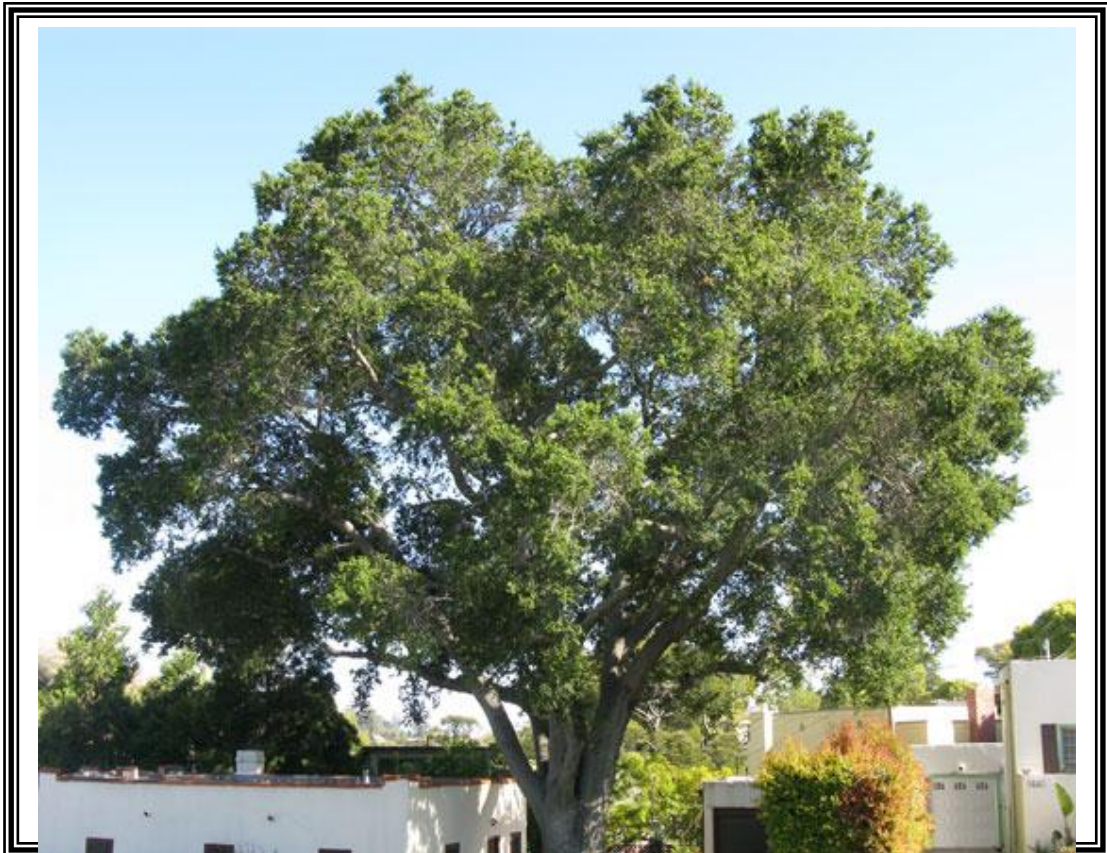




**CITY OF SANTA MARIA**



**REQUEST FOR PROPOSALS FOR CITYWIDE  
TREE MAINTENANCE SERVICES  
(RP-2026/001)**

**Date Issued:** May 6, 2026

**Due Date:** June 3, 2026 at 1:30 pm

Proposals received after the time and date stated above shall be returned unopened to the sender.

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## **I. INTRODUCTION**

The City of Santa Maria invites Requests for Proposals (RFP) for Tree Maintenance Services in accordance with the specifications, conditions, and proposal instructions set forth in this RFP from qualified Tree maintenance contractors for the maintenance of approximately 26,000 city-maintained trees in city-wide public spaces, street medians, and right of ways.

The City is requesting proposals from suitably qualified companies that have demonstrated experience in providing commercial tree maintenance services and can provide the best possible tree care to maintain the City's Urban Forest at a level expected by the City's residents, City Council, City staff, and visitors of the community. All work must be completed to the satisfaction of the City's contract representative. Tree maintenance preserves and sustains the quality of the City's Urban Forest.

A tree management program shall be provided to best manage the city's Urban Forest. Attributes and will include, but not limited to GPS site location, work history, site notes, species type, tree information, and inventory tracking. Features need to allow Urban Forest Staff to access the database and create work orders.

This RFP does not commit the City to pay any costs incurred by the bidder in the submission of a bid or in making any necessary studies for the preparation thereof.

### **A. Description**

The Tree Maintenance Contract is for periodic tree pruning, tree & stump removal, on-call and emergency work as requested by the city. The City will inspect the work of the Contractor against the stated standards to determine compliance and payment.

The work to be performed under the contract consists of the furnishing of all labor, insurance, materials and equipment needed to perform Tree Maintenance Services in City-wide public spaces, street medians and rights-of-way, as further described in Scope of Services.

### **B. City Contact**

No oral representation or interpretations will be made to any Contractor as to the meaning of the contract documents. Requests for interpretation shall be made in writing and delivered to the Recreation and Parks Department by April 2, 2026. Interpretation, where necessary, will be made by the City in the form of an addendum to the Contract documents and when issued, will be sent as promptly as is practical to all parties to whom the proposal documents have been issued. All such addenda shall become part of the contract documents. All questions regarding this RFP are to be submitted in writing via U.S. Mail or email to:

City of Santa Maria  
Recreation and Parks Department  
Attn: Neville Smeda, Business Program Leader  
615 South McClelland Street  
Santa Maria, CA 93454  
Email Address: [nsmeda@cityofsantamaria.org](mailto:nsmeda@cityofsantamaria.org)

All contacts during the proposal process shall be through the City of Santa Maria Recreation and Parks Department. Attempts by the Respondent to contact other department representatives may result in disqualification of the Respondent from the proposal process.

**C. Eligibility**

Preference will go to companies whose base of operations or satellite office are located in Santa Barbara or San Luis Obispo counties. Company ISA Certified Arborist must be able to respond within 24 hours when requested.

**D. Calendar of Events**

The tentative schedule of key milestones related to the City of Santa Maria Tree Maintenance Services is as follows:

<u>EVENT</u>	<u>DATE</u>
RFP Issued	May 6, 2026
Mandatory Pre-Proposal Conference, at 9:00 AM	May 19, 2026
Written Questions Due	May 25, 2026
Addendum Issued (if required)	May 27, 2026
Proposal Due, by 1:30 pm	June 3, 2026
Evaluation Period	June 3-10, 2026
Interview(s) (If needed)	June 10, 2026
Award Date	June 16, 2026
Contract Start Date	July 1, 2026

Evaluation, award and start dates are approximate. It is the responsibility of each respondent to be familiar with all of the specifications, terms and conditions, and site conditions. The contractor agrees and acknowledges all RFP specifications, terms and conditions and affirms the ability to perform by submission of a proposal. By the submission of a proposal, the contractor certifies that if awarded a contract it will make no claim against the City based upon ignorance of conditions or misunderstanding of the specifications.

**E. Definitions**

- Agreement:** Standard form of agreement contained in RFP.
- Authorized Representative:** Person designated by the City as having the authority and responsibility for administering the Project.
- Business Days** Monday through Friday
- Certified Arborist** International Society of Arboriculture (ISA) certification
- City:** City of Santa Maria, State of California
- Contract Documents:** An agreement, together with the terms and content of the RFP.
- Contractor:** Successful Respondent of the RFP to whom the contract is awarded.

