all labor, material, and equipment necessary to install the replacement.
1. Rainbird # 1804-PRS-SAM
 2. Rainbird # 1812-PRS-SAM
 3. Hunter PGP series 4" pop up gear driven rotor
 4. Hunter PGP series 6" pop up gear driven rotor
 5. Rainbird #1400 series pressure compensating flood bubbler
 6. Toro FB-50PC series stream bubbler
 7. Olson #1704_EH-12 drip emitter
 8. Rainbird XBD Xeribird emitter
 9. Pepco Octabubbler emitter
 10. Drip irrigation wye filter-1"
 11. Drip irrigation pressure regulator
 12. Rainbird #44 LRC Quick Coupler
 13. Automatic remote control valve
 14. Rainbird plastic 1-1 ½" Automatic remote control valve
 15. Rainbird plastic 2" Automatic remote control valve
 16. 1/2 " fittings
 17. 3/4" fittings
 18. 1" fittings
 19. 1 ¼" fittings
 20. 1 ½" fittings
 21. 2" fittings
 22. 2 ½" fittings
 23. 3" fittings
 24. Quick fix repair tools
 25. 1/2 " pipe
 26. 3/4" pipe
 27. 1" pipe
 28. 1 ¼" pipe
 29. 1 ½" pipe
 30. 2" pipe
 31. 2 1/2 " pipe
 32. 3" pipe
- H.** Item 9 - Unit price to provide one cubic yard of shredded bark mulch. Mulch shall be approved by the Lottery Contract Manager prior to installation. The unit price shall include material, labor and equipment to install shredded bark mulch. "Gorilla Hair" bark shall not be used.

Exhibit B
PARKING LOT LAYOUT

Exhibit C

SMALL BUSINESS PREFERENCE

Exhibit D
SAMPLE
WORK PROPOSAL

Proposal Submitted To California State Lottery	Contact Colleen Uhlenhop	Date
Street	Property/Job#	Phone # (916) 322-6723
City, State, Zip	Description	Fax (916) 323-8107

DESCRIPTION AND COST

<p>We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:</p> <p style="text-align: center;">DOLLARS:</p>
<p>Payment to be made as follows:</p>
<p>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by Workmen’s Compensation Insurance.</p>
<p>Vendor’s Authorizing Signature _____</p> <p style="text-align: center;">NOTE: This proposal may be withdrawn by us if not accepted within 30 days.</p>

ACCEPTANCE OF PROPOSAL	Signature _____
The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.	Date Accepted _____

Vendor _____

**Attachment 1
Work Price Sheet
(Page 1 of 2)**

1. Crew member's hourly rate for unscheduled work \$ _____
2. Lead person or Irrigation technician's rate for unscheduled work \$ _____
3. 15-Gallon tree replacement \$ _____
4. 5-Gallon shrub replacement \$ _____
5. 1-Gallon shrub replacement \$ _____
6. One flat of groundcover (Minimum 64 count) \$ _____
7. One square foot of sod \$ _____
8. Unit cost for providing and installing following
 - Rainbird #1804-PRS-SAM \$ _____
 - Rainbird #1812-PRS-SAM \$ _____
 - Hunter PGP series 4" pop up gear driven rotor \$ _____
 - Hunter PGP series 6" pop up gear driven rotor \$ _____
 - Rainbird #1400 series pressure compensating flood bubbler \$ _____
 - Toro FB-50PC series stream bubbler \$ _____
 - Olson #1704_EH-12 drip emitter \$ _____
 - Rainbird XBD Xeribird emitter \$ _____
 - Pepco Octabubbler emitter \$ _____
 - Drip irrigation wye-filter-1 \$ _____
 - Drip irrigation pressure regulator \$ _____
 - Rainbird #44 LRC Quick Coupler \$ _____
 - Automatic remove control valve \$ _____

Vendor _____

**Attachment 1
Work Price Sheet
(Page 2 of 2)**

- Rainbird plastic 1-1 ½ Automatic remote control valve \$ _____
- Rainbird plastic 2" Automatic remote control valve \$ _____
- ½" fittings \$ _____
- ¾" fittings \$ _____
- 1" fittings \$ _____
- 1 ¼" fittings \$ _____
- 1 ½" fittings \$ _____
- 2" fittings \$ _____
- 2 ½" fittings \$ _____
- 3" fittings \$ _____
- Quick Fix Repair Tools \$ _____
- ½" pipe \$ _____
- ¾" pipe \$ _____
- 1" pipe \$ _____
- 1 ¼" pipe \$ _____
- 1 ½" pipe \$ _____
- 2" pipe \$ _____
- 2 ½" pipe \$ _____
- 3" pipe \$ _____
- 9. Provide one cubic yard of shredded bark mulch \$ _____

Vendor _____

**Attachment 2
PRICE PROPOSAL**

The price provided shall represent a monthly fee for all services outlined in Exhibit A, Scope of Services, including quarterly planting of annual plants, and all overhead costs, fees and taxes associated with the services for all areas.

A. Landscape Maintenance Services	Monthly Services	Estimated hours for bid Comparison
Covers all services listed in Scope of Services Items 1-8		
600 North 10 th Street	\$ _____	
 B. Hourly Services Rate (Attachment 1, Line 1) Crew member hourly rate Response time: 48 hours		
	\$ _____ X 5 =	_____
 C. Emergency Services Rate Crew member hourly rate Response time: 2 Hours		
	\$ _____ X 2 =	_____
TOTAL \$		_____

I, _____, certify that I am authorized to sign this Price Proposal and to warrant that prices set forth are accurate and unconditional. I further certify that these prices constitute an irrevocable offer, which the California Lottery may, at its option, accept or reject at any time within 180 days from the date that responses to this IFB were due.

Vendor Company _____ Date: _____

Signature: _____ Title _____

Note: Vendor shall be cognizant that all prices contained in this bid shall be fixed for the duration of the contract.