

**COUNTY OF MARIN  
DEPARTMENT OF PUBLIC WORKS  
PURCHASING DIVISION**

**REQUEST FOR PROPOSAL NO. 2686**

**LANDSCAPE MAINTENANCE ~  
24 County Locations & Properties**

**January 29, 2014**

The County of Marin Parks and Open Space Department is soliciting proposals for Landscape Maintenance at 24 locations as described in this Request for Proposal.

Interested contractors are required to return all requested forms and information as part of their bid submission.

Proposal packages will be received until **Wednesday, February 20, 2014**; no later than **3:00 p.m.**, at the Marin County Purchasing Division located at 3501 Civic Center Drive #404, San Rafael, CA 94903.

It is the responsibility of the proposer to ensure the completed proposal is received at the purchasing office prior to the specified deadline. No oral, telegraphic, electronic, facsimile or telephoned proposals will be considered, unless specified under the terms and conditions. Proposals received after the submittal deadline will be returned unopened.

Copies of this Request for Proposal (#2686) are available by contacting Purchasing Agent Dodie Goldberg at 415/473-7067 or via email [dgoldberg@marincounty.org](mailto:dgoldberg@marincounty.org).

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### ATTACHMENTS:

“A”	Marin County IPM Ordinance and Policy
“B”	Landscape Scheduling & Reporting Form – Work Description
“C”	Irrigation Scheduling Form
“D”	IPM, Fertilizer, and Chemical Application Reporting Form
“E”	Local Business Preference Certification
“F”	Workforce Preference Certification
“G”	Requirement for Contractor’s
“H”	Frequency Schedules and Maps

## General Provisions

### 1.1 General Project Descriptions

The labor covered under the scope of work includes the year round Landscape Maintenance of 24 locations and properties throughout Marin County. Each proposal shall include everything necessary for the fulfillment of the contract including, but not limited to labor, materials, tools, equipment, transportation, tool storage, and superintendence required to execute this contract in accordance to the given specifications.

### 1.2 Drawings and Specifications

It is intended that the provided scope of work, specifications, drawings and schedules include everything necessary to properly perform the tasks as required. Unless expressly stated, all work shall be completed in accordance with given specifications and care requirements. Every item necessarily required may not be specifically mentioned or shown.

### 1.3 Mandatory Pre-Proposal Conference and Site Inspection

A Mandatory Pre-Proposal Conference and site inspection will be held as stated below:

**Location:** Novato Branch Library  
1720 Novato Blvd.  
Novato, CA  
**Date:** Tuesday, February 4, 2014  
**Time:** 9:00 A.M.

Inspection of additional sites will immediately follow. Allow approximately five (5) hours for complete site inspection. The purpose of this conference and site inspection is to provide a briefing on the scope of work and the specifications, and to acquaint prospective contractors with all existing conditions, which could materially affect the cost of the bid. The County considers attendance at this Pre-Proposal Conference and site inspection vital to the preparation of a competitive and cost-effective bid, and to the understanding of the total result desired by the County. *All contractors who fail to attend the Pre-Proposal Conference and site inspection will be disqualified.*

Clarifications resulting from questions or issues brought forward during the walk-through will be addressed and posted on the purchasing website prior to end of business day on Friday, February 7, 2014.

### 1.4 Submission of Proposal

Sealed written bid proposals shall be received at the County of Marin, Purchasing Division, 3501 Civic Center Drive, Room 404, San Rafael, CA 94903 no later than **3 p.m. (local time) –Wednesday, February 20, 2014.** Proposals received at 3:01 p.m. or after shall be considered unresponsive and will be returned unopened.

Contractors are required to submit written proposals, in ink, on the County of Marin forms included with this proposal package. **Please provide four (4) copies of the proposal, one original and three copies (referenced as such).** Only complete proposal packages submitted shall be considered.

### **1.5 Responsible Parties**

Representing the County of Marin in all matters regarding submission of the Request for Proposal package shall be Ms. Dodie Goldberg, Purchasing Division at (415)473-7067. Representing the County of Marin in all matters involving the Technical Specifications shall be Mr. Dave Hattem, Chief of Landscape Services at (415)507-4046.

Questions regarding any portion of this bid package shall be submitted in writing or via e-mail to Dodie Goldberg - [dgoldberg@marincounty.org](mailto:dgoldberg@marincounty.org). Questions should be received on or before end of business Friday, February 7, 2014. Any questions regarding issues not addressed within the bid package will be answered by the issuance of an addendum to this RFP. The addendum will be sent to all attendees of the mandatory walkthrough and posted to the County of Marin Purchasing website on or before 5:00 p. m. on Wednesday, February 12, 2014. No telephone questions will be accepted or considered. Contractors should refer to the specific RFP page, paragraph and/or section when sending inquiries.

### **1.6 Withdrawal of Proposal**

No bids submitted may be withdrawn within sixty (60) calendar days after the submittal deadline. Bids submitted prior to the submittal deadline may be withdrawn only by written request of the contractor.

### **1.7 Performance Bond**

Upon execution of the contract, the successful proposer will be required to furnish a performance bond in an amount equal to the proposed bid amount. The guarantee shall be made to the County of Marin and shall be in the form of a certified check, money order, or surety bond. The security shall be forfeited to the County of Marin as liquidated damages if the contractor fails or neglects to furnish, execute or deliver the contract in accordance with the provided scope of work. Failure to furnish the bid guarantee may be cause for disqualification.

### **1.8 Addendum to the Request for Proposal**

Any changes, additions, deletions or clarifications to this proposal package, including the general/special provisions and specifications, shall be made by written addendum to the Request for Proposal. Such addendum shall be issued by the Purchasing Agent and will be made available to all prospective Contractors in possession of proposal package. Addendum issued within five (5) calendar days of the bid opening date/time may be cause for extension of the bid in order to allow prospective contractor's sufficient time to prepare their bids.

### **1.9 Contract Term**

The initial contract term shall be for nine months beginning April 1<sup>st</sup> ending December 31<sup>st</sup>, 2014, with an option to extend four (4) additional years, in one-year increments, by mutual consent of County and Contractor.

### **1.10 Invoicing and Payment to Contractor**

Payments will be monthly in the amount of one hundred per cent (100%) of the value of service satisfactorily completed during the month, upon receipt and approval of invoice within thirty (30) calendar days.

Contractor shall submit all invoices to the following address:

County of Marin  
Parks, Open Space and Cultural Services  
3501 Civic Center Drive, Rm. 260  
San Rafael, Ca 94903  
Ref P.O. # \_\_\_\_\_

**1.11 Taxes**

Contractor shall calculate payment for all sales, unemployment, old age pension and other taxes imposed by local, city, state or federal law, and shall include such expenses in the total contract price.

**1.12 Working Hours**

The contractor shall schedule the working hours to coincide with a normal five (5) day, forty (40) hour, workweek, Monday through Friday (Saturdays with pre-approval). Except in emergencies, no work shall be performed at the County facilities during other days or during other hours without the approval of the County.

**1.13 Change Orders**

The County of Marin may at any time, without notice to any sureties, by written change order, make any change in the work specified in the resulting Purchase Order, including but not limited to changes:

1. In the general/special provisions and terms and conditions of the Purchase Order.
2. In the written specification (incl. Drawings).

<p><b>No Order, Statement or Conduct, Written or Oral, Shall be Treated as a Change Order Unless in Writing and Signed by Both the County of Marin and Contractor.</b></p>
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**1.14 Pricing**

Prices quoted shall be firm and fixed through the first (1<sup>st</sup>) year of the term. The County requires a thirty (30) day notice before a price increase with documentation justifying the increase. If the County elects to bid out again, a sixty (60) day notice will be given.

When applicable, total amount quoted shall be F.O.B. County of Marin, including all freight and/or delivery charges, 8.5% Marin sales tax or 9.0% sales tax for the City of San Rafael.

**1.15 Award of Proposal**

Award of contract, if awarded, shall be made by the County of Marin to the contractor who offers the most advantageous proposal after consideration of all evaluation criteria specified herein. Award will NOT be based strictly upon lowest price. An Evaluation Committee will be established by the Parks and Open Space department to evaluate all received proposals in accordance with the evaluation criteria. The County of Marin reserves the right to establish weight factors for application to the criteria based upon level of importance deemed appropriate by requesting parties. Weight factors and evaluation scores will not be available until after award of contract. In addition to the Board of Supervisor approval, an official

County purchase order shall indicate award of proposal. A contract will be drawn up for the County of Marin and the Contractor to sign. All other bidders will be notified.

The County of Marin reserves the right to award in the best interest of the County, to reject any and all proposals, and to waive any informalities and minor irregularities in the proposals.

### **1.16 Local Business Preference**

In accordance with the County of Marin Ordinance # 89-2993, whenever the County of Marin acquires services or supplies by purchase or contract, the Purchasing Agent, in evaluating the price or proposal, shall award a five percent (5%) preference on the price submitted by a local county business. (See attachment "E")

### **1.17 Statement of Experience and Qualifications**

The successful contractor may be required, upon request of the Purchasing Agent, to prove that they have the skills and experience and that they have the necessary facilities and ample financial resources to perform the contract in a satisfactory manner and within the required time. This includes demonstration of IPM and water management qualifications and capabilities.

### **1.18 References**

The Contractor shall provide a minimum of three (3) references from similar projects performed for any clients within the last three years using the "Reference Requirement" form on Page 20. Information provided shall include:

- a. Client name
- b. Project description
- c. Project dates (starting and ending)
- d. Technical environment
- e. Client project manager name and telephone number

### **1.19 Permits and Licenses**

The contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the lawful prosecution of the work. Licenses required shall include, but not necessarily be limited to State Landscape Contractors License, State Qualified Pest Control Applicators License. A written recommendation by a Licensed Pest Control Adviser for all agricultural applications of pesticides is required. The contractor may be required to furnish written proof of necessary licenses.

### **1.20 Subcontractors**

(a) Each portion of the work shall be performed by an organization experienced to do work in that particular field and no portion of the work shall be reserved by the contractor to perform unless the contractor is equipped and experienced to handle it properly. Each proposal shall include a complete list of subcontractors proposed for each portion of the work.

(b) No portion of contracts or subcontracts shall be assigned, transferred or sublet without the consent of the County.

(c) If the contractor fails to specify a subcontractor for any portion of the work, they shall be deemed to have agreed to perform such portion themselves. They shall not be permitted to subcontract that portion of the work except in cases of public emergency or necessity and then only after the finding of the awarding authority has been publicly recorded.

### **1.21 Materials**

All materials shall be new, shall be the manufacturer's latest products, and shall be first quality in keeping with the highest standards of the industry. The contractor shall replace all defective materials to the satisfaction of the County at no additional cost to the County.

### **1.22 Workmanship**

All work shall be performed by skilled craft persons to the highest standards of the industry. The contractor shall provide the services of an experienced supervisor who shall be in charge of the work.

### **1.23 Temporary Storage**

No temporary or permanent storage space will be available. Contractor shall remove all tools, equipment and materials from the work site at the end of each workday.

### **1.24 Liquidated Damages**

An authorized management representative of the Marin County Parks and Open Space Department shall insure that all services are provided in a timely professional manner as required by these specifications. Such authorized management representative shall notify the contractor of all discrepancies and request contractor to respond in a specified time to correct discrepancies. Failure by the contractor to respond to correct a discrepancy shall be cause for a pro-rate deduction from the monthly invoice.

When the contractor fails to respond to either a verbal or written request to correct discrepancies to be corrected within a specific time limit established, an "outside" contractor or County employee(s) may be requested and dispatched to the site to provide the required services or corrective work in accordance with instructions furnished by the authorized management representative. The contractor who failed to respond shall incur the total cost per the "outside" contractor's invoice or the total hourly cost, including benefits, of the County employee(s).

Alternately, liquidated damages in the amount of one hundred dollars (\$100.00) for each and every day that the contractor fails to perform may be assessed to cover damages sustained by the County by reason of such failure. Such amount(s) shall be deducted from the contractor's monthly invoice. Additionally, the County reserves the right to withhold from any monthly payment due there under sufficient funds to discharge any delinquent accounts of the contractor resulting from work under this contract.

### **1.25 Assignment and Subcontracting**

The contractor shall have no right, authority or power to sell, mortgage, or assign the resulting Purchase Order, or any interest herein, nor any right, power of authority to allow, or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted there under for any purpose whatsoever without the prior written consent of the County of Marin. Neither the Purchase Order, nor any interest created thereby, shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim there under to any other party or parties, except as expressly authorized by the County of Marin.

### **1.26 Indemnification**

Contractor agrees to release, indemnify, hold harmless, and defend County, its officers, agents and employees from and against any and all claims, demands, liability, lawsuits or other action for damage or injury to persons or property arising out of or in any way connected with the contractor's operations under this agreement, or the performance of this agreement by contractor or its officers, employees, partners, directors, or agents.

### **1.27 Insurance**

Contractor shall maintain a commercial general liability insurance policy in the amount of one million dollars (\$1,000,000.00). Where the services to be provided under this Contract involve or require the use of any type of vehicle by contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of \$300,000.00. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. **The County of Marin, its officers, agents and employees** shall be named as an additional insured on the commercial general liability policy. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to County prior to commencement of work, and said certificate with endorsement shall provide for ten (10) day advance notice to County of any termination or reduction in coverage.

Nothing herein shall be construed as a limitation of contractor's liability, and County agrees to timely notify contractor of any negligence claim.

Failure to provide and maintain the insurance required by this contract will constitute a material breach of the agreement. In addition to any other available remedies, County may suspend payment to the contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

### **1.28 Worker's Compensation**

Contractor acknowledges that it is aware of the provisions of the Labor code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. If contractor has employees, a copy of the certificates evidencing such insurance shall be provided to county prior to commencement of work.

### **1.29 Nondiscriminatory Employment**

Contractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that contractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances



### **1.30 Conformity with Law and Safety**

A. Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including Federal, State, Municipal and Local Governing Bodies having jurisdiction over the scope of services or any part hereof, including all provisions of the Occupation Safety and Health Act of 1979 and all amendments thereto, and applicable Federal, State and Local Government Safety Regulations. All services performed by contractor must be in accordance with these laws, ordinances, codes and regulations. Contractor shall indemnify and save County harmless from any and all liability, fines, penalties and consequences arising from any non-compliance of violations of such laws, ordinances, codes and regulations.

B. Accidents: If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this agreement, contractor shall immediately notify the County by telephone. Contractor shall promptly submit to County a written report, in such form as may be required by County, of all accidents which occur in connection with this agreement. This report must include all of the following information:

- (1) Name and address of the injured or deceased person, and
- (2) Name and address of contractor's subcontractor (if any), and
- (3) Name and address of contractor's Liability Insurance Carrier, and
- (4) A detailed description of accident and whether any of County's equipment, tools, or material were involved.

### **1.31 Attorneys Fees**

If any action at law or inequity is brought to enforce or interrupt the provisions of this agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.

### **1.32 Right to Audit**

County shall have the right of audit and inspection of the Contractor's business records at any time during the term of this agreement. Contractor shall have readily available all records related to the performance of the agreement and shall provide office space as may be required for County to audit these records.

### **1.33 Nuclear Free Zone**

The County of Marin is a Nuclear Free Zone in which work on nuclear weapons and/or the storage of transportation of weapons, related components, and nuclear material is prohibited or restricted. Further, the County of Marin is prohibited or restricted from contracting for services or products with, or investing County funds in, any Nuclear Weapons Contractor.

### **1.34 Governing Laws**

This Request for Proposal and the resulting purchase order shall be governed by all applicable federal, state, and local laws, codes, ordinances, and regulations including, but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, the California State Department of Health Services,

and the County of Marin Environmental Health Department. This contract shall be in accordance with the substantive and procedural laws of the State of California.

### **1.35 Termination for Default – Time Extension for Delay**

If the contractor fails or refuses to prosecute the work, or any separable part therefore, as to insure that the services specified will not be completed and/or delivered within the time specified in the Bid Documents and Purchase Order, the County of Marin, may by written notice to the contractor, terminate its right to proceed with the work or such part of the work as to which there has been a delay. The contractor and its sureties shall be liable to the County of Marin for liquidated damages, or if no liquidated damages are so provided, then for any damages to the County of Marin resulting from the contractor's failure or refusal to complete/deliver the items within the specified time.

Time extension for delay may be allowed the contractor by the County of Marin for any delay in the completion/delivery of specified services which arises from enforceable causes beyond the control of the contractor and without fault or negligence of the contractor, including but not restricted to such causes as the act or negligence of the County of Marin, stormy or inclement weather in which specified work cannot be done, Strikes, Boycotts, Acts of God, Acts of the Public Enemy, Acts of Government, Fire, Flood, Epidemics, Freight Embargo, or Delays of Suppliers which arise from unforeseeable causes beyond the control and without the fault or negligence of the contractor.

### **1.36 Termination for Convenience**

The County reserves the right to terminate the contract at any time, for the convenience of the County of Marin, without penalty or recourse, by giving written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination. The Contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination. Termination compensation can not exceed the monthly service fee, and the termination nullifies the remaining months of the contract.

1. Termination for lack of funding: The County reserves the right to terminate any contract in any user agency if said agency loses funding during the term of the contract.
2. Termination for non-performance: The County may terminate the contract in whole or in part if delivery or performance is repeatedly unsatisfactory. Unsatisfactory performance includes but is not limited to:
  - a. Repeated failure to respond within requested time-frame
  - b. Failure to perform services when promised or expected
  - c. Inability to reach Contractor contact; lack of customer service
  - d. Failure to abide by Marin County IPM Ordinance & Policy

### **1.37 Independent Contractor**

The contractor agrees and certifies that they or any of their agents, servants, or employees is not an agent or employee of the County of Marin. The vendor is an independent solely responsible for contractor's acts. The resulting Purchase Order shall not be construed as an agreement for employment with the County.

### **1.38 Supplemental and Additional Work**

Supplemental and Additional work not covered by this contract may be required at the listed facilities.

This may include, but is not limited to, removal of hazardous trees, landscape renovation, structural repair, repair of vandalism as not covered in these specifications. Upon request from County's Representative, contractor shall furnish an estimate based on time, materials, equipment time, and mileage. County's Representative may, when necessary, issue to the contractor notice to perform additional and supplemental work. Upon receipt of said notice, contractor shall commence work within twenty-four (24) hours unless otherwise instructed by County Representative. Nothing in this contract shall preclude County's option to obtain estimates, labor and/or services from any other contractor for additional and supplemental work described herein.

Contractor shall submit hourly wage rates for employees, hourly equipment rate, and mileage rate required for additional supplemental work using "Hourly Wages for Supplemental Work" form, pg. 24. These rates shall be used to determine the actual cost of such work performed when estimated on a time, material, equipment time, and mileage basis.