<b>Legally Approved Pesticide:</b>	Pesticide substance approved by California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015. Telephone: 916-445-3838.
<b>Licensed Pest Control Applicator:</b>	Licensed by the California Department of Pesticide Regulation. Address: P.O. Box 4015, Sacramento, California 95812-4015. Telephone: 916-445-3838.
<b>Maintenance Specifications:</b>	Specifications, maintenance schedule and checklist set forth in this RFP.
<b>Project:</b>	Statement of Work described in the RFP.
<b>Respondent:</b>	Party or parties who submit a proposal in response to the RFP.
<b>RFP:</b>	Request for Proposals for the project.
<b>Site:</b>	Physical location of the Project and includes each and every area listed and described in Attachments A of the RFP.
<b>Work:</b>	Provision of management, tools, supplies, equipment and labor necessary to undertake the Project.

## **F. Terms of Contract**

It is the intent of the City to contract for tree maintenance services presented herein for a term of one (1) year, with possible extensions for two (2) additional one (1) year terms subject to the satisfactory negotiation of terms. This shall include a price acceptable to the City and the successful contractor(s) and the annual availability of an appropriation. The performance of the successful contractor(s) will be evaluated at the end of each year.

Upon conclusion of the RFP process, an agreement, similar to included 'Sample Agreement', shall be executed and awarded for tree maintenance services. The terms and condition of the agreement are subject to change.

## **G. Guidelines**

The City of Santa Maria reserves the right to:

- Reject any and all bids;
- Waive any irregularities in any bid;
- Site and act as sole judge of the merit and qualifications of services offered;
- Award an agreement to multiple contractors based on the bids that are most advantageous to the City in price, quality, and suitability of services outlined in this RFP.
- Remove sections of the RFP from contract as conditions warrant.
- All proposal and meetings, including the mandatory Pre-Proposal Conference will take place at 615 S. McClellan, Santa Maria, CA 93454

## **H. Contractor Obligations**

Contractor(s) is required to inspect the site of work in order to satisfy themselves, by personal examination or by such other means as they may prefer, of the location of the proposed work and as to the actual conditions of and at each site. If, during the course of their examination, a contractor finds facts or conditions which appear to conflict with the letter or spirit of the contract documents, or with any other data furnished in the RFP, it may apply to the City for additional information and explanation before submitting a proposal.

## **I. Examination of Contract Documents**

Each Contractor shall thoroughly examine and be familiar with legal and procedural documents, general conditions, specifications and any addenda. Submission of a proposal shall constitute acknowledgment, upon which the City of Santa Maria may rely that the contractor has thoroughly examined and is familiar with the contract documents. Failure or neglect of contractor to receive or examine any of the contract documents shall in no way relieve them of any obligation with respect to their proposal or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any contract documents.

## **J. Contract Assignment and Use of Sub-Contractors**

The contractor shall not assign, transfer, convey, or otherwise dispose of the contract or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City of Santa Maria. The contractor shall not employ the services of any sub-contractor in the performance of the contract without the prior consent from the City's contract coordinator.

## **II. PROPOSAL SUBMISSION**

Proposals shall be in written form and must include, as a minimum, the information requested by the City. Additional pages may be attached to the Proposal, as supplemental, but not as replacement pages. All proposals shall give all information requested therein, and shall be signed by contractor or an authorized representative, with their address and contact information. The contractor must prepare and submit all required documents. Unauthorized conditions, omissions, limitations or provisos attached to a proposal will render the proposal non-responsive and may cause its rejection.

Each proposal shall be enclosed in a sealed envelope, labeled and delivered to City of Santa Maria, Recreation and Parks Department, Attention: Neville Smeda, Business Program Leader, 615 S. McClelland St., Santa Maria, California, 93454, by April 24, 2026 by 1:30 pm. Proposal forms received after the deadline date will not be accepted. Postmarks will not be accepted. Telephone, electronic or facsimile bids will not be accepted. Please do not submit bids in three ring binders. The City of Santa Maria reserves the right to reject any or all proposals; to make any awards or any rejections in what it alone considers to be in the best interest of the City of Santa Maria, and waive any informalities or irregularities in the proposals. Additionally, the City may, for any reason, decide not to award an Agreement as a result of this RFP.

Proposals must include, at a minimum, the following information:

### **A. Cover Letter**

A one-page cover letter and introduction including a statement of contractor's approach for providing Tree maintenance services to the City of Santa Maria. The letter must provide the company name and address of the respondent and the name, address, and telephone number of the person(s) to be used for contact, and who will be authorized to make representations for the respondent. Whether the respondent is an individual, partner, or corporation shall be also stated.

**B. Company Profile**

Bids shall include a profile of the company, including a brief description of the company's main office location, years in business, background on the owner's experience and education related to tree

maintenance services, other municipalities where services are performed and other related information that is pertinent to this RFP. Detail any involvement, past or current, relative to litigation or other disputes, if any, concerning your performance with any clients to whom your company has provided services.

**C. Qualifications**

Bids shall include a statement demonstrating that the minimum qualifications listed in this RFP have been met in order to have their bid considered. Minimum qualifications include, but are not limited to: Within the last five (5) years, contractor(s) must have at least three (3) years of continuous experience in the ownership and direct management of a tree maintenance business similar to that which is proposed. Ownership is defined as a minimum ownership of 25% and active involvement in the day-to-day management of the business.

Include industry licensees, certifications or other credentials of expertise as they will be used as part of the judging qualifications. Include the resume and credentials of the person who will be the principal manager of the City's contract.

**D. Fee Sheets**

Bids shall include a fee sheet with all requested services included. All fees shall be quoted on the Fee Sheet (Attachments A). All fees quoted shall be firm and fixed for 45 days after bid filing date.

**E. Staffing Sheets**

Bids shall include a staffing sheet listing both field and clerical personnel that will be assigned to service the tree maintenance contract. Include a description of full-time and part-time employees and their qualifications, including certifications (see attachment B). Describe account/clerical employees, their qualifications and skills. Describe how your firm utilizes these skills to perform the scope of services as outlined in this request for proposal. (Attachment B) Include in the bid submittal the appropriate documentation you require from your employees that verifies their legal right to work in the United States.

**F. Invoice Instructions Acknowledgement Sheet**

All bids shall include a signed Invoice Instruction Acknowledgement sheet agreeing that contractor(s) understands the invoicing instructions of the RFP and will be able to meet the needs without exceptions. If exceptions are required, the bidder must list in detail. (Attachment D).

**G. Licenses/Certifications**

All bids shall include a copy of a State of California C-27 Landscape Contractor License, a copy of the Pesticide Applicator's License, a copy of the ISA Arborist certificate, a copy of a current City of Santa Maria Business License and a Certificate of Liability Insurance.

**H. References**

All bids shall include a list of at least three (3) references of governmental and/or commercial accounts that your firm has contracted within the last three years for tree maintenance services. For each reference include a company name, mailing address, contact person, contact person's title, telephone number and e-mail address. (Attachment I)

**I. Signature Page**

The signature page is considered an integral part of the bid and shall be signed by an individual(s) who is/are authorized to contractually bind offer(s). The signature(s) must indicate the title or position the individual(s) holds in the firm. An unsigned bid will be rejected.

**J. Additional Work**

The City has the authority to direct additional work including other tree management services. Additional work outside the Scope of Services will require written approval from the City prior to commencement of work. Cost for additional work completed by the contractor prior to receiving written approval from the City shall be the responsibility of the contractor. Additional work will follow the price schedule in (Attachment C) unless otherwise agreed upon.

**K. Bid Submittal Checklist**

The Bid Submittal Checklist (Attachment F) governs the order in which the bid shall be submitted. All responses shall be complete and easy to understand and items submitted shall be noted (example: Item "A") in order of the checklist.

Please take the time to carefully read the RFP package and understand the process. The format, organization, and content are all important in conducting an accurate and complete evaluation of the bid.

**III. SCOPE OF WORK****A. Working Knowledge**

The contractor(s) shall have a demonstrable working knowledge of the proper maintenance of trees, pruning, tree identification, removal, stump grinding, root pruning, tree planting/staking, irrigation systems and repair, debris removal, traffic delineation, and other related work.

**B. Site Conditions**

The successful contractor(s) shall be required to inspect entire sites and be familiar with the requirements and growth habits of all existing trees in each site. Contractors will be responsible to post no parking signs at least 48 hours before work is to be performed as needed.