Contractor will include an itemized invoice for any additional and supplement work required in this regular monthly statement. Such invoice shall include: date(s) and location of work, total hours for each class of workmen required, equipment time, material cost, contractor's material mark-up, mileage, and date of authorization to proceed. Upon receipt of said invoice for additional and supplemental work performed, County shall process charges and include additional payment with its regular monthly payment.

### **1.39 Non-Appropriation of Funds**

The County of Marin warrants that it has funds available to remit payments on the resulting County Purchase Order at the time the purchase order is executed. Should appropriated funds during the term of the Purchase order become unavailable for the purpose of the Purchase Order, the County may cancel the Purchase Order by providing the contractor with written notice. Such notice shall release both the County and contractor from all obligations under the Purchase Order, and contractor shall refund the County the balance of any advance payment made for orders of goods and/or services which are outstanding or which have not been received by the County.

### **1.40 Cooperative Agreement**

School Districts, special districts or other governmental units in the County of Marin shall be capable of purchasing the items specified on this Request for Proposal. The contractor shall provide firm fixed pricing for all items or services, as specified herein, and allow the agencies described herein to purchase said goods or services at any time during the effective period of the resulting County of Marin purchase order.

### **1.41 Living Wage**

This contract is subject to the County of Marin Living Wage Ordinance. The Ordinance requires the payment of a living wage to all covered employees engaged in providing services pursuant to a service contract as defined in Section 2.50.030(F). Contractor specifically agrees that should the County of Marin investigate allegations of non-compliance with the Living Wage Ordinance, contractor shall make available for audit its books and records relating to the service contract, as well as the books and records of its Subcontractors, and contractor will make available employees so that the County can interview such employees in furtherance of its investigation. Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a contractor from further consideration

in the procurement or contracting process. Failure to comply once a contract has been awarded will constitute a material breach of the contract and may result, among other things, in the suspension or termination of the affected contract and debarment from future County contracting opportunities for a period not to exceed three years.

[www.marincounty.org/depts/ad/divisions/management-and-budget/living-wage-ordinance](http://www.marincounty.org/depts/ad/divisions/management-and-budget/living-wage-ordinance)

### **1.42 Force Majeure**

Time extension for delay may be allowed the Contractor by the County of Marin for any delay in the completion/delivery of specified items which arises from unforeseeable causes beyond the control of the Contractor and without fault or negligence of the Contractor, including but not restricted to such causes as the act or negligence of the County of Marin, stormy or inclement weather in which specified work cannot be done, strikes, boycotts, acts of god, acts of the public enemy, acts of government, fire, flood, epidemics, freight embargo, delays of suppliers which arise from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and supplier.

### **1.43 Debarment and Suspension Certification**

Title 49, Code of Federal Regulations, Part 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, please attach explanation on separate sheet of paper.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this bid on the signature portion thereof shall also constitute signature of the Certification.

**\*\*End of General Provisions\*\***

# Special Provisions

## 2.1 Employee Appearance, Contractor Identification

Contractor's employees, while on the premises, shall present a neat, clean appearance. Contractor's vehicle shall bear the Contractor's name and insignia.

## 2.2 Damage or Theft

Turf, plant life, fixtures, or equipment, found damaged, killed, or failing to retain healthy growth as a result of Contractor's operations, negligence, or chemical use, shall be replaced at his expense. Damage caused by means beyond contractor's control shall be corrected by contractor at County's expense upon receipt of County authorization to proceed, except damage to certain portions of irrigation systems (see 6.3).

## 2.3 Integrated Pest Management

Marin County Ordinance (Attachment "A", especially boxed in areas) shall be the guiding document for all applications of chemical pesticides. **Pesticide use at this site shall be limited to county approved Organic Eco-exempt materials.** Material for weed eradication and pest control shall be only category III and IV herbicides, non-corrosive, non-staining, and shall not leave a flammable residue. Pesticides shall be EPA and California Department of Agriculture approved and used in strict accordance with manufacturer's recommendations, Federal, State, and local laws. Four (4) days prior to any pesticide application, any area to receive a pesticide application shall be posted to notify the public except those areas specifically noted in the ordinance. All applications must be approved by the county agent and applicators must have a signed recommendation before application. All information regarding approved applications will be posted to the County of Marin IPM website. Four (4) days prior to any pesticide application, any area to receive a pesticide application shall be posted to notify the public except those areas specifically noted in the Ordinance. Chemical application must use least toxic methods and be used as the last resort. Failure to comply with the Marin County IPM Ordinance & Policy may result in fines of up to \$200.00 per incident and/or contract termination.

See Attachment A for links to the IPM Ordinance and Policy

## 2.4 List of Materials

Within thirty (30) days after award, the successful bidder shall furnish to County for approval a list of fertilizers, herbicides, insecticides, and other chemicals they proposes to use at each work site. They shall also furnish a sample label and a MSDS for each product. Contractor shall use only County approved materials.

## 2.5 Utilities, Water Conservation, Irrigation Management

Contractor shall be responsible for reporting bi-weekly water meter readings to the County using the attached Landscape Scheduling and Reporting form, (Attachment "B" -Bottom Section), and shall make every effort to limit water use to the first tier-billing rate. The County shall provide the contractor with a yearly water allotment schedule. (Schedule will be provided to the successful vendor at a later date). Contractor shall notify the County in advance of projected water use above the first tier, which the Vendor deems necessary in order to maintain the plant material in optimum health and vigor. Failure to

notify the County of second tier water use shall result in a penalty of **\$100.00 per month** for each meter that is affected. This amount shall be deducted at the next billing period. Contractor agrees to pay any unauthorized third tier water use costs and further agrees that the County may deduct the amount of moneys due that arise from unauthorized tier three and four water use at each meter. The contractor shall not be held liable for tier three and four water usage beyond his control. This is limited to main line breaks between the water meter and the valves located on the down stream side of the backflow preventor. Water meter tier rates are as follows:

Tier 1 - \$3.74/CCF  
Tier 2 - \$7.48/CCF  
Tier 3 - \$14.97/CCF

For details refer to [www.MarinWater.org](http://www.MarinWater.org)

Irrigation management is a critical component of this project. This requires that the Landscape Maintenance manager be trained in advanced water management techniques.

Frequency and duration of irrigation cycles should be reviewed on regular basis (minimum twice per month between March and October) in relation to prevailing seasonal and climatic conditions. The Contractor is responsible for adjusting irrigation schedules in response to prevailing weather patterns and is responsible for any damage resulting from improper irrigation management.

Overhead sprinkler irrigation shall use multiple short cycles to avoid any runoff. Soil moisture shall be checked regularly with a soil probe or similar tool. Bi-weekly records shall be maintained detailing irrigation schedules using the attached Landscape Irrigation Scheduling Form, (Attachment "D"). Specific site conditions or abnormal weather conditions may require scheduling adjustments.

The contractor shall respond within two (2) hours of any request from the County to turn on or off the irrigation system. The contractor is responsible for any damage from inappropriate irrigation scheduling for failure to comply with a request for the County.

Water will be provided at all sites at no cost to the contractor. The Landscape Maintenance personnel shall adjust any existing automatic controller, based on changes in rainfall and temperature, with such frequency as to promote healthy plant growth. Landscaping personnel shall have sole responsibility for this function. Manual irrigation or hand watering is a responsibility of the contractor unless otherwise stated in the contract. Contractor shall provide consultation and recommendations for improving and upgrading existing irrigation systems as required. Landscaping personnel will utilize all available methods to insure conservation of water.

## **2.6 Mulch**

Contractor will maintain shredded redwood bark mulch with matching material. The mulch will be maintained at 3"- 4" thick on sites to prevent the growth of weeds and to retain moisture.

## **2.7 Emergencies**

Contractor shall supply County with a twenty-four (24) hour telephone number at which they or one of their employees can be reached for emergency work. Such work may include, but is not limited to, removing fallen trees or closing irrigation valves in event of line breakage.

## **2.8 Inspection**

Contractor shall inspect all sites with County's representative during the first week of this contract and thereafter in accordance with the frequency schedule. County's representative shall report maintenance discrepancies and corrections are expected to be completed within seven (7) days. All maintenance records shall be available for inspection by County's representative.

## **2.9 Frequency Schedules**

The minimum performance of work required at each location is detailed in the "Frequency Schedules" (Attachment "H"). It may be sometimes necessary to perform some tasks at closer frequencies in order to provide maintenance in accordance with the specifications.

## **2.10 Performance Reporting**

The County will require a periodic performance report using the attached Landscape Maintenance Scheduling and Reporting form, (Attachment "B" – Top Section) associated with the quarterly inspection. The period length will be determined by the County agent. The contractor will be required to address any maintenance requests and return this report to the County within two weeks of receiving this report.

## **2.11 Background/History/Experience and Qualifications**

The Successful Contractor shall be skilled and regularly engaged in **the general class or type of work called for under the proposal**, have sufficient capital and facilities to enable Contractor to prosecute the work successfully and properly, and to complete it within the time specified in the proposal. **Contractor must provide a company profile.** Contractor shall set forth his "**Background/History/Experience and Qualifications**" and submit it along with the required forms to be returned.

- a. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation
- b. Location of the company offices
- c. Location of the office servicing any California account(s)
- d. Number of employees both locally and nationally
- e. Name, address, and telephone number of the Proposer's point of contact for a contract resulting from this RFP, as well as emergency contact information

Contractor must include a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Contractor or in which the Contractor has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The County reserves the right to reject any proposal based upon the Contractor's prior history with the County of Marin or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

Contractor must include the number of years Contractor has provided similar year round Landscape Maintenance. To determine the degree of responsibility to be credited to the Contractor, the County of Marin will weigh any evidence that the Contractor has performed satisfactorily, other contracts of like nature, magnitude, and comparable difficulty and comparable rates of progress.

**2.12 Award Evaluation Criteria**

Evaluation criteria will be used to evaluate all proposals that are received.

The Evaluation Committee may also contact and evaluate the proposer’s and subcontractor’s references; contact any Proposer to clarify any response, contact any current users of a proposer’s product and services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The Evaluation Committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the County of Marin, reject any and all proposals, and to waive any informalities and minor irregularities in the proposals.

Discussions/interviews may, at County of Marin’s sole option, be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions/interviews may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions/interviews, County of Marin will not disclose information derived from proposals submitted by competing Proposers.

<b>EVALUATION CRITERIA</b>	
Background, History, Experience and Qualifications: Strong experience with IPM and water management. This may include staff members who have completed Bay Friendly Landscaper Training	
References	
Proposal submission: Quality and thoroughness of submitted proposal	
Contractor’s concept, approach and understanding of the County’s landscape objective	
Offer Price	

**\*\*\*END OF SPECIAL PROVISIONS\*\*\***



## **Technical Specifications ~ Tree Care**

### **Tree Care**

#### **3.1 General**

All trees shall be maintained in a healthy, vigorous, aesthetically pleasing condition through the use of good horticultural methods and practices and in accordance with the frequency schedules.

#### **3.2 Irrigation**

Trees shall be deep watered by the application, at long intervals, of sufficient quantities of water to replenish water in the root zone of the plant. Basin modifications may be required.

#### **3.3 Fertilization**

Fertilization shall have an analysis of at least 10% nitrogen, 5% phosphorous, and 5% potassium. Higher analysis fertilizer shall be used if soil test by County indicates the need. Small trees (less than 18 inch trunk circumference at a point 3 feet above the ground) shall be root fertilized at the drip line to a depth of 12 to 24 inches such that each tree receives at least 0.1 lbs. of actual nitrogen for each one inch of trunk diameter per year.

#### **3.4 Pruning**

Trees shall be trimmed and shaped as necessary to maintain a natural appearance according to ISA Standards. Heading cuts shall not be made. Suckers and water sprouts shall be removed. Dead or diseased branches shall be removed from trees whenever observed. Maintain safe, adequate clearance for vehicle and pedestrian traffic where appropriate. All pruning debris shall be removed from the site immediately after work is completed. The contractor shall not be responsible for pruning higher than 15 feet into any tree.

#### **3.5 Staking & Tying**

Trees requiring guys, stakes, or special care shall receive necessary preparations prior to the time that seasonal winds or rain occur to insure that plant material is not damaged. Tree ties shall be inspected and replaced, insuring that they are not girdling or otherwise damaging trees. All trees, which require re-staking, will be done by the U.C. Extension specifications, which may be obtained from the County agent. All unnecessary stakes and ties will be removed.

#### **3.6 Tree IPM**

Contractor shall keep pests at an acceptable level by utilizing integrated pest management methods that conform to County of Marin IPM Ordinance (Attachment "A").

## **Technical Specifications ~ Shrub, Groundcover, and Vine Maint.**

### **Shrub, Groundcover, and Vine Maintenance**

#### **4.1 General**

All shrubs shall be maintained in a healthy vigorous, aesthetically pleasing condition through the use of good horticultural methods and practices and in accordance with the frequency schedules.

#### **4.2 Irrigation**

Sufficient quantities of water to replenish water in the root zone of the plant shall be applied. Basin modifications may be required.

#### **4.3 Fertilization**

Fertilizer shall have an analysis of at least 10% nitrogen, 5% phosphorous, and 5% potassium. Higher analysis fertilizer shall be used if soil test by County indicates the need. All shrubs shall be fertilized by broadcasting the material around the plant, then cultivating and watering it in. Shrubs shall be fertilized such that the shrub area has received 3 lbs. of actual nitrogen per 1,000 square feet per year.

#### **4.4 Pruning**

Shrubs shall be thinned and shaped as necessary to maintain a natural appearance. Vines shall be trained to cover the framework provided. Dead or diseased branches shall be removed from plants whenever observed. All pruning debris shall be removed from the site immediately after work is completed.

#### **4.5 IPM**

Contractor shall keep pests at an acceptable level by utilizing integrated pest management methods according to County of Marin IPM Ordinance (Attachment "A"). Document the use of pesticides by utilizing the provided IPM, Fertilizer, and Chemical Application Reporting Form (Attachment "D").

#### **4.6 Weed Control**

Contractor shall remove by cultivation all weeds at the seedling stage. All existing mulched areas will be maintained at 3" to prevent weed growth. Areas to be newly mulched will be a high priority and be considered additional work beyond the scope of maintenance. Herbicides, when used according to the ordinance, will be applied at the seedling stage per the U.C./Growers I.D. Handbook as a last resort.

## **Technical Specifications ~ Turf Maintenance**

### **5.0 Turf Maintenance**

#### **5.1 General**

**No Pesticide applications shall be made to any turf, playground or picnic areas.** Turf shall be maintained in a healthy, vigorous, aesthetically pleasing condition through the use of best management practices, cultural practices, and mechanical methods.

#### **5.2 Irrigation**

Turf shall be watered as necessary to maintain proper growth, density and color. Do not over water so as to cause excessive run off or standing water. Contractor shall program the automatic controller to insure adequate irrigation during the hours that the facility is closed. Contractor shall be held responsible for the cost of water overages in the third tier for water use not related to mainline breaks.

#### **5.3 Mowing and Edging**

Turf shall be mowed at a height of 1¾ to 2 inches using a well-sharpened lawn mower. Grass clippings shall be removed if necessary to provide a neat appearance or to prevent damage to turf. Grass shall be kept one foot away from all trees. Prevent grass from growing over sprinkler heads and hindering proper irrigation coverage but avoid lowering the soil level.

#### **5.4 Fertilization**

Fertilizer shall have an analysis of a least 15% nitrogen, 3% phosphorous, and 3% potassium. Higher analysis fertilizer shall be used if soil test by County indicates the need. Turf shall be fertilized such that it receives at least three lbs. actual nitrogen per 1,000 square feet per year.

#### **5.5 Aerification**

Contractor shall verify the turf with equipment that will remove plugs. Plugs may be left on turf and returned to the soil if pulverized.

#### **5.6 Pest and Weed Control**

Contractor shall control weeds that may appear in the turf areas, using cultural and mechanical methods only. No applications may be to turf areas. Refer to the Marin County IPM Ordinance and Policy (Attachment "A").

## **Technical Specifications ~ Miscellaneous Maint.**

### **Miscellaneous Maintenance**

#### **6.1 Litter Pickup and Removal**

Contractor shall pick up all litter and cigarette butts as needed. All litter and debris must be disposed of off site and handled in a fire-safe manor. Contractor shall empty and clean all exterior trash containers (not large bins).

#### **6.2 Pavement Maintenance**

Contractor shall sweep all sidewalks, gutters and parking lots as indicated on the frequency schedules. Using a blower may be substituted for sweeping as long as debris is blown into a pile and removed when appropriate. Contractor will not be responsible for striping of parking areas or for asphalt/concrete repair.

#### **6.3 Irrigation Systems**

Contractor shall be responsible for all irrigation after the valve including drip emitters, spray heads, fittings, and lateral lines. Contractor shall not be responsible for any damage due to or theft of sprinkler heads, quick couplers, risers, and swing joints, including the tees or ells connecting them to supply lines. Other portions of the systems shall be corrected by Contractor at County's expense upon receipt of County authorization to proceed. Any portion of the irrigation system damaged as a result of contractor's operation or negligence shall be repaired at his expense. Replacement parts shall be of equal quality to original equipment. Contractor shall maintain and repair irrigation and other enclosures, as needed to preserve the integrity of landscaping.

#### **6.4 Drainage**

Contractor shall inspect and clean catch basins, open ditches, and drain pipes to insure proper flow of water. Branches bark, debris and leaves shall be removed.

#### **6.5 Decomposed Granite Surfaces**

If applicable to the site, contractor shall rake and compact material to maintain an even surface. Contractor shall remove all weeds from these areas.

#### **6.6 Other Conditions**

Contractor will notify the County of any conditions that may constitute a hazard or nuisance to the public.

**\*\*\*End of Technical Specifications\*\*\***

**EXCEPTIONS TO THE SPECIFICATIONS N/A**

CONTRACTORS ARE REQUIRED TO STATE ANY EXCEPTIONS TO THE LANDSCAPE MAINTENANCE REQUEST FOR PROPOSAL (#2686), AS SPECIFIED HEREIN, IN THE SPACE BELOW; ANY EXCEPTION TAKEN SHALL BE FULLY DESCRIBED TO ALLOW THE COUNTY OF MARIN TO EVALUATE ITS ACCEPTANCE.

**SPECIFICATION SECTION**

**EXCEPTION**

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## Contractor References

Client Name Spring Lake Village, Santa Rosa  
Project Description 25 acre Assisted Living Facility Annual & perennial color rotation, complex irrigation, vegetation mgmt along creek  
Project Dates (starting and ending) Since 2006  
Technical Environment Well based irrigation system, mature trees  
Client Project Manager Name & Telephone # Dennis McLean  
707-579-6952

Client Name Alameda Point  
Project Description Former Naval Air Station. We manage approximately 20+ acres that is primarily turf and shrubs. We have 5 day presence  
Project Dates (starting and ending) Since 2011  
Technical Environment Near the bay. There are a lot of geese.  
Client Project Manager Name & Telephone # Ryan Gaughan 510-749-0304

Client Name County of Marin  
Project Description Landscape Management of public parks, pathways w high traffic. Includes turf, ground cover, irrigation management  
Project Dates (starting and ending) Since 2010  
Technical Environment Diverse environment including campus, medians, parks & open space  
Client Project Manager Name & Telephone # Dave Hattem  
415-507-4046

## **Background/ History/ Experience and Qualifications**

Contractor shall describe background, history, experience, and qualifications as detailed under Section 2.11 on page 13. Please include descriptive literature which detail the experience and qualifications you provide. Printed media, typed or legible handwritten pages are acceptable means of providing this information.

**Proposals that do not include this information may be deemed unresponsive and thus rejected.**

- Minimum of three (3) years' experience in Landscape Maintenance See following pages
- State Landscape Contractor's License C-27
- IPM Experience & Training See following pages
- ISA Certified Arborist on the project team We have long term partnerships with ISA Certified Arborists and receive exclusive pricing.
- A State Qualified Applicator's Certificate & Business License on the project team  
State applicator's License: 30453 and County of Marin Business License: 008217
- Water Irrigation Management Experience & Training See following pages
- Description of abilities and experience of project manager and additional key staff members See following pages

## Itemized Bid Schedule Landscape Maintenance – Multiple County Properties

**Work as Specified**

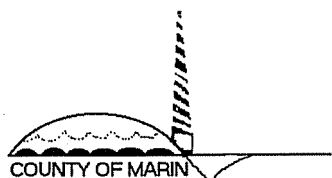
<b><u>Item #</u></b>	<b><u>Location</u></b>	<b><u>Monthly Amount</u></b>	<b><u>Annual Amount</u></b>
1.	Novato Branch Library 1720 Novato Blvd. Novato	\$ 655	\$ 7,860
2.	Rush Creek Landscape Along Atherton Blvd. From 200 Yards West of Oakshade to Bugeia Ln. Novato	1,296	15,552
3.	Employment Development Building 10-120 N. Redwood San Rafael	581	6,972
4.	Castro Field Park 65 Vendola San Rafael	691	8,292
5.	Adrian- Rosal Park Corner of Adrian Wy & Rosal Wy San Rafael	514	6,168
6.	Pueblo Park Between Rincon Wy & Hacienda Wy San Rafael	553	6,636
7.	Santa Venetia Promenade Between Birch Wy & La Pasada Wy San Rafael	335	4,020
8.	Meriam Dr Between No. San Pedro Rd. & Mark Twain Ave. North Bridge Median Islands San Rafael	599	7,188
9.	Marin County Health Dept. 920 Grand Avenue San Rafael	248	2,976
10.	Sir Francis Drake Blvd. Medians From Eliseo Dr. West to Maple Ave. Greenbrae to Kentfield	1,876	22,512
11.	Creekside Park 251 Bon Aire Rd. Kentfield	1,746	20,952



12.	<b>Bon Air Dr. Medians From SFD Blvd. So. to So. Eliseo Dr. Greenbrae</b>	<u>511</u>	<u>6,132</u>
13.	<b>Fairfax Library 2097 Sir Francis Drake Blvd. Fairfax</b>	<u>590</u>	<u>7,080</u>
14.	<b>Corte Madera Creek Bike Path From So. Eliseo Dr. to Ross Post Office to Kentfield</b>	<u>995</u>	<u>11,940</u>
15.	<b>Corte Madera Library 707 Meadowsweet Dr. Corte Madera</b>	<u>570</u>	<u>6,840</u>
16.	<b>Civic Center Medians West of Building 3501 Civic Center Dr.</b>	<u>250</u>	<u>3,000</u>
17.	<b>Civic Center Medians &amp; Turf Eastside 3501 Civic Center Dr.</b>	<u>980</u>	<u>11,760</u>
18.	<b>Lucas Valley Offices and Park 2 Jeannette Prandi Way San Rafael</b>	<u>1,265</u>	<u>15,180</u>
19.	<b>NS (Law Library) 10 &amp; 20 North San Pedro (@ San Pablo) San Rafael</b>	<u>630</u>	<u>7,560</u>
20.	<b>Candy's Park Adrian Way (near corner of La Posada Way) San Rafael</b>	<u>258</u>	<u>3,096</u>
21.	<b>Manzanita Park &amp; Ride Pohono St. &amp; Bolinas St. (MV-Saus. Bike Path) Sausalito</b>	<u>389</u>	<u>4,668</u>
22.	<b>Rush Creek Park Across from 120 Saddlewood Dr. Novato</b>	<u>344</u>	<u>4,128</u>
23.	<b>Exhibit Hall Parking Lot 10 Avenue of the Flags San Rafael</b>	<u>508</u>	<u>6,096</u>
24.	<b>Alameda Del Prado Posada Del Sol to Hector Lane Novato</b>	<u>546</u>	<u>6,552</u>
	<b>TOTALS:</b>	<u>16,930</u>	<u>203,160</u>

# Hourly Wages and Rates for Supplemental Work

<u>Crew Member</u>	<u>Rate Per Hour</u>
Landscape Crew Member	<u>\$ 35</u>
Crew Leader	<u>\$ 42</u>
Irrigation Technician	<u>\$ 60</u>
Area Supervisor	<u>\$ 75</u>
Arborist / Climber	<u>\$ 70</u>
Back-hoe operation	<u>\$ 65</u>
Irrigation Trencher	<u>\$ 55</u>
Tractor operation	<u>\$ 65</u>
 <u>Equipment</u>	 <u>Per Mile:</u>
Pick-up Truck	<u>.29</u>
5 yard Dump Truck	<u>.35</u>
 <u>Landscape Plant Installation</u>	 <u>Per Planting:</u>
Ground cover per flat	<u>\$ 38</u>
1 Gal.	<u>\$ 18</u>
5 Gal.	<u>\$ 45</u>
15 Gal.	<u>\$190</u>
24" Box	<u>\$ 575</u>



# COUNTY OF MARIN

## INTEGRATED PEST MANAGEMENT ORDINANCE NO. 3521

AND

## INTEGRATED PEST MANAGEMENT POLICY ACKNOWLEDGMENT

Please find and read the County of Marin Integrated Pest Management Ordinance No. 3521, Chapter 23.19, and, County of Marin Integrated Pest Management Policy currently in effect. By signing below you are stating that you have read and understood the County of Marin Integrated Pest Management Ordinance and Policy and agree to strictly adhere to the guidelines, terms, conditions and requirements therein.

\_\_\_\_\_  
**Signature**

February 20, 2014  
\_\_\_\_\_  
**Date**

# **OFFER**

IN COMPLIANCE WITH THE ABOVE, THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID IS ACCEPTED WITHIN 60 CALENDAR DAYS FROM DATE OF OPENING, TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINT WITHIN THE TIME SPECIFIED.

DISCOUNTS WILL NOT BE CONSIDERED IN THE EVALUATION OF ANY QUOTATION, UNLESS OTHERWISE STATED IN THIS INVITATION.

## **REPRESENTATIONS AND CERTIFICATIONS**

BIDDER CERTIFIES THE FOLLOWING: (CHECK APPROPRIATE ONE)

THAT THEY ARE A \_\_\_\_\_ DEALER IN THE BID ITEMS BID UPON  
\_\_\_\_\_ MANUFACTURER OF THE ITEMS BID UPON

THAT THEY OPERATE AS AN \_\_\_\_\_ INDIVIDUAL  
\_\_\_\_\_ PARTNERSHIP  
  X   CORPORATION

INCORPORATED IN THE  
STATE OF   California  

**BIDDER NAME:**   Gardeners' Guild, Inc.  

**ADDRESS:**   2780 Goodrick Avenue  

  Richmond, CA 94801  

**PHONE NO.:**   Main: 510-439-3700 Direct: 510-439-3728  

**E\*MAIL:**   sharris@gardenersguild.com  

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:**   Kevin Davis  

**TITLE:**   President  

**DATE:**   February 20, 2014

**REQUEST FOR PROPOSAL #2686**  
**LANDSCAPE MAINTENANCE ~ MULTIPLE COUNTY PROPERTIES**

**PROPOSAL DOCUMENTS TO BE RETURNED**

The following forms must be completed and submitted on or before the Submittal Deadline  
**PLEASE PROVIDE THREE (3) COPIES: ONE (1) ORIGINAL AND TWO (2) COPIES.**

- a. Exceptions to Specifications (p.19)
- b. Contractor References (p.20)
- c. Background/History/Experience & Qualifications – (information to be provided)
- d. Bid Schedule (pp. 22 & 23)
- e. Wages & Rates for Supplemental Work (p.24)
- f. IPM Acknowledgement (p. 25)
- g. Offer (p. 26)
- h. If applicable, Local Preference Certification (p. 32)
- i. If applicable, Workforce Preference Certification (p.33)

Successful Proposer shall furnish prior to contract commencement:

- a. Requirement for Contractors
- b. W-9
- c. Certificate of Liability
- d. Additional Insured Endorsement naming County of Marin as additionally insured
- e. Performance Bond (certified check, money order or surety bond)

**\*\*\*END OF REQUEST FOR PROPOSAL\*\*\***

**ATTACHMENT “A”  
Integrated Pest Management (IPM)**

**General Information:**

[www.marincounty.org/depts/ag/ipm](http://www.marincounty.org/depts/ag/ipm)

**IPM Ordinance:**

[www.marincountyparks.org/depts/pk/our-work/os-main-projects/~media/Files/Departments/PK/Integrated%20Pest%20Mgmt/IPM\\_Ordinance\\_01\\_14\\_2010.pdf](http://www.marincountyparks.org/depts/pk/our-work/os-main-projects/~media/Files/Departments/PK/Integrated%20Pest%20Mgmt/IPM_Ordinance_01_14_2010.pdf)

**IPM Policy:**

[www.marincountyparks.org/depts/pk/our-work/os-main-projects/~media/Files/Departments/PK/Integrated%20Pest%20Mgmt/IPM\\_Policy\\_06\\_18\\_2013.pdf](http://www.marincountyparks.org/depts/pk/our-work/os-main-projects/~media/Files/Departments/PK/Integrated%20Pest%20Mgmt/IPM_Policy_06_18_2013.pdf)

For a hard copy of the IPM ordinance and/or IPM policy, please contact Dodie Goldberg – 415/473-7067 or [dgoldberg@marincounty.org](mailto:dgoldberg@marincounty.org).

## ATTACHMENT "B"

### Landscape Scheduling and Reporting Form

	Frequency	Date Completed
<b>A. Non-Vegetated Areas</b>		
1. Leaf and litter removal	weekly	_____
2. Paper and trash removal	weekly	_____
3. Weed control (inspect/hand weed/spot spray)	weekly	_____
4. Pre-emergent herbicide application		_____
<b>B. Lawn Areas</b>		
1. Mowing	weekly	_____
2. Edging	weekly	_____
3. Fertilization		_____
4. Pest and disease inspection and control	bi-month	_____
5. Aeration		_____
<b>C. Groundcover Plantings</b>		
1. Weed control (inspect/hand weed/spot spray)	weekly	_____
2. Fertilization of groundcovers		_____
3. Pest inspection and control	weekly	_____
4. Disease inspection and control	weekly	_____
5. Leaf and litter removal	weekly	_____
6. Paper and trash removal	weekly	_____
7. Edge pruning		_____
8. Pre-emergent herbicide application		_____
<b>D. Trees and Shrubs</b>		
1. Weed control (inspect/hand weed/spot spray)	weekly	_____
2. Fertilization trees and shrubs		_____
3. Pest inspection and control	weekly	_____
4. Disease inspection and control	weekly	_____
5. Pruning-Training/Shaping		_____
a. Trees		_____
b. Shrubs		_____
7. Staking and typing (inspection)	weekly	_____
8. Leaf and litter removal	weekly	_____
9. Paper and trash removal	weekly	_____
10. Pre-emergent herbicide application		_____
<b>E. Water Management</b>		
1. Irrigation main, lateral and head inspection	weekly	_____
2. Activation or Deactivation Date	Date	_____

**METER READINGS IN CCFs**

Meter/Week	Week 1	Week 2	Week 3	Week 4	Week 5	Total Month

# ATTACHMENT "C"

## Landscape Irrigation Scheduling Form

Site:

Month:

\_\_\_ First two weeks \_\_\_ Second two weeks

Irrigation Control Clock Type \_\_\_\_\_

**Station #                      Days / Week                      Minutes/Station                      Landscape Type**

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

**NOTES:**



# ATTACHMENT "D"

## IPM, Fertilizer and Chemical Application Reporting Form

### CHEMICAL APPLICATIONS

(Includes all herbicides, pesticides and fertilizers)

<u>Chemical Applied</u>	<u>Date</u>	<u>Rate</u>	<u>Areas Tested</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

ADDITIONAL WORK OR COMMENTS:

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

CERTIFICATION OF COMPLETION BY CONTRACTOR

CERTIFICATION OF COMPLETION BY SUB-CONTRACTOR

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

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

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

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

Company: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

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### For Use by County of Marin

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

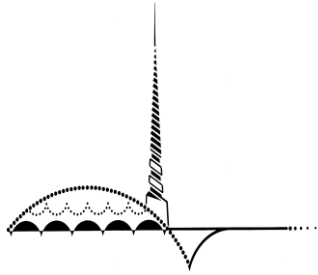
Checked by: \_\_\_\_\_

Site Inspection by: \_\_\_\_\_

Comments: \_\_\_\_\_

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

**LOCAL BUSINESS PREFERENCE CERTIFICATION FORM**



Chapter 3.10 of the Marin County Code, Preference in Contracts and Purchases, allows a 5% preference on the price submitted to local businesses which Contract with or

All respondents must certify they meet the definition of local business. Please initial one of the following definitions which apply to your business and describe below:

- 1. \_\_\_\_\_ **Has its principal place of business in Marin County; or**

Describe: \_\_\_\_\_  
\_\_\_\_\_

- 2.  **has a business license issued in Marin County for a period of six months prior to any claim of preference; or**

Describe: Gardeners' Guild has had a business license for Marin County #008217  
The company has had a license to operate in Marin County since it started (in 1972).

- 3. \_\_\_\_\_ **maintains an office or other facility in Marin in which not less than five persons are employed substantially full time.**

Describe: \_\_\_\_\_  
\_\_\_\_\_

Any business which falsely claims a preference pursuant to Chapter, 3.10, shall be ineligible to Proposal on county purchases or Contracts for a period of one year from the date of discovery of the false certifications.

The Local Business Preference Certification form must be completed and returned with your Proposal/proposal response if you are claiming the 5% local business preference. Upon request, vendor agrees to provide additional information to substantiate this certification.

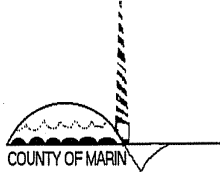
Vendor certifies information provided is true and accurate under penalty of perjury.

Gardeners' Guild, Inc.

Firm Name  
2780 Goodrick Avenue Richmond, CA 94801  
Business Address City, State, Zip Code

Signature of Authorized Representative  
February 20, 2014 Title of Authorized Representative  
510-439-3700

Date  
510-439-3344 Telephone Number  
Fax Number sharris@gardenersguild.com E-Mail



**WORKFORCE PREFERENCE CERTIFICATION**

All respondents must certify and describe that their business employs at least 50% of the workforce under the service contract **at the time of this solicitation** are Marin County residents as defined below:

“Employee” means an individual who is permanently or temporarily employed by a county contractor or subcontractor performing direct services during any applicable pay period on work funded (in whole or in part) pursuant to a service contract as defined under this chapter.

Direct services do not include activity not directly contracted for by the county; for example, if the contract is for providing “counseling,” then only those employees providing that counseling are affected. Employees that would not be affected in that scenario would include support staff to those counselors, staff who process payroll or bill for the counselor’s time, or staff who supervise or manage those counselors. In another example, if the contract is to provide janitorial services, only those employees providing the janitorial services in county facilities would be affected. Employees who order supplies or repair equipment used in the performance of those services would not be affected.

Employee does not include an individual who is: (1) A worker classified as a student trainee, or intern working through an approved state or academic program or working towards state licensure or a professional accreditation sanctioned by a public entity or recognized licensure agency; (2) nor does it include anyone, regardless of age, who is providing services to earn academic credit or as part of a formal government approved, time-specific training program (e.g., Marin conservation corps trainees); and (3) employee also does not include a person providing volunteer services.

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Marin Workforce Bidders Preference Certification form must be completed and returned with your bid/proposal response if you are claiming the 5% bidding preference. Upon request, vendor agrees to provide additional information to substantiate this certification.

Vendor certifies information provided is true and accurate under penalty of perjury.

\_\_\_\_\_  
Firm Name  
\_\_\_\_\_  
Business Address  
\_\_\_\_\_  
Signature of Authorized Representative  
\_\_\_\_\_  
Telephone Number  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Title of Authorized Representative  
\_\_\_\_\_  
Fax Number

**PLEASE DO NOT COMPLETE THIS FORM UNLESS YOU QUALIFY FOR THE PREFERENCE**

**\*In no case shall the total of all preferences for which a bid/proposal is eligible exceed fifteen percent (15%)\***

**COUNTY OF MARIN**  
**REQUIREMENTS FOR CONTRACTORS**

**1. LICENSES**

All Contractors and their Subcontractors shall be licensed at the time of the bid date by the Contractors State License Board of the State of California to perform the work, if such work lawfully requires such licensing.

**2. TAXES**

Contractors shall calculate payment for all sales, unemployment, old age pension and other taxes imposed by local, city, state or federal law, and shall include such expenses in the total amount bid.

**3. PAYING OF PREVAILING WAGE RATES**

The Board of Supervisors has been provided with a determination of the prevailing rates of wages applicable to this project, which is on file in the Office of the County Clerk, copies of which may be obtained from the Department of Public Works. Said rates are based on an eight (8) hour day, forty (40) hour week, except as otherwise noted and currently in effect. Existing agreements between the Building Trades and Construction Industry groups relate to wages, overtime, holidays and other special provisions shall be strictly observed. In compliance with the provisions of Section 1776 of the Labor Code of the State of California, as amended the Contractor and each of his Subcontractors shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice or worker employed by them in connection with the project. Said records shall be available for inspection at all reasonable hours, and copies shall be made available to the employee or his authorized representative, the State Division of Labor Standards Enforcement, the State Division of Apprenticeship Standards, and the County.