**C. Scheduling**

Maintenance services shall be provided Monday through Friday, between the hours of 7:00 a.m. and 4:00 p.m. Work on City of Santa Maria holidays may only be performed with the permission of the Urban Forest Supervisor.

**D. Staffing**

It shall be demonstrated in the bid submittal that the successful contractor(s) has sufficient, qualified and experienced staff to adequately perform all tree maintenance services as outlined in the proposal submission section. Contractor is to have a minimum of three employees including field supervisor available to perform tree maintenance. A fourth person may be added as needed to the crew with approval of the Urban Forest Staff. This is a vital scope of service in this RFP.

**E. Reporting**

All work completed by contractor shall be inputted by contractor staff into the tracking database within 30 days of completion of work.

**F. Invoicing**

Invoices shall be emailed to RP Purchasing [rp-purchasing@cityofsantamaria.org](mailto:rp-purchasing@cityofsantamaria.org) attention Urban Forest Staff. Separate invoices shall be submitted for gas tax, districts and parks, this information will be

provided on the work orders.

Payment is due by the City net 30 days from the acceptance of an invoice, which is typically one week after the first working day of the month following the service month.

Bidder shall indicate, by signature, on the Invoice Instructions Acknowledgement Sheet (Attachment D) the ability to invoice for services as outlined in the RFP or note any exceptions.

### **G. Warranty**

All supervision, labor, materials, and equipment necessary for the complete maintenance of the trees shall be furnished by the successful bidder(s). Minimum mechanical equipment to include 45ft aerial boom truck, chip truck, chipper, and stump grinder. Equipment shall be safe, proper, efficient, and suited to and for the job. All cutting blades shall be kept properly sharpened and all equipment must have all required safety devices in place and be fully operational.

All trees shall be maintained in accordance with best management practices using approved ISA arborist standards. ISA code of ethics will apply and followed. Please note that there may be some exceptions to this requirement if pre-approved by the Urban Forest Staff.

Trees, landscaping, streets, curbs, or sidewalks damaged by successful bidder(s)'s or successful bidder(s)'s employees' actions or lack of actions shall be restored or replaced at the contractor(s) cost.

The Urban Forest Staff shall be notified of any dead or dying trees, leaks, property/city asset damage.

### **H. Pesticides**

Pesticide application will be on a request basis only, integrated pest management (IPM) should be used when possible with the intent of minimizing the use of pesticides. All pesticides MUST be registered in the State of California and conform to all requirements of the California Food and Agriculture Code. The successful bidder(s) must be properly licensed and registered to perform pest control work. Personal protection equipment shall be used at all times when applying pesticides.

### **I. Tree Planting**

Contractor shall be responsible for marking locations and notifying Underground Services Alert (USA) a minimum of 48 hours prior to work. Refer to the Recreation and Parks Tree and Landscape Standards for approved tree planting.

### **J. Tree Pruning**

All tree pruning shall comply with the City of Santa Maria Municipal Code and the American National Standard Institute, ANSI A300 Pruning Standards and ANSI Z133.1, Safety Requirements for Tree Pruning, Trimming, Repair or Removal. Tree care shall be consistent with the International Society of Arboriculture Best Management Practices. All tree pruning must consider tree growth and development and the effects on the tree over the long term. Pruning shall include removing weak, diseased, dead, broken, crossing branches. Lighten heavy branches to conform to the tree's natural character. Where feasible typical clearance distances are as follows: sidewalk 8ft, roadways 15ft to 20ft, buildings 5ft. Make final cuts at the branch collar, use the three-cut method to avoid wounding the tree. All vines are to be removed from city-maintained trees when performing regular tree maintenance unless indicated otherwise by Urban Forest Staff. Follow the directions of the Urban Forest Staff or designee who shall have the discretion to change or modify specifications to suit special situations. At no time shall work assignments of pruning technics be dictated by residence.

**K. Tree Removal/Stump Grinding**

When directed the contractor shall remove tree(s) and haul all debris. Area of removal to be left in a clean and acceptable condition. No wood shall be left along public right-of-way unless approved by the City. Removals shall be conducted in professional manner in accordance with the standards of the arboricultural trade profession. Contractor shall be responsible for marking locations and notifying Underground Services Alert (USA) a minimum of 48 hours prior to work. All tree stumps must be removed to at least 18 inches below the lowest soil level adjacent to the stump, or until deep roots are no longer encountered. Holes created by stump and root grinding must be filled the same day. All excess wood/chip debris are to be removed and disposed of in accordance with city, state and federal law.

**L. Debris Removal**

All refuse/debris from maintenance operations must be picked up and removed from the work sites and disposed of properly as directed by the Urban Forest Supervisor.

**M. Safety**

Comply with Cal-OSHA and ANSI standards for safe working practices. Place and maintain all devices required to safely close a traffic lane when necessary. Place and maintain traffic control in accordance with current City standards and MUTCD guidelines.

**N. Road Work**

Delineation shall be set up at all work sites per Caltrans specifications as outlined in the Work Area Traffic Control Handbook. The contractor(s) shall notify the Urban Forest Staff no less than ten business days prior to starting work on Highway 166 and/or 135. There is an annual cost for this permit that must be obtained by the contractor(s). All persons delineating traffic on Highway 166 and/or 135 shall meet all certifications and training required by Caltrans. A blanket encroachment permit with standard roadway delineation details will be obtained from Public Works at no fee. Median work will be scheduled with the Urban Forest Staff no less than ten business days prior to starting work.

**O. Additional**

A representative with authority to administer the scope of services, as outlined in an executed agreement as a result of this RFP, shall be available, by phone, to the Urban Forest Staff Monday through Saturday between the hours of 7:00 a.m. and 6:30 p.m.

The contractor shall be required to provide emergency on call response for damaged trees because of storms or other reasons. A 24-hour emergency phone number and the name of two (2) contact individuals shall be provided to the Urban Forest Staff. In the event of an emergency, the Urban Forest Staff must be able to contact at least one of these individuals seven days per week, 24 hours per day.

The contractor (s) shall provide staffing to perform tree maintenance services in the event of unforeseen changes, special events, or emergencies. This will be an altering of routine services, not an addition of new services.

A valid and current State of California C-27 Landscape Contractor License and ISA Arborist Certification shall be required to perform these services. Appropriate licenses and/or certifications for any and all maintenance performed in City-wide public spaces, street medians and rights-of-way shall be required by all bidders. The contractor(s) shall have a City business license on file. Upon request, the successful bidder(s) shall furnish to the Urban Forest Staff any and all licenses and certificates required to perform the scope of services outlined in the executed agreement.

## **IV. SAMPLE AGREEMENT FOR TREE MAINTENANCE SERVICES**

### **AGREEMENT FOR SERVICES (Citywide Tree Maintenance Services)**

This Agreement is made on XXXXXXXX, 2026 by and between XXXXXXXX, a California Corporation (“Contractor”) and the City of Santa Maria, a California Municipal Corporation and charter city (“City”), in Santa Maria, California, based on the following recitals:

THIS AGREEMENT is made on XXXXXXXX, 2026, by and between, XXXXXXXX and the City of Santa Maria, a California Municipal Corporation and charter City (“City”), in the Santa Maria, California, based on the following recitals:

1. The City is involved in the maintenance of trees in certain public right-of-way areas and public parks throughout the City of Santa Maria; and
2. The City requires a duly qualified tree contractor with experience in providing professional tree maintenance services in the throughout the City of Santa Maria; and
3. XXXXXXXX is a firm having the necessary experience and qualifications to provide the landscape maintenance; and
4. The City has budgeted funds for the provisions and services of tree maintenance; and
5. On March 18, 2026 the City issued a Notice Inviting Sealed Request for Proposals for provision and service of landscape maintenance (RP-2026/001); and
6. XXXXXXXXXX has submitted a Proposal that the City has deemed acceptable and has extensive knowledge and is qualified to provide the needed services, and is willing to provide those services on mutually agreeable terms; and

### **NOW, THEREFORE, IT IS AGREED:**

1. **Recitals true.** The above recitals are true.
2. **General.**

**2.01. Term and Termination.** The term of this contract is ONE (1) year, beginning on the date first written above. This contract may be extended by mutual consent of the parties for a possible two (2) additional one(1) year terms. This contract may be terminated for breach of its terms or conditions, or because of discovery of any act which violates local, state or federal law. Termination is effective 14 days after deposit of notice as specified in this Agreement.

**2.02. Services to be Performed.** Contractor shall determine the method, details and means of providing Landscape Maintenance services. More specifically, Contractor agrees to perform the specific services listed in Exhibit A.

**2.03 City’s Duties.** City’s duties under this Agreement are to cooperate with Contractor in the performance of the contract and timely pay invoices.

**2.04. Payment.** Payment terms under this Agreement are listed in Exhibit B.

**2.05. Insurance.** Contractor shall provide insurance as listed in Exhibit C.

**2.06. Prevailing wage.** Where applicable, Contractor shall follow the prevailing wage requirements listed in Exhibit D and applicable law.

**2.07. Exhibits.** Exhibits “A, B, C, and D are attached and incorporated.

3. **Contractor’s Obligations.**

**3.01. Minimum Amount of Service.** Contractor shall devote sufficient time to perform services under this agreement efficiently and effectively. Contractor may represent, perform services for and be employed by additional individuals or entities, in Contractor’s sole discretion, as long as the performance of these extra-contractual services does not interfere with or present a conflict with City’s business.

**3.02. Tools and Equipment.** Except as otherwise stated in this Agreement, Contractor will supply all tools and equipment necessary to perform this Agreement.

**3.03. Status.** Contractor (including its employees) is an independent contractor. No employer/employee relationship exists between Contractor and the City. Contractor’s assigned personnel shall not be entitled to any benefits payable to employees of the City. The City is not required to make any deductions or withholdings from the compensation payable to Contractor under this agreement. Contractor (as a business entity, including its employees) is a “tree service professional” as defined by California Civil Code section 2782.8(c)(3).

**3.04. Indemnification.** To the fullest extent permitted by law, the Contractor shall indemnify, defend (with independent counsel approved by the City) and hold harmless the City, and its directors, officers, and employees from and against all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys’ fees, court costs and costs of alternative dispute resolution) regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of the Contractor or the acts or omissions of an employee, agent or subcontractor of the Contractor. The provisions of this paragraph survive completion of the services or the termination of this contract. The provisions of this Section are not limited by the provisions of the Section relating to insurance.

**4. Miscellaneous**

**4.01. Notices.** All communication relating to the day-to-day activities of this Agreement shall be exchanged between a designated representative of the CITY and a representative of CONTRACTOR, listed below. All notices shall be addressed as follows unless a written change is filed with the City:

To City:  
 Attn. Urban Forest Staff  
 615 S McClelland  
 Santa Maria, CA 93454

To Contractor:  
 Attn. XXXXXXXX  
 XXXXXXXX  
 XXXXXXXX

If the designated Representative or address of either party changes during the term of this agreement, a written notice shall be given to the other party prior to the effective date of change. Any written notices required under this agreement shall be effective five (5) days after deposit into United States mail, postage prepaid, addressed to the designated Representative, or upon confirmation of receipt of delivery if another notification process is used.

**4.02. Compliance With Laws, etc.** Contractor shall comply with all laws, including but not limited to the rules and policies of the City, in performing this agreement.

**4.03. Integration.** This agreement constitutes the entire agreement of the parties with respect to the subject matter. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties.

**4.04. Interpretation.** This agreement shall be interpreted in accordance with the laws of the State of California.

**4.05. Jurisdiction.** Jurisdiction and venue of all disputes over the terms of this agreement shall be in the County of Northern Santa Barbara, State of California.

**4.06. Warranty of authority.** Each person signing this agreement on behalf of a party warrants that he or she has authority to do so.

4.07. No Waiver. Failure to enforce with respect to a default shall not be construed as a waiver.

4.08. Severability. The provisions of this agreement are severable. If any part of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by mutual written consent of the parties.

4.09. Submittals. In addition to any other submittals required by this agreement, Contractor shall submit copies of its current business license and current certificate of workers compensation coverage to the City before beginning work on this project.

4.10 Prevailing Wage. Prevailing Wage. If applicable, Contractor and all subcontractors are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code. The Director's determination is on file and open to inspection at [www.dir.ca.gov](http://www.dir.ca.gov) and is referred to and made a part hereof; the wage rates therein ascertained, determined and specified are referred to and made a part hereof as though fully set forth herein. Further requirements are attached as Exhibit D.

IN WITNESS WHEREOF, this agreement is executed by the parties on the date first written above.

CONTRACTOR

CITY OF SANTA MARIA

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Risk Manager

## EXHIBIT A

### **Description**

The Urban Forest preserves and sustains the quality of life for the City. The Urban Forest helps improve air quality, reduces noise and wind, reduces storm run off, captures carbon and improves the quality of life for residence and animals. Proper maintenance supports the complicated interface between nature and the urban environment.

### **Work Included**

XXXXXXXX must have a working knowledge of the maintenance of trees, their specific pruning needs, safe removal methods, stump & root pruning and tree planting. XXXXXXXX **shall keep City representative informed of structural defects, diseases, dying and dead trees. Trees shall be kept in their natural form to the extent possible.**

### **Severability of Tasks**

The City reserves the right of severability; any clause or task within these specifications may be deleted at the discretion of the Recreation and Parks Department. Adjustments to the contract costs will be made accordingly.

### **Quality Assurance**

XXXXXXXX and/or employees must be properly licensed and registered to perform pest control work described below.

### **Site Conditions**

Existing Conditions. XXXXXXXX shall inspect the entire site and be familiar with the requirements and growth habits of all existing trees at each site. Contractor will be responsible for posting no parking signs at least 48 hours before work is to be performed as needed. \_\_\_\_\_

**INITIAL**

**Environmental Conditions** XXXXXXXX shall immediately advise the Recreation and Parks Department of disease or pest problems and any other conditions, which may be detrimental to the condition of the trees. \_\_\_\_\_ **INITIAL**

### **Scheduling**

Maintenance services shall be provided on a schedule of Monday through Friday, between the hours of 7:00 a.m. and 4:00 p.m. XXXXXXXX shall provide to the Urban Forest Staff for approval, a work schedule specifically outlining on which days of the week specific tasks of the Agreement will be performed, for example: tree pruning, tree removals, root pruning, tree planting, etc. All work performed within the Agreement area shall be completed on the days indicated and can only be changed with the acknowledgement and approval of the Recreation and Parks Department representative.

XXXXXXXX **shall submit a monthly report that indicates all the work that was performed within the contracted area, tree pruning, tree removals, root pruning, tree planting, etc. (as referenced in this Attachment A), to the Urban Forest Staff**

**Warranty**

XXXXXXXX shall furnish all supervision, labor, materials, and equipment necessary for the complete maintenance of all tree work orders.

All trees shall be maintained in accordance with best management practices using approved ISA arborist standards. ISA code of ethics will apply and be followed.

XXXXXXXX shall restore or replace any trees, shrubs, ground covers, lawn, perennials, annuals, or irrigation components damaged by XXXXXXXX action or lack of action.

XXXXXXXX is obligated to notify the Urban Forest Staff of any dead or dying trees.

XXXXXXXX **shall not** be responsible for the following, unless specifically agreed upon:  
Replacement of trees damaged or destroyed by storms, or other causes beyond XXXXXXXX control.

**Equipment**

XXXXXXXX shall provide and maintain all equipment necessary to properly complete the tree maintenance work, including 45 ft aerial boom truck, chip truck, chipper and stump grinder. Equipment shall be safe, proper, efficient, and suited to and for, the job.