**4. INDEMNIFICATION**

Contractor agrees to indemnify, defend, and hold County harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract.

**5. INSURANCE**

The Contractor shall maintain a commercial general liability insurance policy in the amount of **one million dollars (\$1,000,000.00)**. If the policy has an annual aggregate, the limit of the annual aggregate must be at least twice the occurrence limit. Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of \$1,000,000.00. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis only. **The County of Marin** shall be named as an additional insured on the commercial general liability policy. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to County prior to commencement of work.

**\_\_\_By initialing in the space provided, Contractor warrants that the services to be provided under this Contract do not require the use of any type of vehicle by Contractor.**

Nothing herein shall be construed as a limitation of Contractor's liability, and County agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this contract will constitute a material breach of the agreement. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

**6. WORKERS' COMPENSATION**

The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California 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 it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. If Contractor has employees, a copy of the certificates evidencing such insurance shall be provided to County prior to commencement of work.

Workers' Compensation insurance as required by the State of California and Employers Liability Insurance with limit of \$1,000,000. If any work shall be performed on, in, or under a body of water and governed by U.S. Longshoremen's and Harbor Workers Compensation Act, the Jones Act or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims. Contractor is responsible for determining if there is an exposure to such an injury and agrees to indemnify the County of Marin for all claims arising out of such an injury.

**\_\_\_By initialing in the space provided, Contractor warrants that no employees will be used in providing the services under this Contract.**

**7. NONDISCRIMINATORY EMPLOYMENT**

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

**8. INTEGRATED PEST MANAGEMENT (IPM)**

The Contractor shall be required to strictly adhere to the guidelines established in the County of Marin's IPM Ordinance and Policy, approved by the Board of Supervisors on July 21, 2009. All pesticide applications, regardless of material used, must be approved by the IPM Coordinator prior to use at any facility covered by the contract. Material for weed eradication and pest control shall be only those listed in the County of Marin's approved list and categories III and IV herbicides, non-corrosive, non-staining, and shall not leave a flammable residue. Pesticides shall be Environmental Protection Agency and California Department of Agriculture approved and used in strict accordance with manufacturer's label, recommendations, Federal, State, and local laws. All requests for application must be submitted to the Engineer four calendar days prior to posting. Requests must include a map of the area, material requested to be used and dates of application requested. All applications must be approved by the Engineer in writing and applicators must have a signed Pest Control Recommendation before application. All information regarding approved applications will be posted to the County of Marin IPM website. Four (4) days prior to any pesticide application, any area to receive a pesticide application shall be posted to notify the public except those areas specifically noted in the Ordinance. Chemical application must use least toxic methods and be used as the last resort and only with written approval Failure to comply with the Marin County IPM Ordinance & Policy may result in fines of up to \$200.00 per incident and/or contract termination. The IPM policy and Ordinance is available at the following website

List of Materials

Within thirty (30) days after award, the successful bidder shall furnish to the Engineer for approval a list of fertilizers, herbicides, insecticides, and other chemicals he proposes to use at each work site. He shall also furnish a sample label and a MSDS for each product. Contractor shall use only County approved materials.

Records

Contractor is required to maintain records of pest control activities. Contractor shall submit reports on a monthly basis to the Engineer if fertilizers, herbicides, insecticides, and other chemicals were used at the work site. Reports are to include the date, name of the pest, the site/location the work was done, name of technician performing the work and corrective action taken. If a pesticide was used, the product name, the amount applied and the area treated must also be reported.

**9. DEBARMENT AND SUSPENSION CERTIFICATION**

The Contractor under Title 49, Code of Federal Regulation, Part 29, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager: is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

**10. GENUINE BID**

The Undersigned hereby certifies that this bid is genuine and not sham or collusive, or made in the interest or on behalf of any person or business not herein named, and that he has not directly or indirectly induced or solicited any other bidder to furnish a sham bid, or any other person or business to refrain from bidding, and that he has not in any manner sought by collusion to secure himself an advantage over any other bidder.

**Contractor has read and understands the foregoing and agrees to be bound by all of the foregoing terms and conditions.**

Gardeners'gGuild, Inc.  
Contractor (Firm Name)

\_\_\_\_\_  
Authorized Signature

February 20, 2014  
Date

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Novato Branch Library  
1720 Novato Blvd.  
Novato**

	Twice weekly	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b><u>Tree Maintenance</u></b>																						
Irrigation										X				X	X	X	X	X	X	X		
Basin maintenance										X												
Fertilization							X							X					X			
Pruning (structural to 15')								X			X	X										
Pruning (deadwood to 15')										X												
Staking & tying										X												
IPM Pest control										X												
IPM Weed control										X												
Olive removal								X			X								X	X	X	X
Maintain 3" mulch as weed prevention										X												
<b><u>Shrub, Groundcover Maintenance</u></b>																						
Irrigation										X												
Basin maintenance										X												
Fertilization							X							X					X			
Pruning (structural)								X			X	X										
Pruning (hedge)							X							X					X			
Pruning (deadwood)										X												
Staking & Tying										X												
Vine training & pruning										X												
IPM Pest control										X												
IPM Weed control										X												
Maintain 3" mulch as weed prevention										X												
<b><u>Turf Maintenance</u></b>																						
Irrigation										X			X	X	X	X	X	X	X	X		
Irrigation system inspection			X										X	X	X	X	X	X	X	X		
Mowing	X	X								X			X	X	X	X	X	X	X	X		
Edging			X							X			X	X	X	X	X	X	X	X		
Fertilization							X							X					X			
Aerification								X						X					X			
IPM Pest control										X												
IPM Weed control										X												

**Comments:**  
Refer to map for maintenance of creek side seating area

Twice weekly	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
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January	February	March	April	May	June	July	August	September	October	November	December
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**Misc. Maintenance**

Litter & trash removal	X								
Sidewalk blowing	X								
Parking lot blowing			X						
Atrium blowing		X							
Atrium plant care									
Annual color change out						X			
Irrigation system inspection			X						
Irrigation system repair									X
Site inspection with County					X				
Drain cleaning									X
Trash container maintenance									X
Moss control pressure - wash-courtyard bricks							X		X

X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
		X				X				X	
		X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X		
X			X			X			X		
X	X	X							X	X	X
		X						X			

**Comments:**

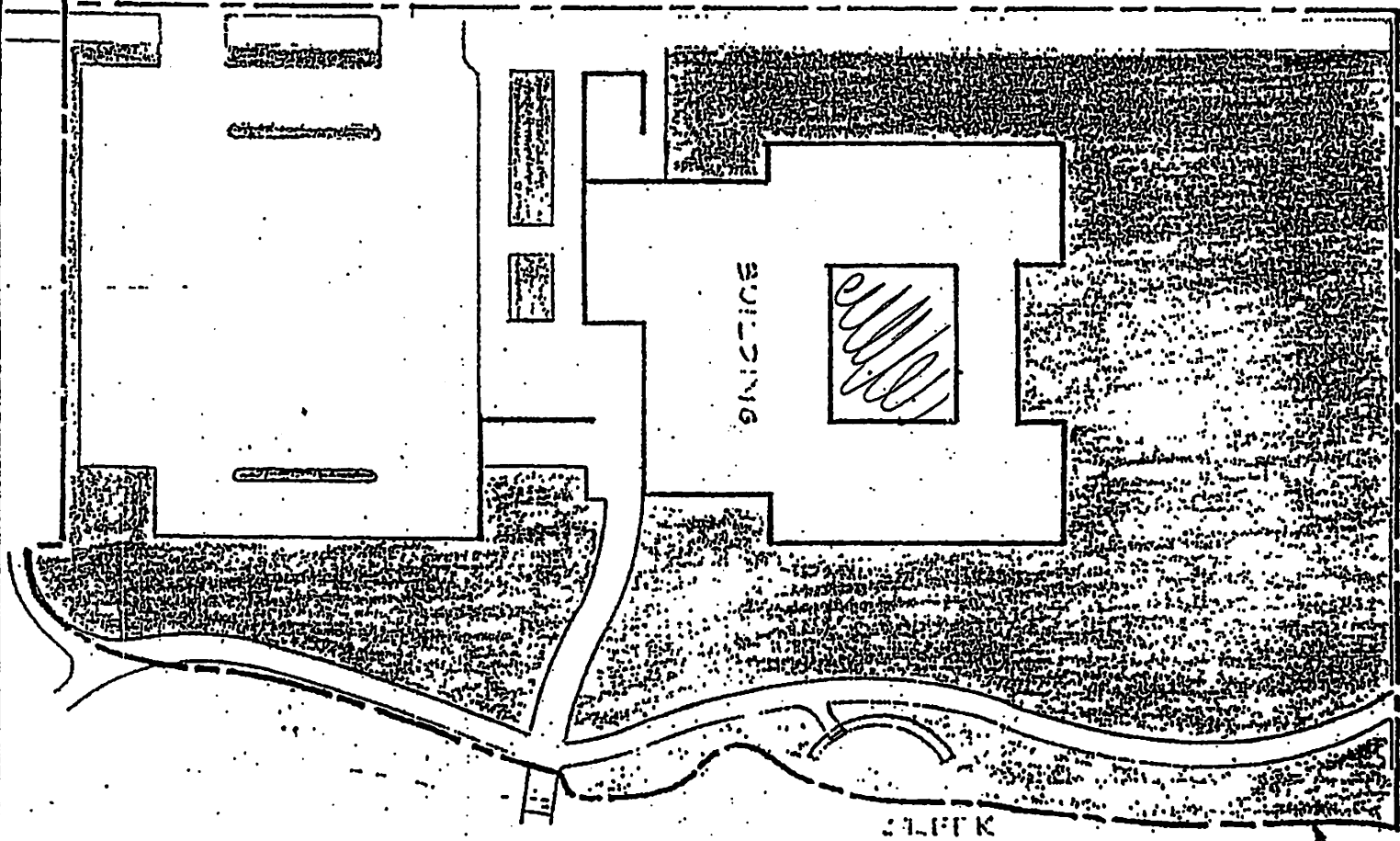
Automatic irrigation clock located inside library offices and is available during regular business hours of operation.  
 Schedule blowing, Power-washing and applications on Fridays when library is closed to the public.  
 No pesticide applications to be made on turf  
 Fruiting Olive in Atrium must have olives knocked during fruiting season Nov.- Jan.



NOVATO BRANCH LIBRARY

1" = 50'

NOVATO BLVD.



NOVATO BLVD.



GRANT

GRANT

SEVENTH

LIMIT OF WORK



## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Rush Creek Lighting and Landscape District**  
**Along Atherton Blvd.**  
**From 200 yards west of Oakshade Ln. to Bugeia Ln.**  
**Novato**

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b><u>Tree Maintenance</u></b>																					
Irrigation									X			X	X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural to 15')								X		X	X										
Pruning (deadwood to 15')									X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Leaf litter cleanup									X	X	X	X	X						X	X	X
<b><u>Shrub, Groundcover Maintenance</u></b>																					
Irrigation	X								X				X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (Structural and Path Clearance)						X			X					X			X				
Pruning (deadwood)									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch as weed prevention									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Misc. Maintenance</u></b>																					
Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Irrigation system repair									X												
Mowing (native grass)									X					X		X					
Site inspection with County						X				X			X			X			X		
Pathway sweeping and blowing									X	X	X	X	X	X	X	X	X	X	X	X	X
Drain checking and cleaning									X	X	X	X	X						X	X	X
Leaf litter cleanup									X	X	X	X	X						X	X	X
Decomposed granite path maintenance									X	X	X	X	X						X	X	X

**Comments:**  
 2 Irrigation system controllers one on Oak Shade Dr. and one on NW corner of Atherton Ave. and Saddlewood Ave  
 Over watering of landscape will result in overgrowth of roadside weeds  
 Irrigation system inspection is imperative to insure proper operation and prevent plant stress and loss.

101



RUSH CREEK  
LANDSCAPE

oak shade  
LN.

LN.

SADDLE  
WOOD

DR

BUGEIA

LN.

ATHERTON

COUNTY OF MARIN  
RUSH CREEK LANDSCAPE

DRAWN BY

D.H.

SHEET

DATE

2/04

OF

1



**Employment Development Buildings (Cont.)**  
**110-120 N Redwood Blvd.**  
**San Rafael**  
**Pg. 2**

**Misc. Maintenance**

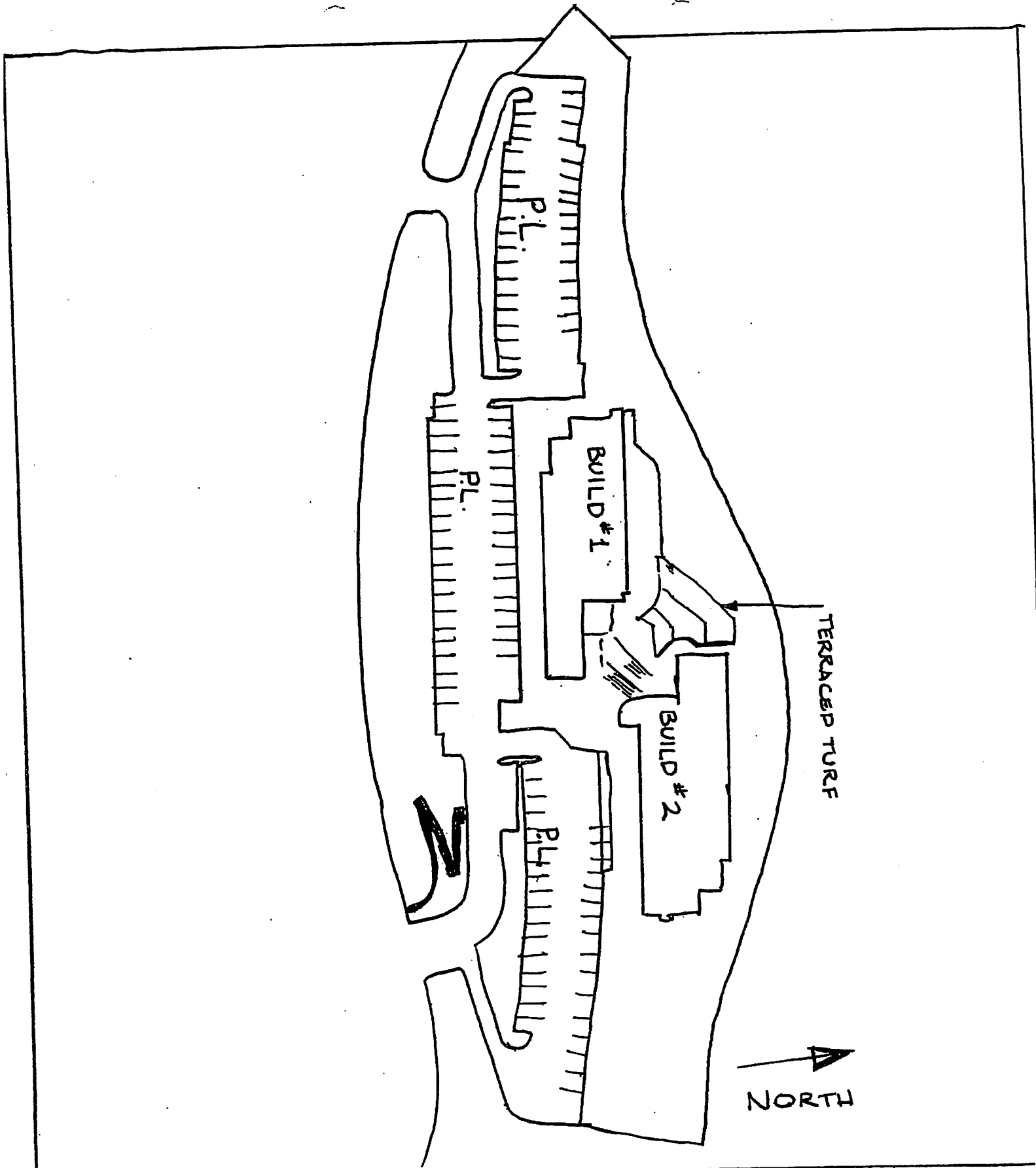
	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Litter & trash removal	X								
Sidewalk blowing	X								
Parking lot blowing	X								
Irrigation system inspection			X						
Irrigation system repair									X
Site inspection with County					X				
Drain cleaning									X
Trash container maintenance									X
Moss control pressure - wash-courtyard bricks							X		X

January	February	March	April	May	June	July	August	September	October	November	December
---------	----------	-------	-------	-----	------	------	--------	-----------	---------	----------	----------

X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
		X	X	X	X	X	X	X	X		
X			X			X			X		
X	X	X							X	X	X
		X								X	

**Comments:**

- Automatic irrigation clock located north-west side of building 110 offices
- Schedule blowing, Power-washing and applications in early morning before public arrives
- Battery operated valve to right of main entrance
- This site to be maintained with only eco-exempt or OMRI products
- Maintenance of large drain and trash rack are vital during major storms
- No pesticide applications to be made on turf