**PRODUCTS****Pesticides**

Pesticide applications will be on a request basis only, integrated pest management (IPM) should be used with the intent of minimizing the use of pesticides. All pesticides **MUST** be registered in the State of California and conform to all requirements of the California Food and Agriculture Code. XXXXXXXX must be properly licensed and registered to perform pest control work. Personal protection equipment shall be used at all times when applying pesticides.

**EXECUTION****Tree Planting**

XXXXXXXX shall be responsible for follow Under Ground Service (USA) notification procedures and planting following the Recreation and Parks Tree and Landscape Standards.

**Tree Pruning**

XXXXXXXX shall comply with all City of Santa Maria Municipal Code, American National Standard Institute, ANSI A300 and International Society of Arboriculture Best Management Practices for all pruning. Deviating from these standards will result in non payment to XXXXXXXX for the trees in question.

**Tree Removal/Stump Grinding**

XXXXXXXX shall remove trees when directed on approved work orders. All tree removals include stump grinding unless otherwise directed by Urban Forest Staff, stump holes are to be filled as needed to eliminate hazards. XXXXXXXX shall be responsible for follow Under Ground Service (USA) notification procedures prior to stump grinding.

**Debris Removal**

All refuse/debris from the maintenance operation must be picked up and removed from the work site and disposed of properly as directed by Urban Forest Staff.

**Safety**

Comply with all Cal-OSHA and ANSI standards for safe working practices. Comply with all CALTRANS and City traffic control standards.

**Road Work**

XXXXXXX shall follow all Caltrans specification outlined in the Work Area Traffic Control Handbook for all City and Highway roadway work site delineation. XXXXXXX will obtain annual encroachment permit from Caltrans for Highway 166 and 135, and from the Cities Public Works Department for all other roadways.

**Additional**

XXXXXXX shall provide to the Urban Forest Staff the name and phone number of the individual responsible for this Agreement between the hours of 7:00 a.m. and 4:00 p.m.

At no time shall XXXXXXX engage in any work that is considered beyond the scope of the original Agreement without written approval by Urban Forest Staff. All additional work shall include the cost of materials, hourly rate, time required to perform the repair and total.

XXXXXXX shall provide a 24-hour emergency phone number and name of two (2) contact individuals. These individuals shall be able to be reached in the event of an emergency between 4:00 p.m. and 7:00 a.m. Should the phone number or contact persons change during the course of the Agreement, those changes must be provided to the Urban Forest Staff.

**EMERGENCY CONTACTS:**

Name:

Phone Number:

Name:

Phone Number:

**EXHIBIT B****PAYMENT****I. Progress Authorization**

Written authorization to proceed from the City authorizes the Contractor to generate the not-to-exceed cost of **Nine hundred thousand (\$900,000.00)** in fees for all work per fiscal year.

**II. Invoice procedure.**

- A. Payment shall be monthly based on the billable charges.
- B. The Contractor shall present the bill for charges from the previous month.
- C. The Contractor's bill shall be substantiated by appropriate documentation, and include an itemized listing of personnel, subcontractors, and other direct costs incurred.
- D. City may withhold payment for disputed work. Payment of fees shall not constitute an acceptance of work.

III. Rates shall be billed according to Contractor's attached fee schedule, up to the not-to-exceed amount. Work Authorized by Change Order/Amendment shall be billed at on a time and materials basis according to the attached fee schedule, unless another payment method is agreed to in writing by the City prior to initiation of work.

IV. If Contractor's response to the City's RFP or RFQ is attached to this agreement, all terms other than those concerning the Contractor's billing rates and scope of work are null and void.

**EXHIBIT "B"**  
**PAYMENT TERMS**

XXXXXXXX fees and compensation: amount, how, and when payable. XXXXXXXX agrees that for all work and services, including supplies and equipment, pertaining to the Tree Maintenance Services and required to be furnished by XXXXXXXX to the City, that City agrees to pay to XXXXXXXX, and XXXXXXXX agrees to accept and receive as payment in full the fees as set forth below for each work order as follows:

Monthly Progress Billing. XXXXXXXX shall furnish City with an itemized monthly progress billing for all services rendered. Such progress payments shall be due and payable by the City to XXXXXXXX within thirty (30) days after presentation of the approved invoices.

Separate billing sheets shall be submitted for each billing fund; gas tax, Districts & parks. Do not combine any fund types on the same bill.

XXXXXXX agrees to pay penalties automatically deducted from monthly billing as detailed in Section 2.04

XXXXXXX has the right to dispute penalties imposed by the Urban Forest Staff or his/her representative, **by written response to the notification of said penalties within five (5) working days from the date of notification.**

## EXHIBIT C

### INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his/her agents, representatives, or employees. If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant.

#### A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), including products and completed operations, property damage, bodily injury and personal & advertising injury.
2. Insurance Services Office Business Auto Coverage Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, covering hired (Code 8) and non-owned autos (Code 9).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the Consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.
5. Cyber Liability Insurance, Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

#### B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability - \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: Statutory limits.
4. Employer's Liability - \$1,000,000 per accident for bodily injury or disease.
5. Errors and Omissions Liability - \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.
6. Cyber Liability- \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

#### C. Self-insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention.

D. Other Insurance Provisions

The liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form or an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions are used).
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or reduced, except with notice **stating the title of this contract** to the City. **All notices provided pursuant to this Agreement shall be given to the City representative listed for notice in this agreement and shall specify the title of this Agreement.** Notice may be given by overnight mail, facsimile with confirmation of receipt, or certified mail with return-receipt requested.
4. Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
5. If any of the required policies provide claims-made coverage:
  - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
  - c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

F. Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

G. Special Risks or Circumstances

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## EXHIBIT D

### PREVAILING WAGE REQUIREMENTS FOR MAINTENANCE WORK, DESIGN AND PRECONSTRUCTION PHASES OF CONSTRUCTION, AND INSTALLATIONS

The terms of this Exhibit apply to all Public Works projects for over \$1,000.

For purposes of this Exhibit, "Public Works" includes any project of a type defined in California Labor Code section 1720 when paid for in whole or in part by public funds. These projects include: construction, alteration, demolition, installation, or repair work done under contract. For purposes of this definition, "construction" includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction, including, but not limited to, inspection and land surveying work, regardless of whether any further construction work is conducted, and work performed during the postconstruction phases of construction, including, but not limited to, all cleanup work at the jobsite. For purposes of this definition, "installation" includes, but is not limited to, the assembly and disassembly of freestanding and affixed modular office systems.

Pursuant to California Labor Code sections 1720 and 1771, construction, alteration, demolition, installation, repair and maintenance work performed under this Agreement is subject to State prevailing wage laws. State prevailing wage laws require certain provisions be included in all contracts for public works. The CONTRACTOR and any subcontractors shall comply with all applicable State prevailing wage laws, whether included in this agreement or inadvertently omitted, including but not limited to the requirements listed below:

**1. Compliance with Prevailing Wage Requirements.** Pursuant to California Labor Code sections 1720 through 1861, the CONTRACTOR and all subcontractors shall ensure that all workers who perform work under this Agreement are paid not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations (DIR). This includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction, including but not limited to inspection and land surveying work, regardless of whether any further construction work is conducted, and work performed during the post-construction phases of construction, including but not limited to all cleanup work at the jobsite.

**1.1.** Copies of such prevailing rate of per diem wages are on file at the City Public Works Department and are available for inspection to any interested party on request. Copies of the prevailing rate of per diem wages also may be found at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. The CONTRACTOR and all subcontractors shall post a copy of the prevailing rate of per diem wages determination at each job site and shall make them available to any interested party upon request.

**1.2.** The wage rates determined by the DIR refer to expiration dates. If the published wage rate does not refer to a predetermined wage rate to be paid after the expiration date, then the published rate of wage shall be in effect for the life of this Agreement. If the published wage rate refers to a predetermined wage rate to become effective upon expiration of the published wage rate and the predetermined wage rate is on file with the DIR, such predetermined wage rate shall become effective on the date following the expiration date and shall apply to this Agreement in the same manner as if it had been published in said publication. If the predetermined wage rate refers to one or more additional expiration dates with additional predetermined wage rates, which expiration dates occur during the life of this Agreement, each successive predetermined wage rate shall apply to this Agreement on the date following the expiration date of the previous wage rate. If the last of such predetermined wage rates expires during the life of this Agreement, such wage

rate shall apply to the balance of the Agreement.

**2. Penalties for Violations.** The CONTRACTOR and all subcontractors shall comply with California Labor Code section 1775 in the event a worker is paid less than the prevailing wage rate for the work or craft in which the worker is employed. This shall be in addition to any other applicable penalties allowed under California Labor Code sections 1720 through 1861.

**3. Payroll Records.** The CONTRACTOR and all subcontractors shall comply with California Labor Code section 1776, which generally requires keeping accurate payroll records, verifying and certifying payroll records, and making them available for inspection. The CONTRACTOR shall require all subcontractors to also comply with section 1776. The CONTRACTOR and all subcontractors shall furnish records specified in section 1776 on a monthly basis, both to the City and directly to the Labor Commissioner in the manner required by California Labor Code section 1771.4. The CONTRACTOR shall ensure its subcontractors prepare and submit payroll records to the City and the DIR as required by this section. The City may require the CONTRACTOR and its subcontractors to prepare and submit records specified in section 1776 to the City and the Labor Commissioner on a weekly basis, at no additional cost to the City.

**4. Apprentices.** The CONTRACTOR and all subcontractors shall comply with California Labor Code sections 1777.5, 1777.6 and 1777.7 concerning the employment and wages of apprentices. The CONTRACTOR is responsible for compliance with this section for all apprenticeable occupations pursuant to California Labor Code section 1777.5(n).

**5. Working Hours.** The CONTRACTOR and all subcontractors shall comply with California Labor Code sections 1810 through 1815, including but not limited to: (i) restrict working hours on public works contracts to eight hours a day and forty hours a week, unless all hours worked in excess of 8 hours per day are compensated at not less than 1½ times the basic rate of pay; and (ii) specify penalties to be imposed on CONTRACTORS and subcontractors of \$25 per worker per day for each day the worker works more than 8 hours per day and 40 hours per week in violation of California Labor Code sections 1810 through 1815.

**6. Required Provisions for Subcontracts.** The CONTRACTOR shall include, at a minimum, a copy of the following provisions in any contract they enter into with a subcontractor: California Labor Code sections 1771, 1771.1, 1775, 1776, 1777.5, 1810, 1813, 1815, 1860 and 1861.

**7. Labor Code Section 1861 Certification.** In accordance with California Labor Code section 3700, the CONTRACTOR is required to secure the payment of compensation of its employees. By signing the Agreement, to which this is an exhibit, the CONTRACTOR certifies that:

“I am 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 that code, and I will comply with such provisions before commencing the performance of the work of this Agreement.”

**8. Compliance Monitoring and Enforcement.** This project is subject to compliance monitoring and enforcement by the DIR. The City must withhold contract payments from the CONTRACTOR as directed by the DIR, pursuant to California Labor Code section 1727.

**9. CONTRACTOR and Subcontractor Registration Requirements.** The CONTRACTOR and all subcontractors shall not engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to California Labor Code section 1725.5

CONTRACTOR certifies that the CONTRACTOR has verified that all CONTRACTOR and all subcontractors (if any approved by City) used on this project are registered with the DIR in compliance with California Labor Code sections 1771.1 and 1725.5. The CONTRACTOR shall provide proof of registration for themselves and all listed subcontractors to the City at the time of signature of contract and immediately upon any changes or City’s request.

**10. Stop Order.** Where a CONTRACTOR or subcontractor engages in the performance of any public work contract without having been registered in violation of California Labor Code sections 1725.5 or 1771.1, the Labor Commissioner must issue and serve a stop order prohibiting the use of the unregistered CONTRACTOR or subcontractor on ALL public works until the unregistered CONTRACTOR or subcontractor is registered. Failure to observe a stop order is a misdemeanor.

**V. BID EVALUATIONS**

**A. Evaluation Methodology**

A Review Committee, selected by City staff, shall use a point formula to evaluate each bid. Each member of the Review Committee will first score each bid by the criteria described in the Evaluation Criteria of this section. The Review Committee will then convene to review and discuss the evaluations and to combine the individual scores to arrive at a composite score for each bid. At the City’s discretion, the top candidates may be invited to an interview to discuss their proposals with the Review Committee.

**B. Evaluation Criteria**

The Review Committee shall evaluate and rate the bids received on the following criteria:

Overall cost associated with the contract	25 points
Tree maintenance knowledge and experience	30 points
Reference checks	10 points
Staffing levels to perform the scope of services	10 points
Compliance with the bid instructions	10 points
GIS data management system	15 points