COUNTY OF MARIN  
 120 N. REDWOOD DR.  
 SAN RAFAEL

DRAWN BY: D.H.  
 DATE: 2/04

SHEET  
 1  
 OF  
 1

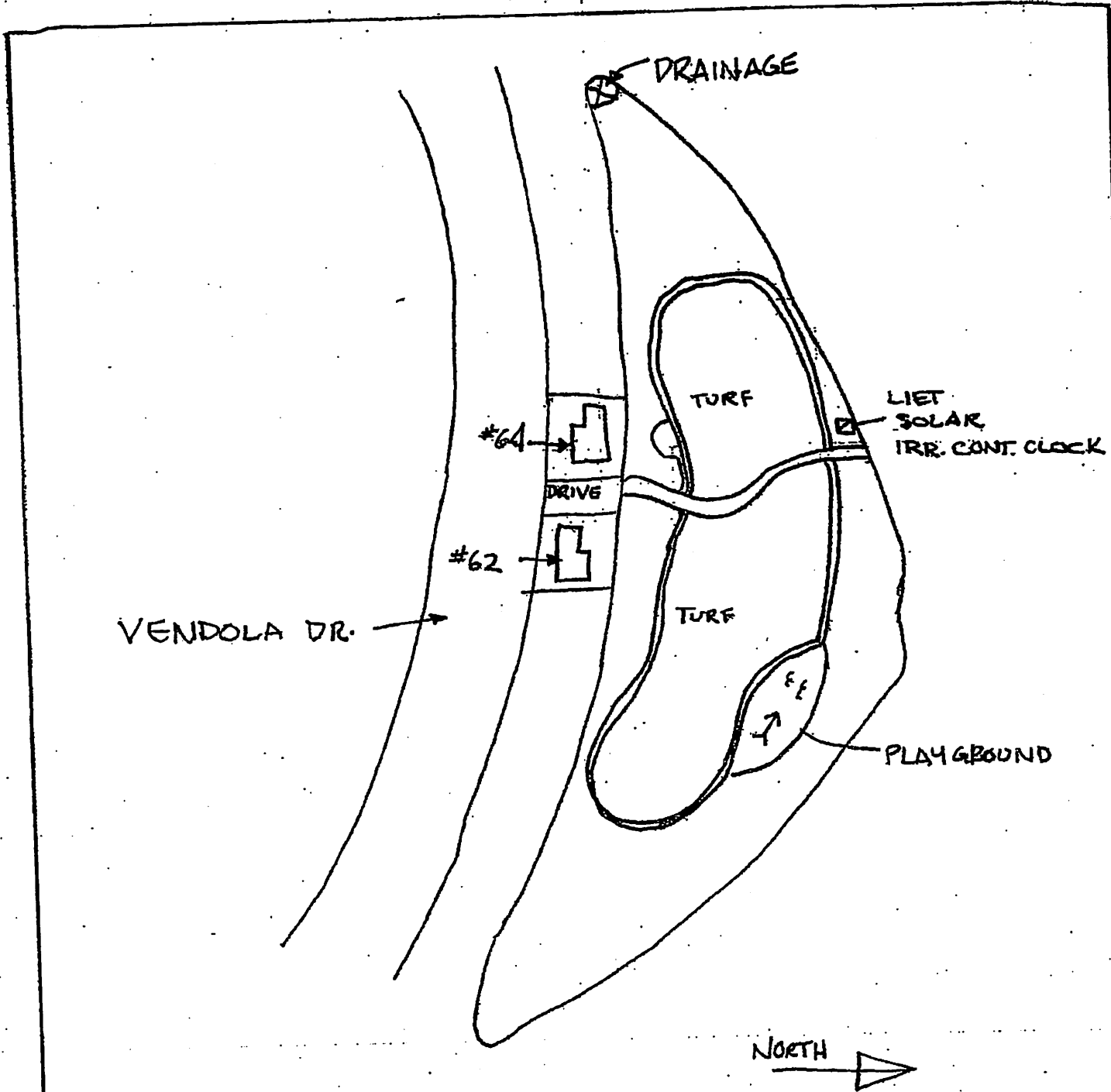
## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

Castro Field Park  
65 Vendola Dr.  
San Rafael

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b><u>Tree Maintenance</u></b>																					
Irrigation									X			X	X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization						X							X					X			
Pruning (structural to 15')							X			X	X										
Pruning (deadwood to 15')								X		X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Shrub, Groundcover Maintenance</u></b>																					
Irrigation	X												X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization						X							X					X			
Pruning (structural)							X			X	X										
Pruning (deadwood)								X													
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch as weed prevention									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Turf Maintenance</u></b>																					
Irrigation									X				X	X	X	X	X	X	X		
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Mowing	X											X	X	X	X	X	X	X	X		
Edging		X										X	X	X	X	X	X	X	X		
Fertilization						X						X			X			X			
Aerification							X						X					X			
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Misc. Maintenance</u></b>																					
Litter & trash removal	X	X								X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing		X								X	X	X	X	X	X	X	X	X	X	X	X
Drain cleaning									X	X	X	X							X	X	X
Irrigation system inspection				X					X			X	X	X	X	X	X	X	X		
Irrigation system repair									X			X	X	X	X	X	X	X	X		
Site inspection with County					X					X			X			X			X		

**Comments:**

Irrigation controller is a solar powered LEIT clock. Turf spray and Shrub drip systems  
 Rough mow of swale areas to be scheduled in early June. Drain must be kept free of debris  
 Playground safety check to be conducted by county employee  
 No pesticide applications to be made on turf



<p>COUNTY OF MARIN CASTROFIELD PARK</p>	<p>DRAWN BY <u>D.H.</u> DATE <u>2/04</u></p>	<p>SHEET 1 OF 1</p>
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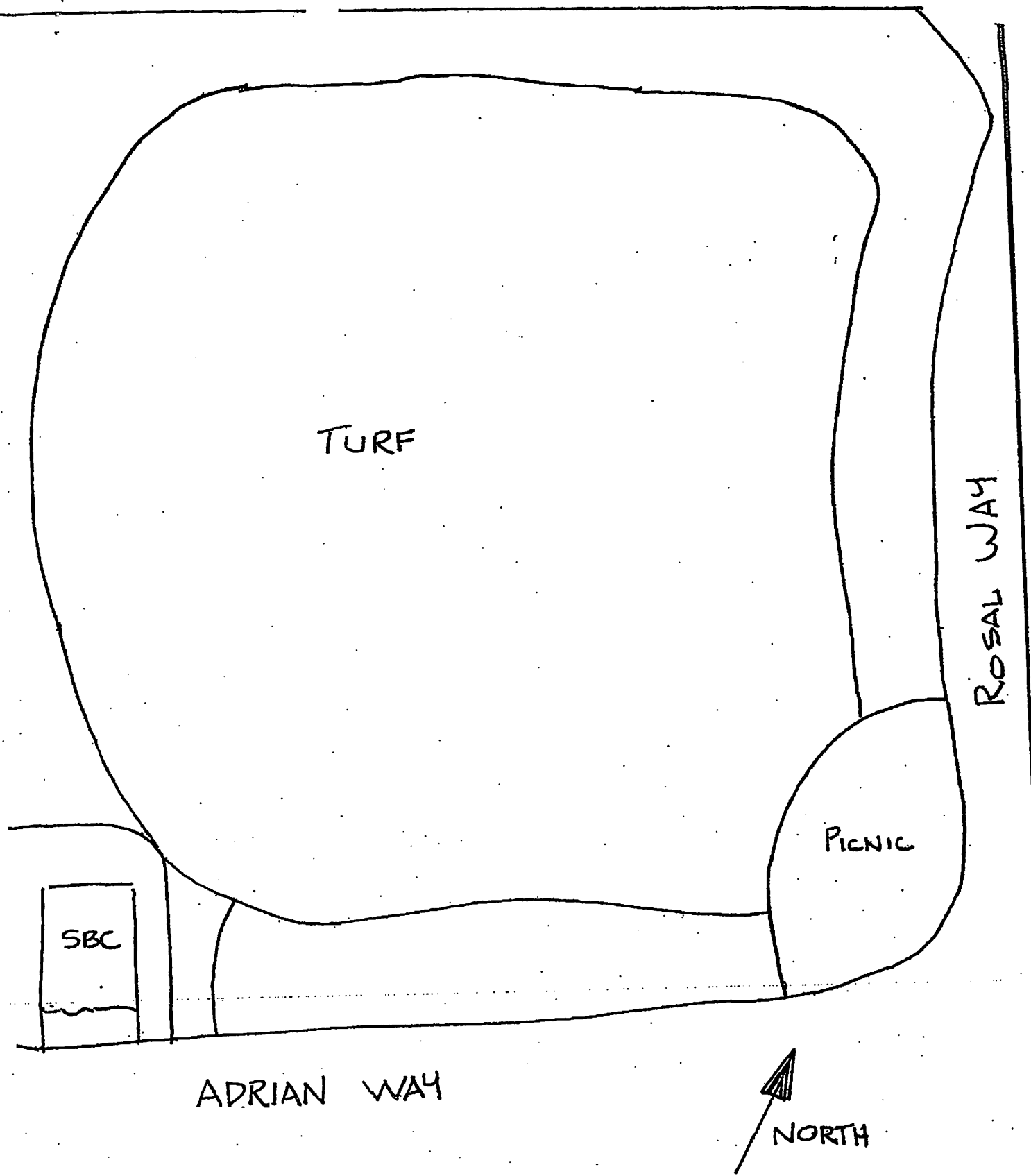


## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Adrian-Rosal Park**  
Corner of Adrian Way and Rosal Way  
San Rafael

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b><u>Tree Maintenance</u></b>																					
Irrigation									X			X	X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural to 15')								X		X	X										
Pruning (deadwood to 15')									X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Shrub, Groundcover Maintenance</u></b>																					
Irrigation	X												X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural)								X		X	X										
Pruning (deadwood)									X												
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch as weed prevention									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Turf Maintenance</u></b>																					
Irrigation									X				X	X	X	X	X	X	X		
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Mowing	X											X	X	X	X	X	X	X	X		
Edging		X										X	X	X	X	X	X	X	X		
Fertilization						X						X			X			X			
Aerification							X						X					X			
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Misc. Maintenance</u></b>																					
Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing	X									X	X	X	X	X	X	X	X	X	X	X	X
Drain cleaning									X	X	X	X							X	X	X
Irrigation system inspection			X						X			X	X	X	X	X	X	X	X		
Irrigation system repair									X			X	X	X	X	X	X	X	X		
Site inspection with County					X					X			X			X			X		

**Comments:**  
Irrigation control clock located at north east corner of the park inside box.  
No pesticide applications to be made on turf  
Myoporium shrubs infested with thrips. IPM solution sought  
No pesticide applications to be made on turf



COUNTY OF MARIN  
ADRIAN-ROSAL PARK

DRAWN BY D.H.  
DATE 2/04

SHEET  
|  
OF  
|

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Pueblo Park**  
Between Rincon Way and Hacienda Way  
San Rafael

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b><u>Tree Maintenance</u></b>																					
Irrigation									X			X	X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural to 15')								X		X	X										
Pruning (deadwood to 15')									X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X

**Shrub, Groundcover Maintenance**

Irrigation	X												X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural)								X		X	X										
Pruning (deadwood)									X												
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch as weed prevention									X	X	X	X	X	X	X	X	X	X	X	X	X

**Turf Maintenance**

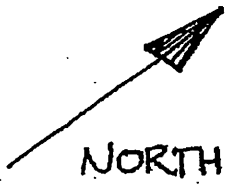
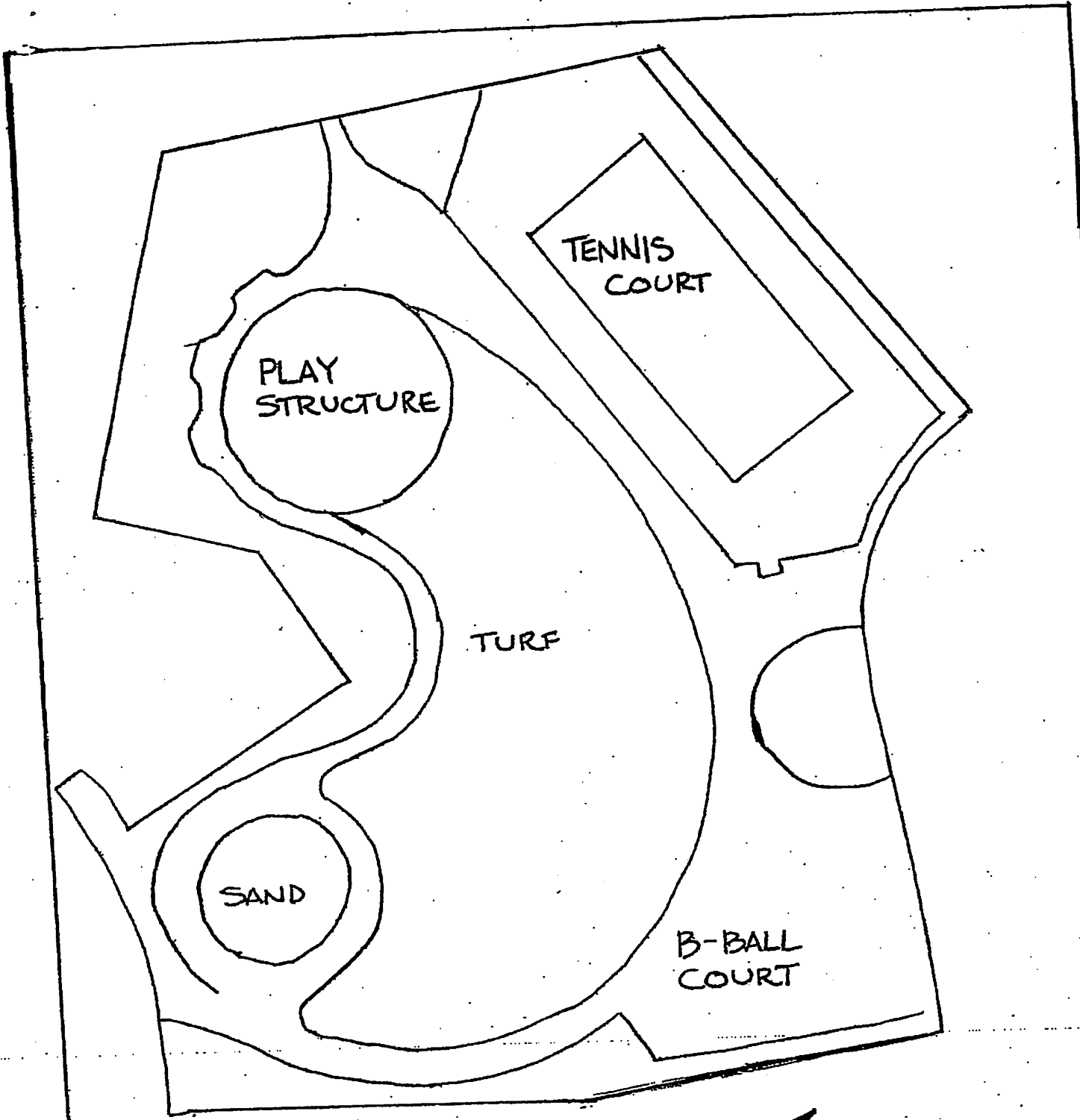
Irrigation									X				X	X	X	X	X	X	X		
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Mowing	X											X	X	X	X	X	X	X	X		
Edging		X										X	X	X	X	X	X	X	X		
Fertilization						X						X			X			X			
Aerification							X					X						X			
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X

**Misc. Maintenance**

Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing	X									X	X	X	X	X	X	X	X	X	X	X	X
Tennis Court cleaning									X	X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection			X						X			X	X	X	X	X	X	X	X		
Irrigation system repair									X			X	X	X	X	X	X	X	X		
Site inspection with County					X					X			X			X			X		

**Comments:**

Irrigation control clock located inside tennis courts  
No pesticide applications to be made on turf



COUNTY OF MARIN PUEBLO PARK	DRAWN BY	D.H.	SHEET 1 OF 1
	DATE	2/04	

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Santa Venetia Promenade**  
**Landscape Area on North San Pedro Rd.**  
**Between Birch Way and La Pasada Way**  
**San Rafael**

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
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**Tree Maintenance**

Irrigation								X			X	X	X	X	X	X	X	X		
Basin maintenance								X												
Fertilization						X						X					X			
Pruning (structural to 15')							X		X	X									X	X
Pruning (deadwood to 15')								X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying								X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control								X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control								X	X	X	X	X	X	X	X	X	X	X	X	X

**Shrub, Groundcover Maintenance**

Irrigation	X							X				X	X	X	X	X	X	X		
Basin maintenance								X												
Fertilization						X					X						X			
Pruning, structural					X			X				X				X				
Pruning (deadwood)								X												
IPM Pest control								X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control								X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch as weed prevention								X												

**Misc. Maintenance**

Litter & trash removal	X								X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection		X									X	X	X	X	X	X	X	X		
Irrigation system repair								X												
Site inspection with County					X				X			X			X			X		
Pathway sweeping and blowing								X	X	X	X	X	X	X	X	X	X	X	X	X
Drain checking and cleaning								X	X	X	X	X						X	X	X
Leaf litter cleanup								X	X	X	X	X						X	X	X
Path blowing								X	X	X	X	X	X	X	X	X	X	X	X	X

**Comments:**

Leit Irrigation system controller on West end near corner of Birch Way

BIRCH  
CANYON

Prop.

A  
N

'THE PROMENADE'

COUNTY OF MARIN  
SANTA VENETIA  
PROMENADE

N. SAN PEDRO RD.  
SANTA VENETIA

LA PASADA

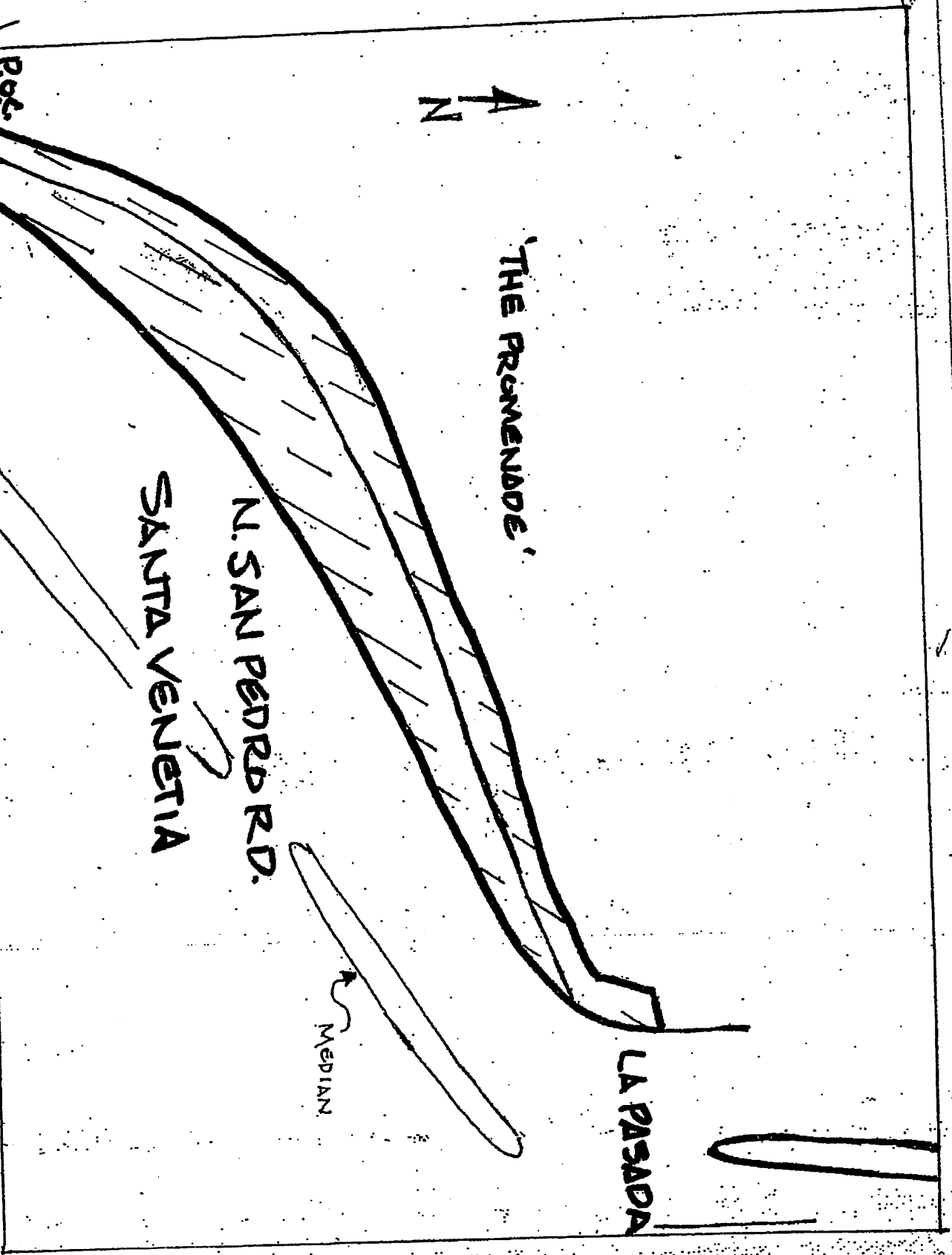
MEDIAN

DRAWN BY D.H.