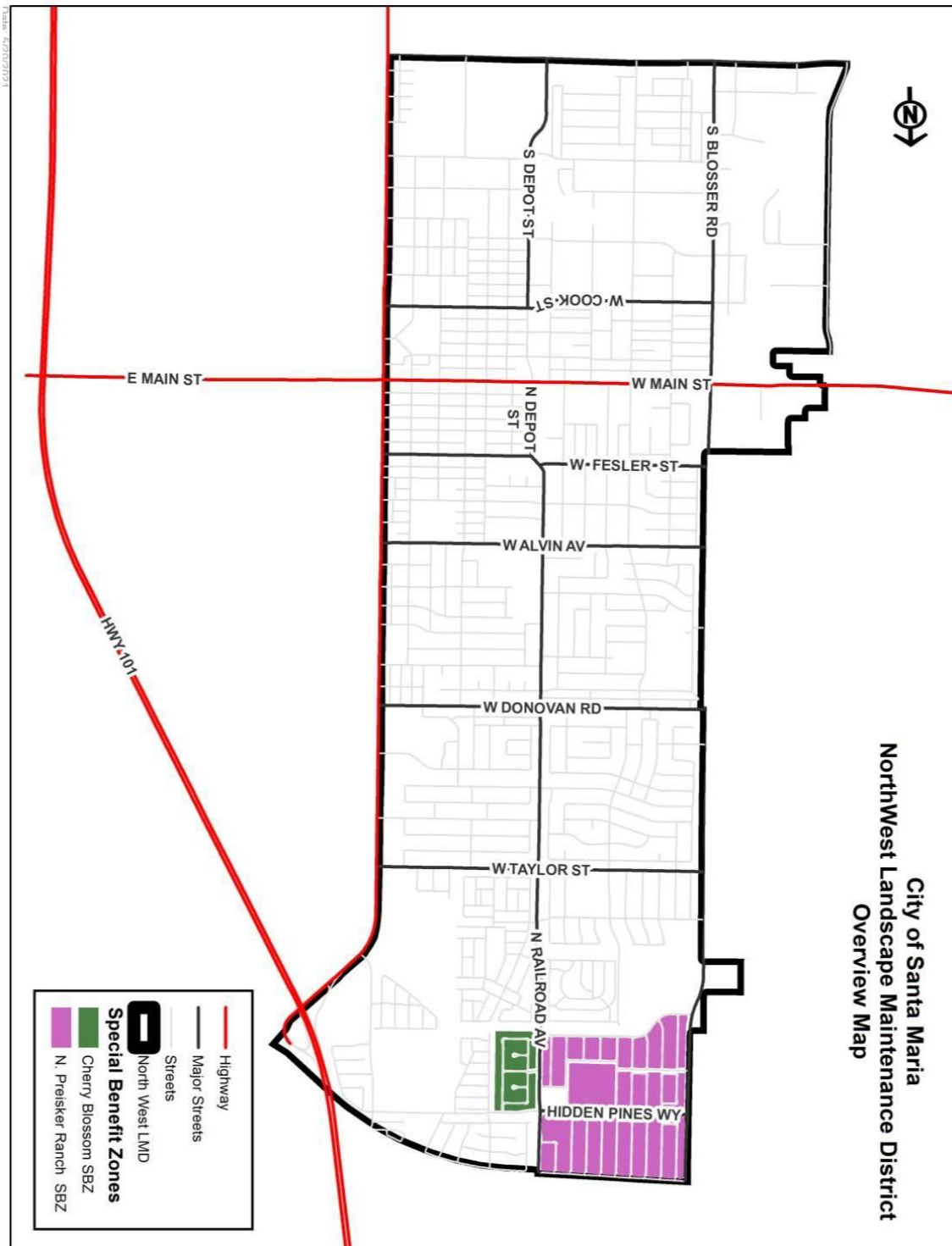
**VI. BID EVALUATIONS**

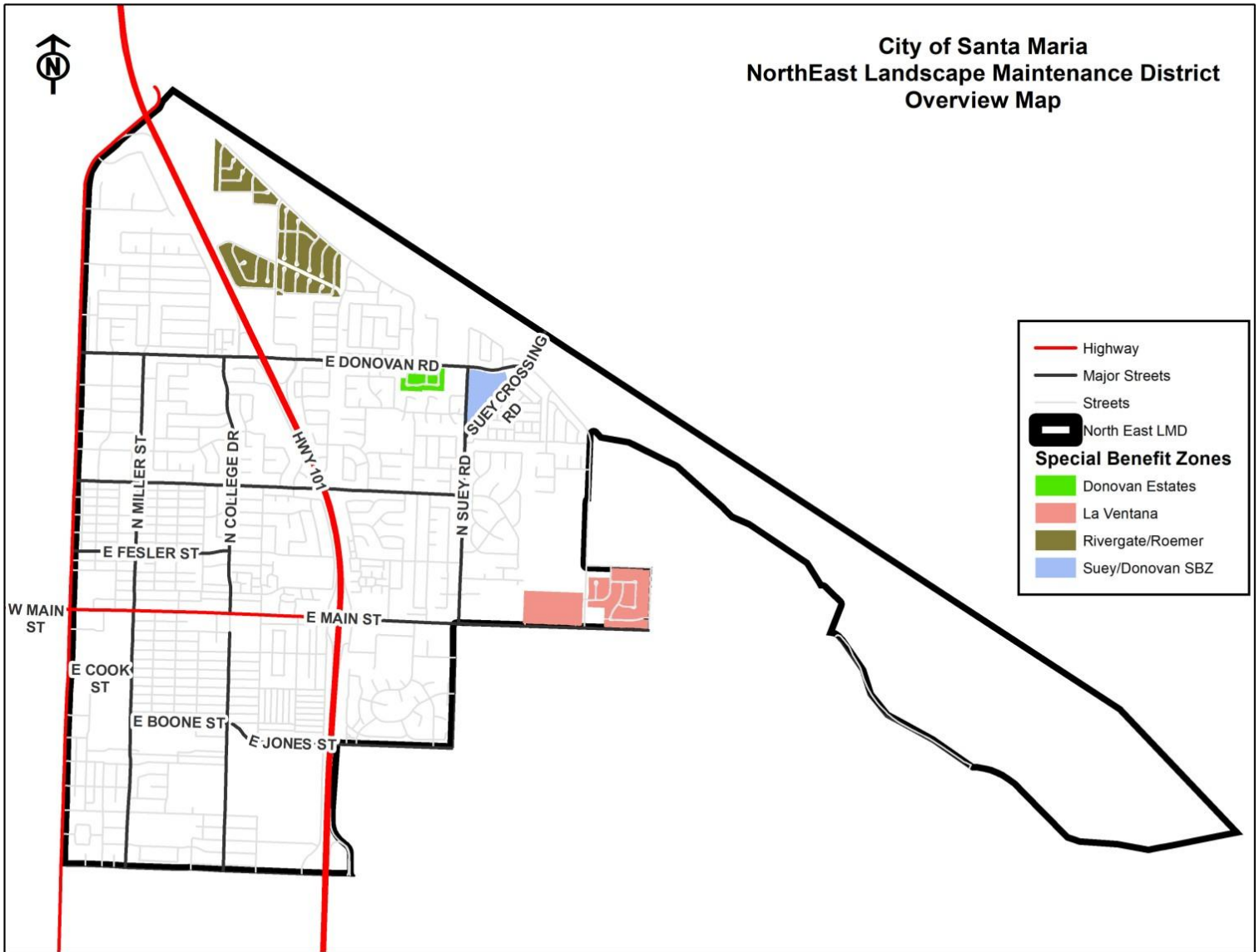
**A. Bid Award**

The bid award will be made to the bidder deemed most responsive, responsible, and experienced; and that displays the experience and qualifications best corresponding with the City’s interests; and possesses the means to fully and faithfully execute the terms herein.

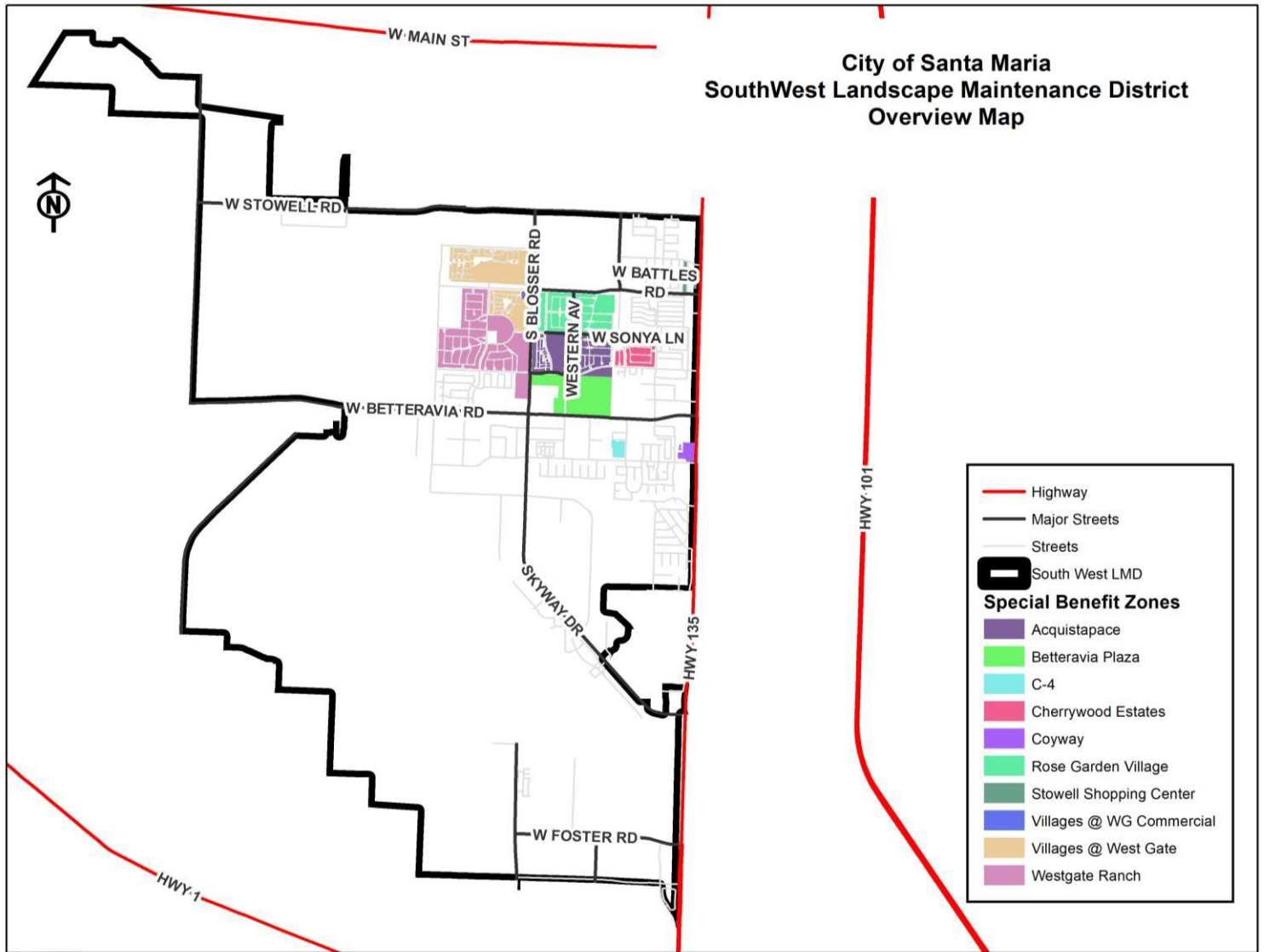
The above factors will be determined by the bidder’s response to the RFP. The Review Committee will make a recommendation of the award to the Director of Recreation and Parks. The Director of Recreation and Parks shall make the award. The City shall be the sole judge of whether or not a bidder meets these requirements.