DATE 4-08

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OF



## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Meriam Dr.  
5 Median Islands Between North San Pedro Rd. and Mark Twain Ave  
Plus Two Pathway Easements  
Northridge Community Service Area  
San Rafael**

### Tree Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural to 15')  
Pruning (deadwood to 15')  
Staking & tying  
IPM Pest control  
IPM Weed control

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
--------	----------	---------	-----------	-----------	-------------	-------------	--------	-------------

								X
								X
						X		
							X	
								X
								X
								X
								X

January	February	March	April	May	June	July	August	September	October	November	December
---------	----------	-------	-------	-----	------	------	--------	-----------	---------	----------	----------

		X	X	X	X	X	X	X	X		
								X			
X	X									X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Shrub, Groundcover Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning, structural  
Pruning (deadwood)  
IPM Pest control  
IPM Weed control  
Maintain 3" mulch as weed prevention

X								X
								X
						X		
				X				X
								X
								X
								X
								X

			X	X	X	X	X	X	X		
								X			
			X					X			
				X			X				
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Misc. Maintenance

Litter & trash removal  
Irrigation system inspection  
Irrigation system repair  
Site inspection with County  
Pathway sweeping and blowing  
Drain checking and cleaning  
Leaf litter cleanup  
Path blowing

X								
	X							
								X
			X					
								X
								X
								X

X	X	X	X	X	X	X	X	X	X	X	X
		X	X	X	X	X	X	X			
X			X			X			X		
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X						X	X	X
X	X	X	X						X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Comments:

Leit Irrigation system controller on West end near corner of Birch Way

N. SAN PEDRO RD.

MERIAM DR.  
MEDIAN ISLANDS

LOWELL AVE.

MADISON AVE.

MARKTWIN

NORTH



COUNTY OF MARIN  
MERIAM DR - NORTHBRIDGE

DRAWN BY D.H.

SHEET  
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OF  
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## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

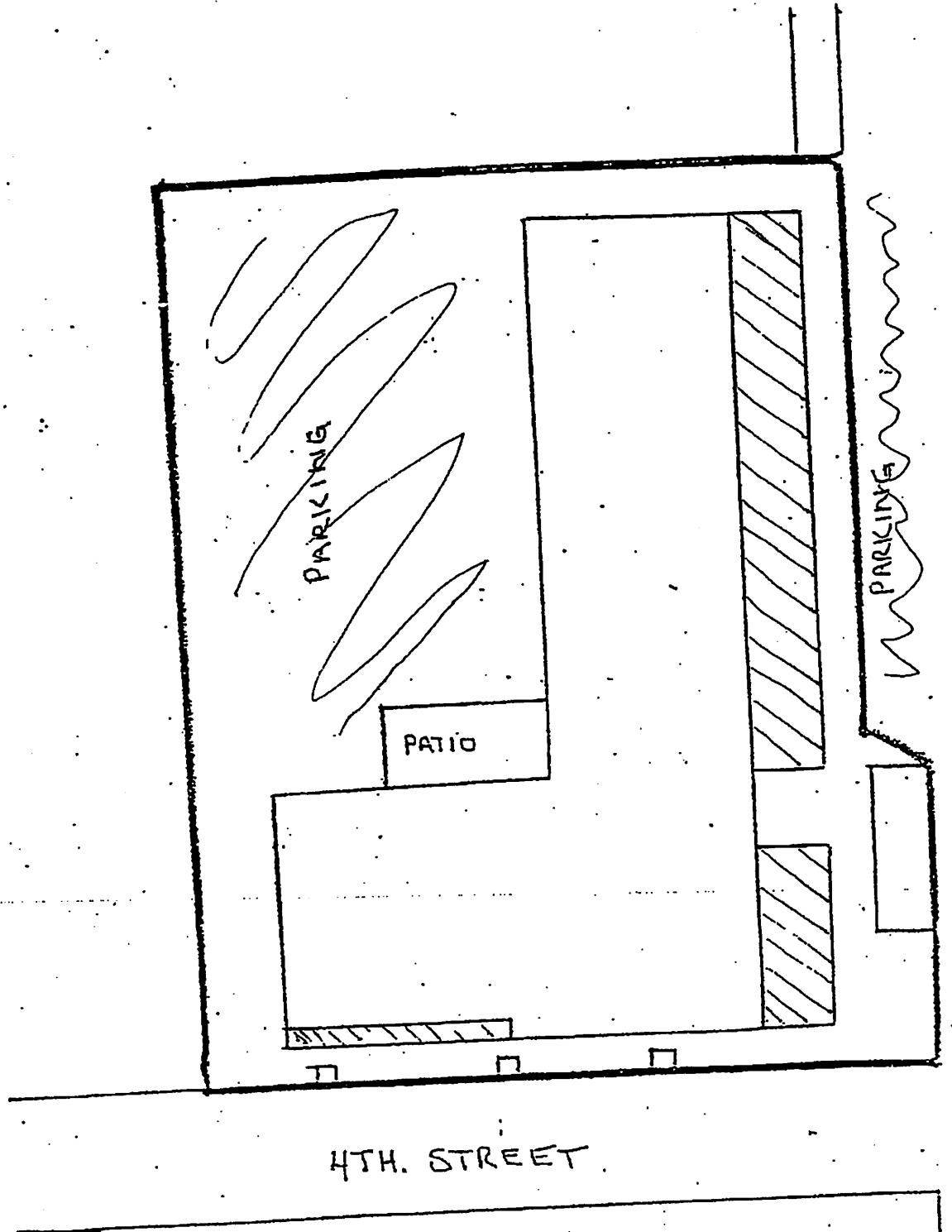
Health Dept.  
920 Grand Ave.  
San Rafael

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December	
<b><u>Tree Maintenance</u></b>																						
Irrigation									X													
Basin maintenance									X													
Fertilization							X						X					X				
Pruning (structural)								X		X	X										X	X
Pruning (deadwood)									X													
Staking & tying									X	X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Shrub, Groundcover Maintenance</u></b>																						
Irrigation									X	X	X	X	X	X	X	X	X	X	X	X	X	X
Basin maintenance									X													
Fertilization							X						X					X				
Pruning (structural)								X		X	X											
Pruning (hedge)						X			X				X		X			X				
Pruning (deadwood)									X													
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch as weed prevention									X													
<b><u>Misc. Maintenance</u></b>																						
Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection		X										X	X	X	X	X	X	X	X			
Irrigation system repair									X													
Site inspection with County						X				X			X			X			X			
Sidewalk blowing	X									X	X	X	X	X	X	X	X	X	X	X	X	X
Parking lot blowing			X							X	X	X	X	X	X	X	X	X	X	X	X	X

**Comments:**

Irrigation control clock is located on south west corner of the building  
Irrigation must be monitored on north side of building under overhang  
Only OMRI or Eco-exempt products may be applied at this site

MARIN COUNTY  
HEALTH DEPARTMENT



## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

Sir Francis Drake Blvd.

Medians

Eliseo Dr. west to Maple Ave.

### Tree Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural to 15')  
Pruning (deadwood, clearance to 15')  
Staking & tying  
IPM Pest control  
IPM Weed control

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
X								X
								X
							X	
							X	
								X
								X
								X
								X

January	February	March	April	May	June	July	August	September	October	November	December
		X	X	X	X	X	X	X	X		
		X									
X	X									X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Shrub, Groundcover Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
IPM Pest control  
IPM Weed control

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
X								X
								X
							X	
								X
								X
								X
								X

January	February	March	April	May	June	July	August	September	October	November	December
			X	X	X	X	X	X	X		
			X								
X	X										
X	X									X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Misc. Maintenance

Litter & trash removal  
Irrigation system inspection  
Irrigation system repair  
Weed & debris removal at curb and gutter  
Site inspection with County

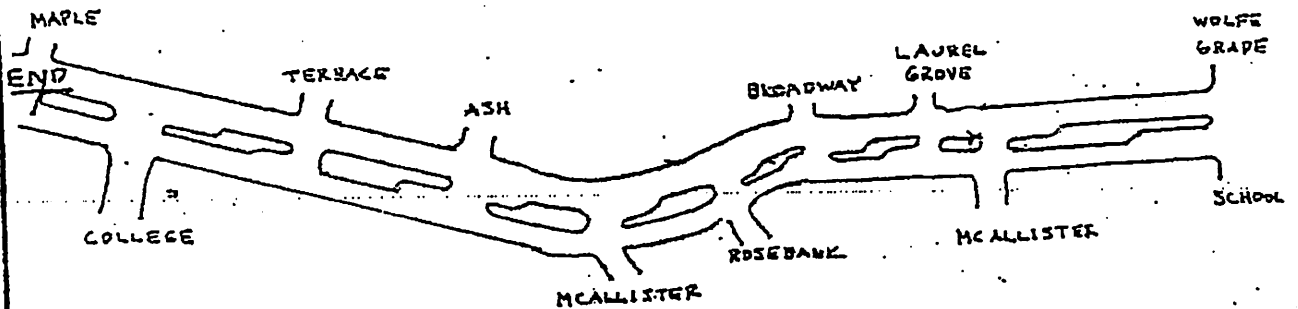
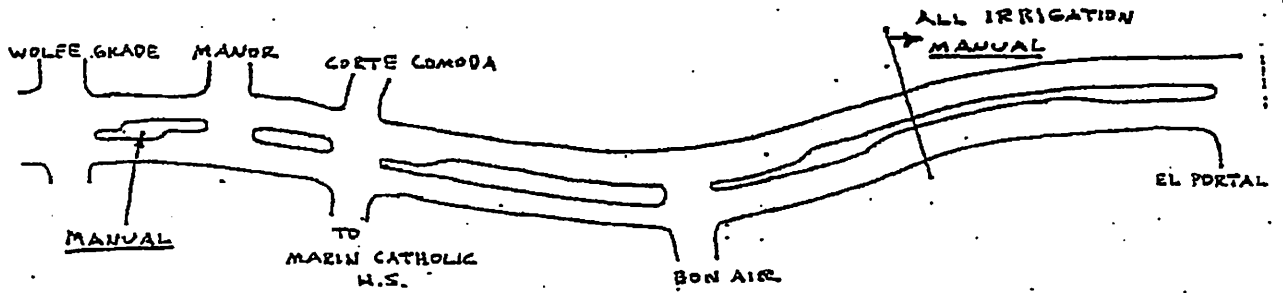
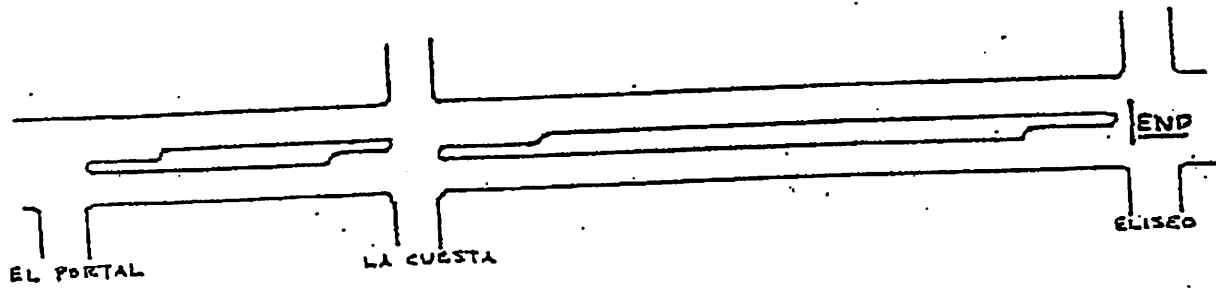
Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
X								
		X						
								X
								X
				X				

January	February	March	April	May	June	July	August	September	October	November	December
X	X	X	X	X	X	X	X	X	X	X	X
		X	X	X	X	X	X	X	X		
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X			X			X			X		

### Comments:

Irrigation system is automatic; part drip, part spray.  
Multiple irrigation control clocks  
Unplanted Medians are included; Clean Curb and Gutter areas  
Maintain shrubs below 5' and out of travel way  
Prune tree limbs damaged by traffic as they are found

AREA OF CONTRACT IS ALL MEDIANS SHOWN



NO SCALE

COUNTY OF MARIN

SIR FRANCIS DRAKE BLVD

DRAWN BY ... EVJ

CHECKED BY \_\_\_\_\_

DATE \_\_\_\_\_

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OF  
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**Marin County Parks, Open Space, & Cultural Services  
Landscape Maintenance Frequency Schedule**

**Creekside Park  
Bon Air Rd.  
Greenbrae**

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
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**Tree Maintenance**

Irrigation	X											X	X	X	X	X	X	X	X		
Basin maintenance								X										X			
Fertilization							X						X					X			
Pruning (structural to 15')								X		X	X									X	X
Pruning (deadwood to 15')									X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X												
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X

**Shrub, Groundcover**

**Maintenance**

Irrigation	X											X	X	X	X	X	X	X	X		
Basin maintenance								X										X			
Fertilization							X					X						X			
Pruning (structural)								X		X	X									X	X
Pruning (deadwood)									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X

**Turf Maintenance**

Irrigation									X			X	X	X	X	X	X	X	X	X	
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Mowing	X											X	X	X	X	X	X	X	X		
Edging		X										X	X	X	X	X	X	X	X		
Fertilization							X					X						X			
Aerification							X					X						X			
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X

**Misc. Maintenance**

Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Irrigation system repair									X												
Mowing (native grass)														X							
Site inspection with County						X				X						X			X		
Curb and gutter cleaning									X	X	X	X	X	X	X	X	X	X	X	X	X

**Comments:**

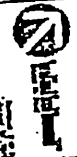
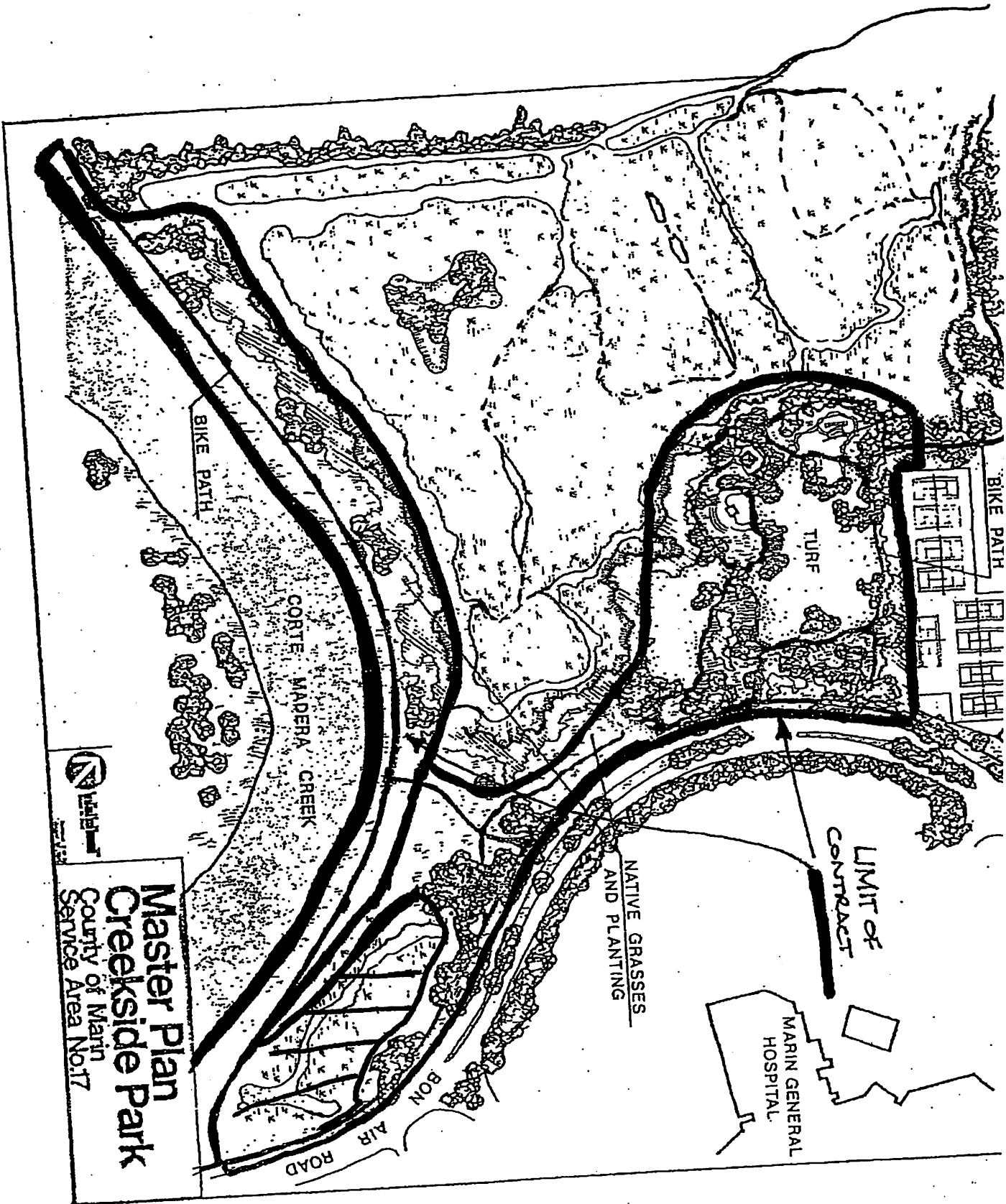
Irrigation Control Clock located near front of park next to tennis courts

Maintenance does not include marsh area

Signs & structural repairs are not in contract.

Trash container and table repair or replacement is not in contract.

No pesticide applications to be made on turf



**Master Plan**  
**Creekside Park**  
 County of Marin  
 Service Area No. 17

**Marin County Parks, Open Space, & Cultural Services  
Landscape Maintenance Frequency Schedule**

**Bon Air Rd. Medians  
Between Sir Francis Drake Blvd. and So. Eliseo Dr.  
Greenbrae**

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b>Tree Maintenance</b>																					
Irrigation									X				X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization						X							X					X			
Pruning (structural to 15')								X		X	X										
Pruning (deadwood to 15')									X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Pre-emergent application							X					X							X		
<b>Shrub, Groundcover Maintenance</b>																					
Irrigation	X												X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization						X							X					X			
Pruning (structural)								X		X	X										
Pruning (deadwood)									X												
IPM Pest control									X												
IPM Weed control									X												
<b>Misc. Maintenance</b>																					
Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection		X										X	X	X	X	X	X	X	X		
Irrigation system repair									X												
Site inspection with County					X					X			X			X			X		
Weed & debris removal at curb and gutter									X	X	X	X	X	X	X	X	X	X	X	X	X

**Comments:**  
Irrigation System controlled from clock at Creekside Park  
Myoporum Shrubs have thrips; IPM solution being sought  
Maintain shrubs below 7' and out of travel way

SIR FRANCIS DRAKE BLVD

MARIN GEN. HOSPITAL

MARIN CATHOLIC HIGH SCHOOL

BONAIR RD

S. L. ELISEO

CREEKSIDE PARK

CORTE MADERA CREEK

COUNTY OF MARIN

BONAIR RD.  
MEDIAN ISLANDS

DRAWN BY DH

DATE 2/04

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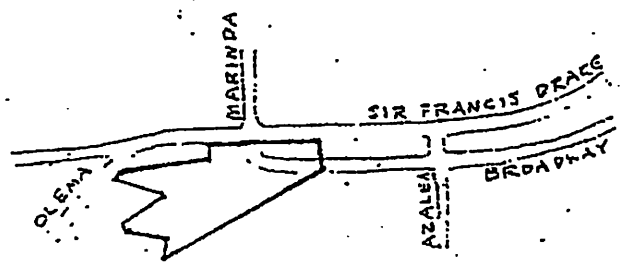
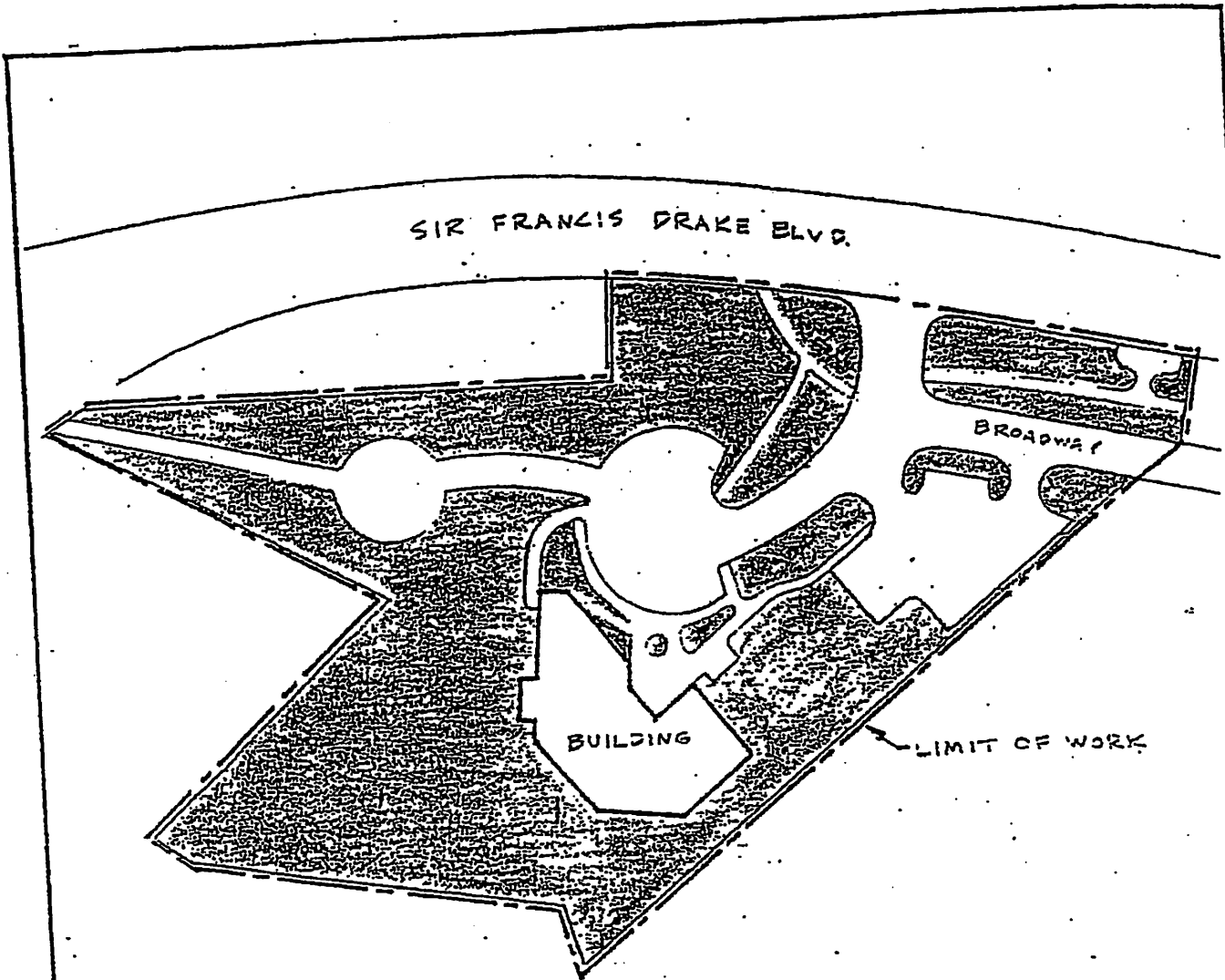


## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

Fairfax Branch Library  
Sir Francis Drake Blvd.  
Fairfax

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December
<b>Tree Maintenance</b>																					
Irrigation									X				X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural to 15')								X		X	X										
Pruning (deadwood to 15')									X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X												
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch; weed prevention									X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Shrub, Groundcover Maintenance</b>																					
Irrigation									X				X	X	X	X	X	X	X		
Basin maintenance									X												
Fertilization							X						X					X			
Pruning (structural)								X		X	X									X	X
Pruning (deadwood)									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Misc. Maintenance</b>																					
Litter & trash removal	X									X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing	X									X	X	X	X	X	X	X	X	X	X	X	X
Parking lot blowing			X							X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection			X									X	X	X	X	X	X	X	X		
Irrigation system repair									X			X	X	X	X	X	X	X	X		
Mowing (native grass)							X							X		X					
Concrete pressure washing							X								X						X
Site inspection with County					X					X			X			X			X		
Drain cleaning									X	X	X	X							X	X	X
Trash container cleaning									X	X	X	X	X	X	X	X	X	X	X	X	X

**Comments:**  
 Automatic irrigation in basement of building.  
 Battery operated controllers in several valve boxes, including 'Memorial Garden' in rear of Library and near entry.  
 Change batteries each April  
 Only OMRI or Eco-Exempt products at this site  
 Native grass fire fuel reduction ; mow and weedwhip



FAIRFAX BRANCH LIBRARY

1" = 100'

**Marin County Parks, Open Space, & Cultural Services  
Landscape Maintenance Frequency Schedule**

**Corte Madera Creek  
Bike Path  
Greenbrae to Kentfield**

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
--------	----------	---------	-----------	-----------	-------------	-------------	--------	-------------

January	February	March	April	May	June	July	August	September	October	November	December
---------	----------	-------	-------	-----	------	------	--------	-----------	---------	----------	----------

**Tree Maintenance**

Irrigation	X							X
Basin maintenance								X
Fertilization							X	
Pruning (structural)							X	
Pruning (deadwood, clearance)								X
Staking & tying								X
IPM Pest control								X
IPM Weed control								X

		X	X	X	X	X	X	X	X		
X	X									X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

**Shrub, Groundcover  
Maintenance**

Irrigation	X							
Basin maintenance								X
Fertilization					X			
Pruning (structural)							X	
Pruning (deadwood)								X
IPM Pest control								X
IPM Weed control								X
Hand Water (Jasmine; north side C.O.M. to bridge)		X						X
Check Battery Operated Irrigation			X					

			X	X	X	X	X	X	X		
X	X										
				X	X	X	X	X	X		
				X	X	X	X	X	X		

**Misc. Maintenance**

Litter & trash removal	X							
Irrigation system inspection		X						
Irrigation system repair								X
Bike Path Sweeping		X						
Gravel areas-weeds & debris								X
DG path maintenance								X
Drain cleaning								X
Native grass mowing							X	X
Site inspection with County				X				

X	X	X	X	X	X	X	X	X	X	X	X
		X	X	X	X	X	X	X	X		
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
					X		X				
X			X				X		X		

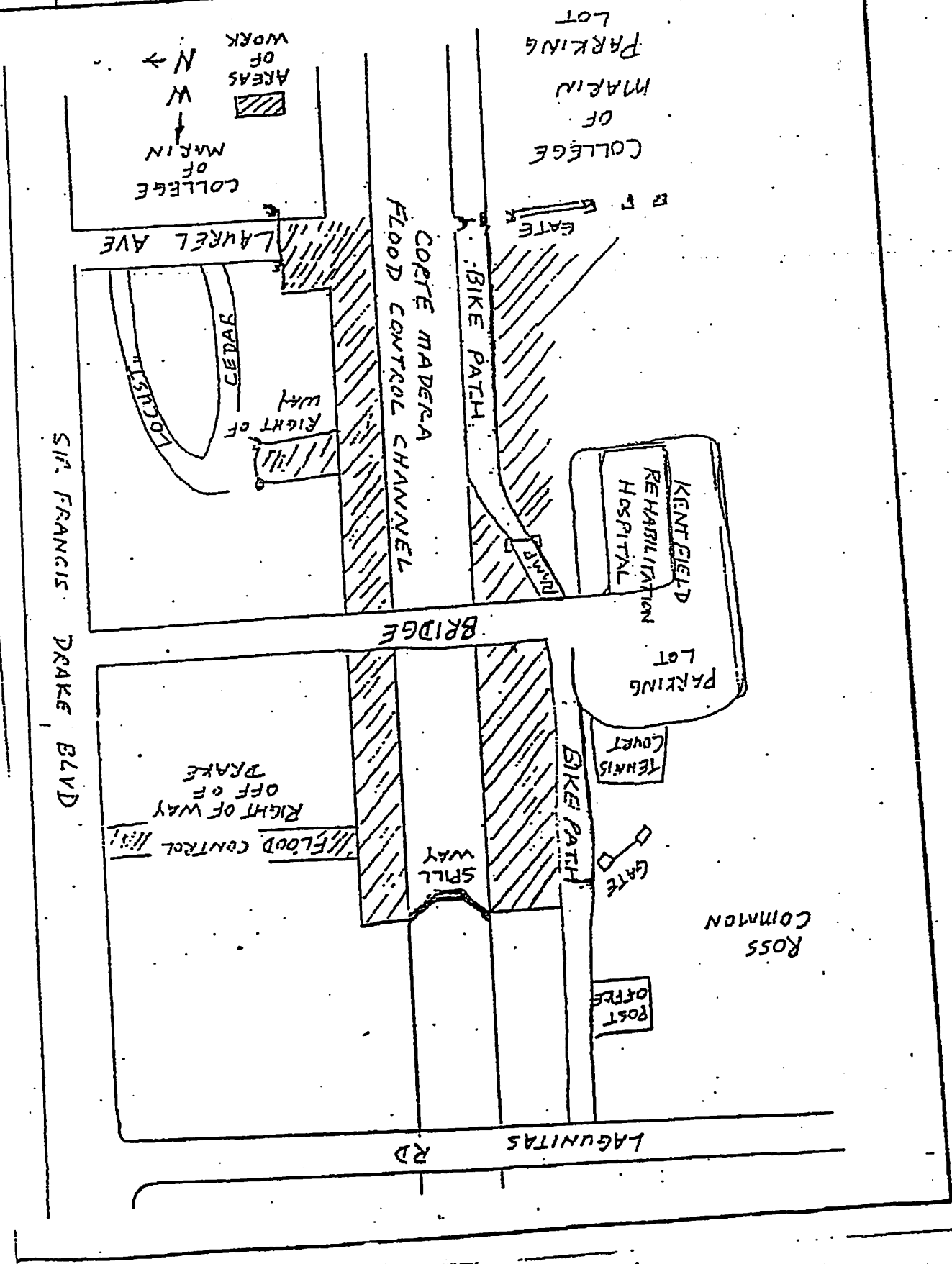
**Comments:**

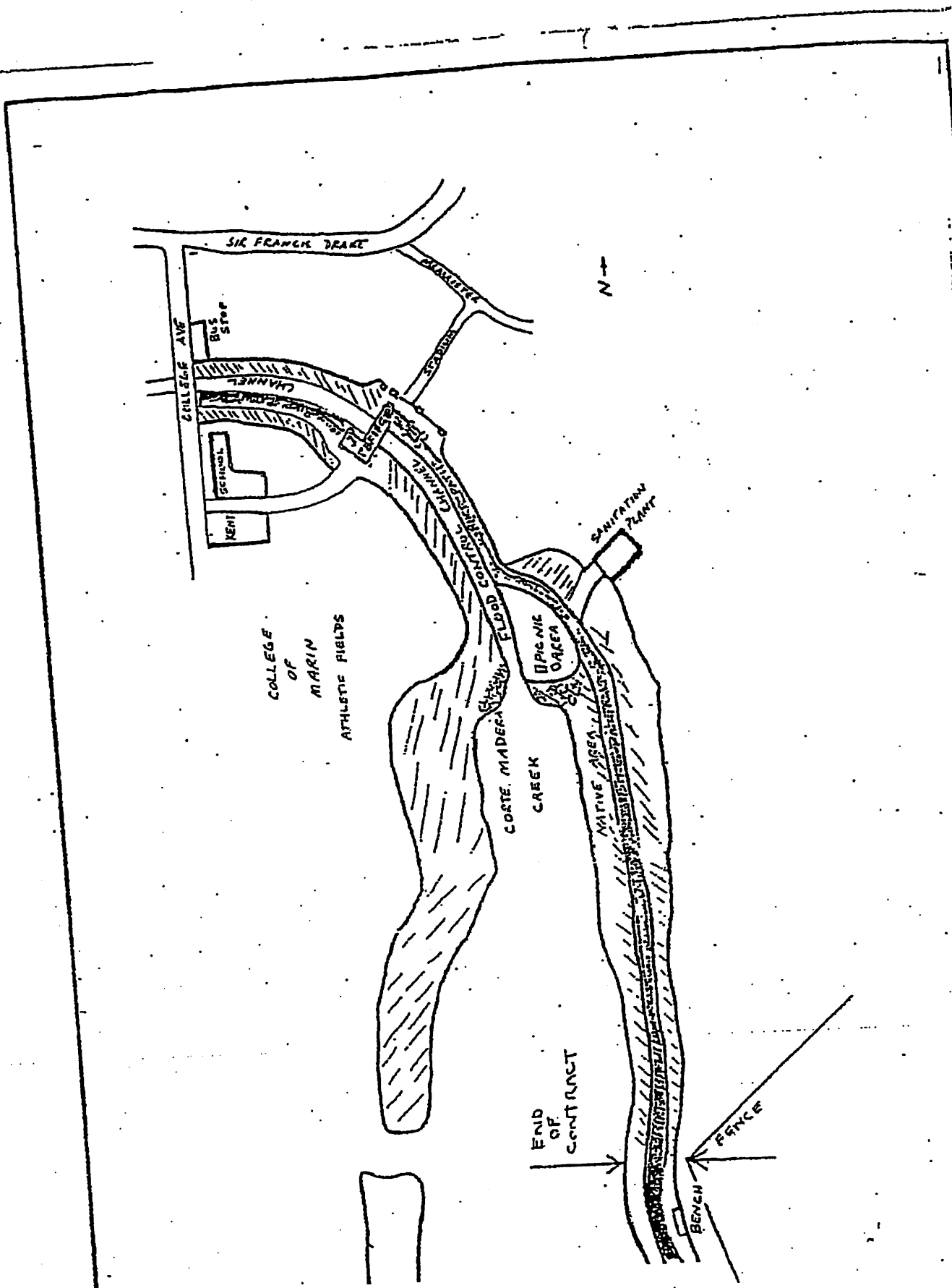
Irrigation system is battery operated including drip & Skinner lines.  
Signs & structural repairs are not in contract.  
Trash container and table repair or replacement is not in contract.  
Notify county Agent of any potential tripping hazards

DRAWN BY - BM  
CHECKED BY - JS

# COUNTY OF MARIN

MADERA CREEK





COUNTY OF MARIN

CORTEZ MADERA CREEK

DRAWN BY - B.M.

CHECKED BY - J.S.