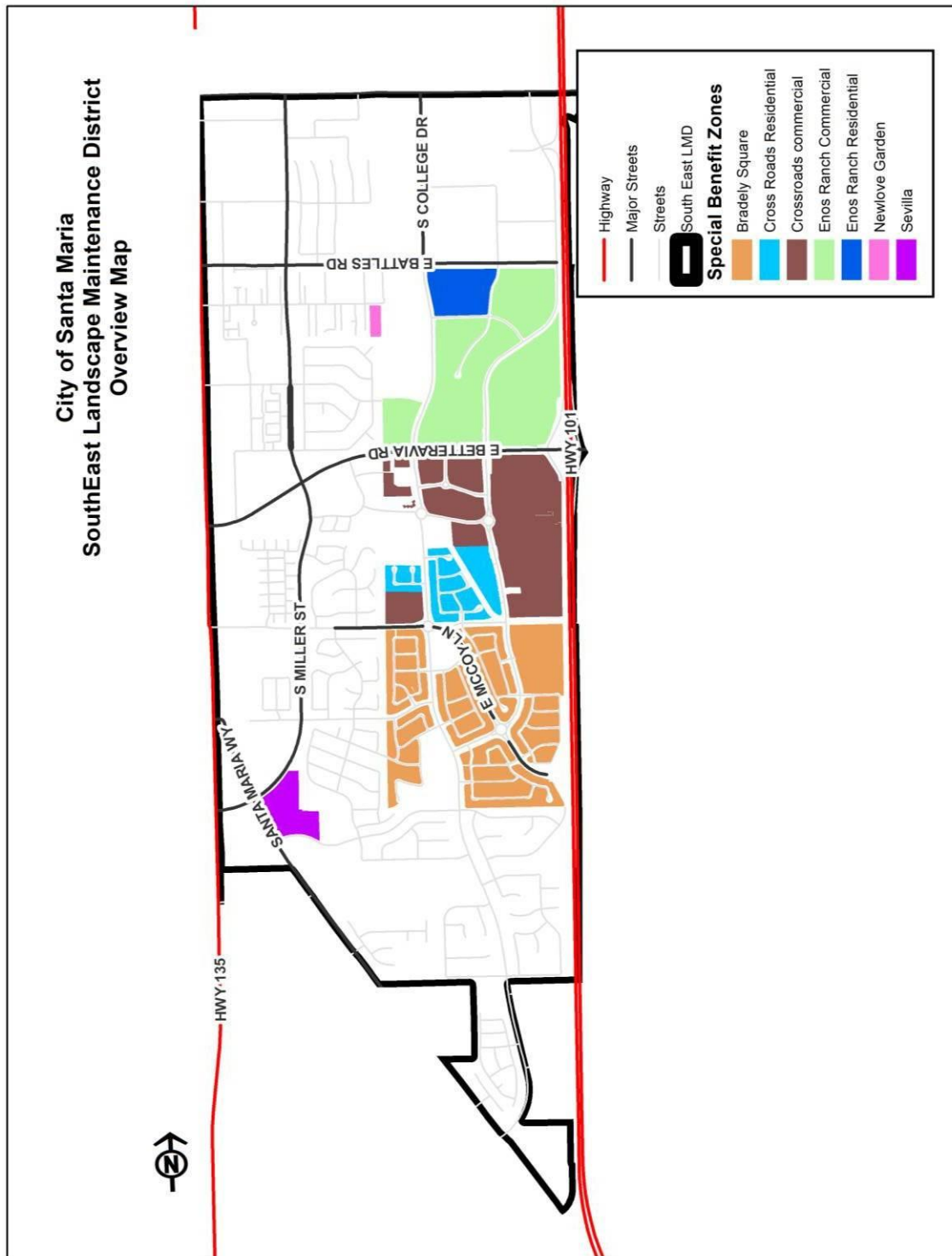
### VIII. ATTACHMENTS





Date: 5/20/2021





Date: 5/3/2022

**CITYWIDE STAFFING SHEET**

Bidder's Name: \_\_\_\_\_

Name, years of experience and Certifications of crew Foreman \_\_\_\_\_

Number of full-time employees ..... \_\_\_\_\_

Number of part-time employees ..... \_\_\_\_\_

Number of temporary/seasonal employees..... \_\_\_\_\_

Average years of employees are employed by bidder ..... \_\_\_\_\_

Average hours per week that part-time employees ..... \_\_\_\_\_

Describe full-time and part-time employees and their qualifications, including certifications and licenses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe account/clerical employees, their qualifications and skills and how your firm will utilize these skills to perform the scope of services as outlined in this RFP.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Extra's Price List**

Bidder's Name \_\_\_\_\_

**Please fill in unit cost for the complete purchase and installation of the items listed below. Truck and personnel rates will be used for projects that the unit pricing does not cover.**

- 15 gallon tree installed \$ \_\_\_\_\_
- 24" box tree with staking installed \$ \_\_\_\_\_
- GIS services per hour & per day \$ \_\_\_\_\_
- PCA services per hour & per day \$ \_\_\_\_\_
- Arborist services per hour & per day \$ \_\_\_\_\_

This list will qualify Contractor for incidental services without the need for bid proposals.

**ATTACHMENT C**

Bidder's Name \_\_\_\_\_

Invoice Instructions Acknowledgement Sheet

- I have read and understand the invoicing instructions of the RFP. I have the ability to meet these needs without exception.
- I have read and understand the invoicing instructions of the RFP. I have the ability to meet these needs with the following exceptions:

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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT D**

**REFERENCES**

Bidder's Name: \_\_\_\_\_

Provide references of at least three references of governmental, and/or commercial accounts that your firm has contracted with in the last three years for tree maintenance services. For each reference include a company name, mailing address, contact person, contact person's title, telephone number and e-mail address. All information must be completed. The City of Santa Maria or its employees **may not** be listed as references.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Individual's Contact Name: \_\_\_\_\_

Individual's Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Individual's Contact Name: \_\_\_\_\_

Individual's Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Individual's Contact Name: \_\_\_\_\_

Individual's Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## Bid Submittal Checklist

### Order of Bid Submittal

To facilitate ease of review, each bid submitted shall be submitted in the following sequence:

- A. **One original and five (5) copies** of the bid
- B. Maps, Fee and Staffing Sheets with bidders name (map on one copy only)
- C. Cover letter, Resume and Profile
- D. Signature Page
- E. Copy of State of California C-27 Landscape Contractor, City Business, Pesticide Applicator's Licenses and ISA Certified Arborist Certification
- F. References
- G. Signature Page-Not to be shared
- H. Invoice Instructions Acknowledgement Sheet
- I. Copy of all credentialing of company employees assigned to the contract, no names
- J. Bid Submittal Checklist