SHEET

1

OF

2

**Marin County Parks, Open Space, & Cultural Services  
Landscape Maintenance Frequency Schedule**

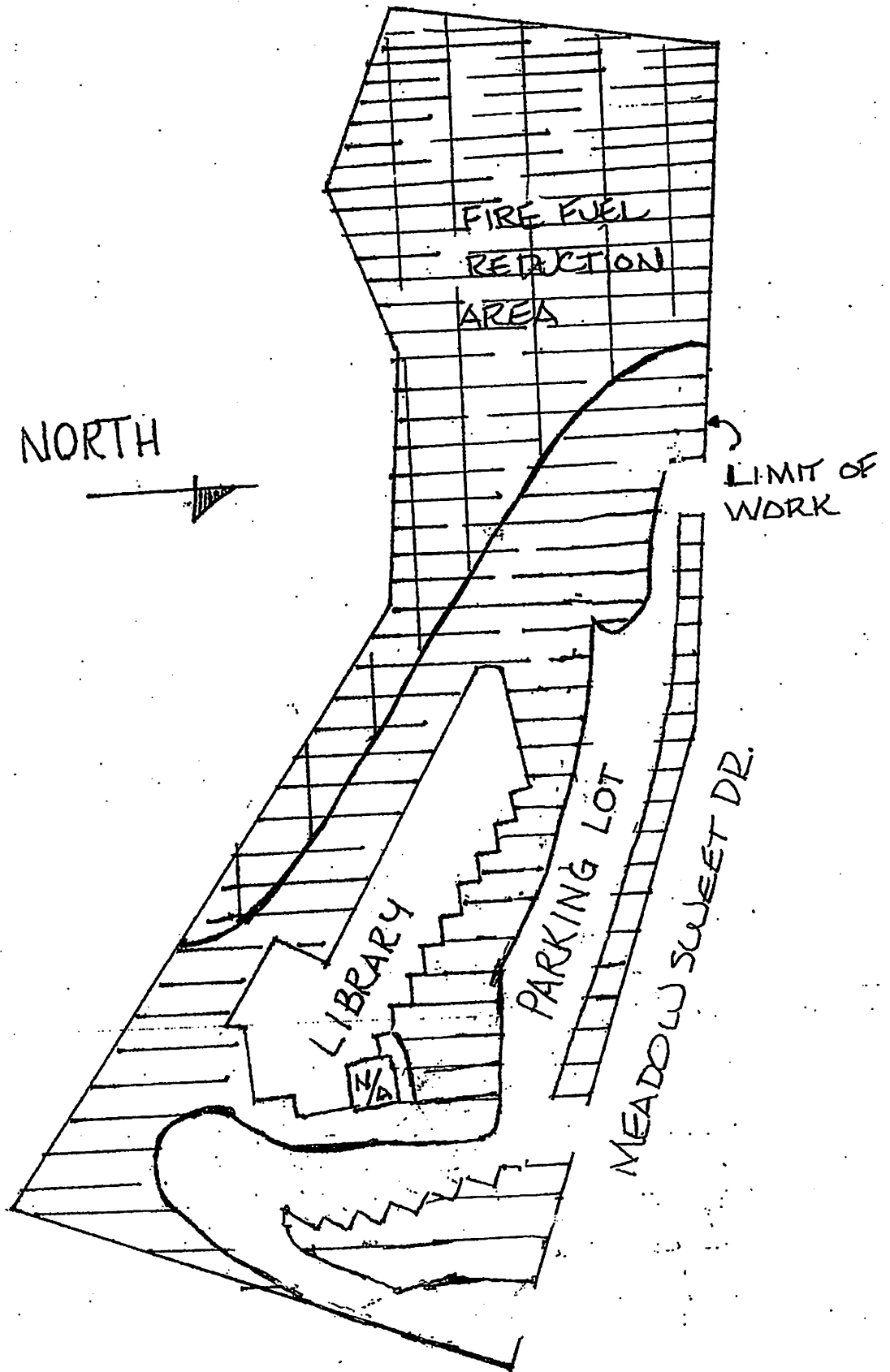
**Corte Madera Library  
707 Maedowsweet Dr.  
Corte Madera**

	Twice Weekly	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required	January	February	March	April	May	June	July	August	September	October	November	December	
<b><u>Tree Maintenance</u></b>																							
Irrigation										X				X	X	X	X	X	X	X			
Basin maintenance										X													
Fertilization							X							X					X				
Pruning (structural to 15')								X			X	X											
Pruning (deadwood to 15')									X		X	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying									X														
IPM Pest control									X		X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X		X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch; weed prevention									X		X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Shrub, Groundcover Maintenance</u></b>																							
Irrigation									X					X	X	X	X	X	X	X			
Basin maintenance									X														
Fertilization							X							X					X				
Pruning (structural)								X			X	X											
Pruning (deadwood)									X		X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control									X		X	X	X	X	X	X	X	X	X	X	X	X	X
IPM Weed control									X		X	X	X	X	X	X	X	X	X	X	X	X	X
<b><u>Misc. Maintenance</u></b>																							
Litter & trash removal	X										X	X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing		X									X	X	X	X	X	X	X	X	X	X	X	X	X
Parking lot blowing		X									X	X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection				X									X	X	X	X	X	X	X	X			
Irrigation system repair									X				X	X	X	X	X	X	X	X			
Mowing (native grass)							X								X		X						
Concrete pressure washing							X									X							X
Site inspection with County						X					X			X				X			X		
Drain cleaning									X		X	X	X								X	X	X
<b>Comments:</b>																							
Battery operated controllers in each valve boxes. Change batteries each April																							
Only OMRI or Eco-Exempt products at this site																							
'Friends of the Library' garden and Hanging Basket not included in scope of work																							
Native grass fire fuel reduction ; mow and weedwhip																							

CORTE MADERA LIBRARY

11-9-09

707 MEADOW SWEET DR., CORTE MADERA



## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Civic Center Medians - West of Building**  
3501 Civic Center Dr.  
San Rafael

### Tree Maintenance

Irrigation  
Fertilization  
Pruning (structural to 15')  
Staking & tying  
Pest control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	x								
Fertilization							x		
Pruning (structural to 15')									x
Staking & tying			x						
Pest control									x
Maintain 3" mulch - weed prevention								x	

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation					x	x	x	x	x	x		
Fertilization				x						x		
Pruning (structural to 15')		x	x									
Staking & tying		x										x
Pest control	x	x	x	x	x	x	x	x	x	x	x	x
Maintain 3" mulch - weed prevention					x							

### Shrub, Groundcover Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
Pest control  
Weed control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	x								
Basin maintenance							x		
Fertilization							x		
Pruning (structural)								x	
Pruning (deadwood)									x
Pest control									x
Weed control	x								
Maintain 3" mulch - weed prevention									x

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation					x	x	x	x	x	x		
Basin maintenance				x					x			
Fertilization				x						x		
Pruning (structural)		x	x									
Pruning (deadwood)	x	x	x	x	x	x	x	x	x	x	x	x
Pest control	x	x	x	x	x	x	x	x	x	x	x	x
Weed control	x	x	x	x	x	x	x	x	x	x	x	x
Maintain 3" mulch - weed prevention	x	x	x	x	x	x	x	x	x	x	x	x

### Misc. Maintenance

Litter & trash removal  
Sidewalk blowing  
Parking lot gutter cleaning  
Irrigation system inspection  
Meter reading  
Irrigation system repair  
Site inspection with County

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Litter & trash removal	x								
Sidewalk blowing	x								
Parking lot gutter cleaning									x
Irrigation system inspection	x								
Meter reading					x				
Irrigation system repair									x
Site inspection with County					x				

	January	February	March	April	May	June	July	August	September	October	November	December
Litter & trash removal	x	x	x	x	x	x	x	x	x	x	x	x
Sidewalk blowing	x	x	x	x	x	x	x	x	x	x	x	x
Parking lot gutter cleaning	x	x	x	x	x	x	x	x	x	x	x	x
Irrigation system inspection					x	x	x	x	x	x		
Meter reading	x			x			x			x		
Irrigation system repair			x	x	x	x	x	x	x			
Site inspection with County	x			x			x			x		

### Comments:

Do not prune the lower branches from the Redbud Trees;  
allow canopy to grow below head height.  
Do not shear Dietses without approval.





CIVIC CENTER MEDIANS-WEST  
3501 CIVIC CENTER DR.  
SAN RAFAEL

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Civic Center Medians and Turf - Eastside**  
3501 Civic Center Dr.  
San Rafael

**Tree Maintenance**

Irrigation  
Fertilization  
Pruning (structural to 15')  
Staking & tying  
Pest control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	X								
Fertilization							X		
Pruning (structural to 15')									X
Staking & tying			X						
Pest control									X
Maintain 3" mulch - weed prevention								X	

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation					X	X	X	X	X	X		
Fertilization				X						X		
Pruning (structural to 15')		X	X									
Staking & tying		X										X
Pest control	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch - weed prevention					X							

**Shrub, Groundcover Maintenance**

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
Pest control  
Weed control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	X								
Basin maintenance							X		
Fertilization							X		
Pruning (structural)								X	
Pruning (deadwood)									X
Pest control									X
Weed control	X								
Maintain 3" mulch - weed prevention									X

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation					X	X	X	X	X	X		
Basin maintenance				X					X			
Fertilization				X						X		
Pruning (structural)	X	X	X	X	X	X	X	X	X	X	X	X
Pruning (deadwood)	X	X	X	X	X	X	X	X	X	X	X	X
Pest control	X	X	X	X	X	X	X	X	X	X	X	X
Weed control	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch - weed prevention	X	X	X	X	X	X	X	X	X	X	X	X

**Turf Maintenance**

Mowing  
Edging  
Fertilizing  
Irrigation

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Mowing									X
Edging									X
Fertilizing							X		
Irrigation	X								

	January	February	March	April	May	June	July	August	September	October	November	December
Mowing	X	X	X	X	X	X	X	X	X	X	X	X
Edging	X	X	X	X	X	X	X	X	X	X	X	X
Fertilizing			X						X			
Irrigation				X	X	X	X	X	X	X		

**Misc. Maintenance**

Litter & trash removal  
Sidewalk blowing  
Parking lot gutter cleaning  
Irrigation system inspection  
Meter reading  
Irrigation system repair  
Site inspection with County

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Litter & trash removal	X								
Sidewalk blowing	X								
Parking lot gutter cleaning									X
Irrigation system inspection	X								
Meter reading					X				
Irrigation system repair									X
Site inspection with County					X				

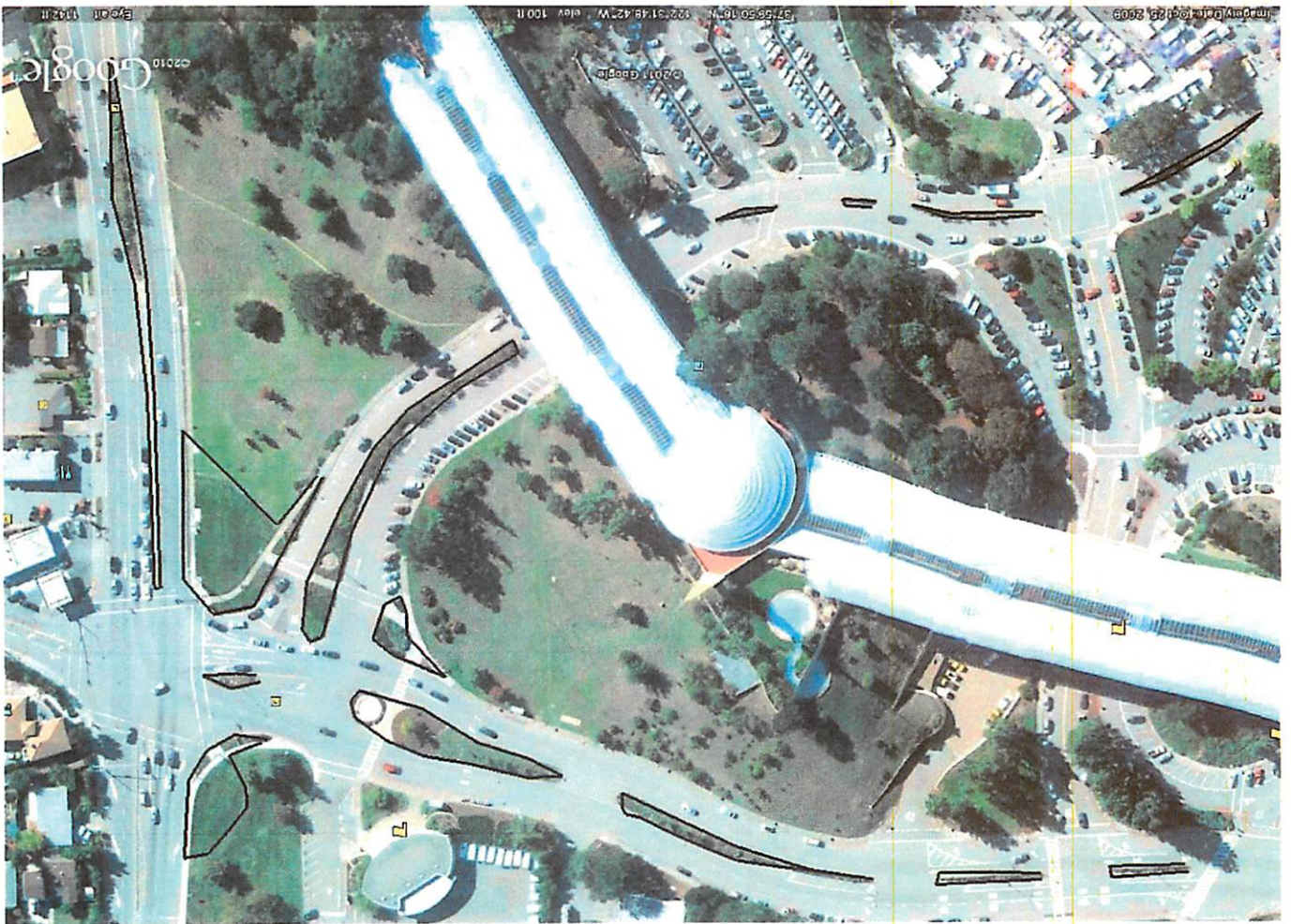
	January	February	March	April	May	June	July	August	September	October	November	December
Litter & trash removal	X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing	X	X	X	X	X	X	X	X	X	X	X	X
Parking lot gutter cleaning	X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection					X	X	X	X	X			
Meter reading	X			X			X			X		
Irrigation system repair			X	X	X	X	X	X				
Site inspection with County	X			X			X			X		

**Comments:**

Do not prune off lower branches on Redbud Trees;  
allow them to grow below head height



CIVIC CENTER MEDIANS & TURF - EAST  
3501 CIVIC CENTER DR.  
SAN RAFAEL



## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

Lucas Valley Offices and Park (LVP) - County Training Center  
#2 Jeannette Prandi Way, San Rafael

### Tree Maintenance

Irrigation  
Fertilization  
Pruning (structural to 15')  
Pruning (Deadwood to 15')  
Staking & tying  
Pest control  
Maintain 3" mulch

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation									X
Fertilization							X		
Pruning (structural to 15')								X	
Pruning (Deadwood to 15')									X
Staking & tying									X
Pest control									X
Maintain 3" mulch									X

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation			X	X	X	X	X	X	X	X		
Fertilization				X					X			
Pruning (structural to 15')	X	X										
Pruning (Deadwood to 15')	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying	X	X	X	X	X	X	X	X	X	X	X	X
Pest control	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch	X	X	X	X	X	X	X	X	X	X	X	X

### Shrub, Groundcover Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
IPM Pest control  
Weed control  
Maintain 3" mulch

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation		X							X
Basin maintenance									X
Fertilization							X		
Pruning (structural)									X
IPM Pest control									X
Weed control									X
Maintain 3" mulch									X

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation			X	X	X	X	X	X	X	X		
Basin maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Fertilization			X						X			
Pruning (structural)	X	X	X	X	X	X	X	X	X	X	X	X
IPM Pest control	X	X	X	X	X	X	X	X	X	X	X	X
Weed control	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch	X	X	X	X	X	X	X	X	X	X	X	X

### Turf Maintenance

Mowing  
Mowing  
Edging  
Fertilizing 25-5-5 Slow Release  
Irrigation  
Aerification  
IPM Pest Control

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Mowing	X								
Mowing		X							
Edging		X							
Fertilizing 25-5-5 Slow Release								X	
Irrigation		X							X
Aerification							X		
IPM Pest Control									X

	January	February	March	April	May	June	July	August	September	October	November	December
Mowing			X	X	X	X	X	X	X	X		
Mowing	X	X									X	X
Edging			X	X	X	X	X	X	X			
Fertilizing 25-5-5 Slow Release						X						
Irrigation			X	X	X	X	X	X	X			
Aerification			X							X		
IPM Pest Control	X	X	X	X	X	X	X	X	X	X	X	X

### Misc. Maintenance

Litter & trash removal  
Sidewalk blowing  
Parking lot gutter cleaning  
Irrigation system inspection  
Meter reading  
Irrigation system repair  
Site inspection with County

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Litter & trash removal	X								
Sidewalk blowing	X								
Parking lot gutter cleaning									X
Irrigation system inspection		X							X
Meter reading		X							
Irrigation system repair									X
Site inspection with County					X				

	January	February	March	April	May	June	July	August	September	October	November	December
Litter & trash removal	X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing	X	X	X	X	X	X	X	X	X	X	X	X
Parking lot gutter cleaning	X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection			X	X	X	X	X	X	X			
Meter reading			X	X	X	X	X	X	X			
Irrigation system repair	X	X	X	X	X	X	X	X	X	X	X	X
Site inspection with County	X			X			X			X		

### Comments:

No Pesticide use @ the D.G. Patio Area @ the CTC (County Training Center)  
Run Power Equipment after 8:00 am  
Do NOT Raise the Canopies on Redwood Trees





LUCAS VALLEY OFFICES & PARK  
2 JEANNETTE PRANDI WAY  
SAN RAFAEL

**Marin County Parks, Open Space, & Cultural Services  
Landscape Maintenance Frequency Schedule**

NS (10 & 20 North San Pedro)  
San Pablo Ave  
San Rafael

**Tree Maintenance**

Irrigation  
Fertilization  
Pruning (structural to 15')  
Pruning (Deadwood to 15')  
Staking & tying  
Pest control  
  
Maintain 3" mulch - weed prevention

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
								X
						X		
							X	
								X
								X
								X
								X

January	February	March	April	May	June	July	August	September	October	November	December
		X	X	X	X	X	X	X	X		
			X					X			
X	X										
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

**Shrub, Groundcover Maintenance**

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
Pest control  
Weed control  
  
Maintain 3" mulch - weed prevention

	X							X
								X
					X			
								X
								X
								X
								X
								X

		X	X	X	X	X	X	X	X		
X	X	X	X	X	X	X	X	X	X	X	X
		X						X			
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

**Misc. Maintenance**

Litter & trash removal  
Sidewalk blowing  
Gutter cleaning  
Irrigation system inspection  
Meter reading  
Maintain Wisteria Pruned On Trellis  
Irrigation system repair  
Site inspection with County

X								X
X								
								X
	X							X
	X							
								X
								X
			X					

X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
		X	X	X	X	X	X	X			
		X	X	X	X	X	X	X			
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X			X			X		X		X	

**Comments:**

Leaf Litter from the Pyrus Trees must be cleaned regularly to prevent a tripping hazard.  
Landscape under overhangs does not receive rain during the rainy season; program irrigation accordingly.  
Valve @ Northwest Property: TBOS  
Reclaimed Water Site





10 ± 20 N. SAN PEDRO RD.  
SAN RAFAEL

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Candy's Park**  
**Adrian Way (near the corner of La Posada Way)**  
**San Rafael**

**Tree Maintenance**

Irrigation  
 Fertilization  
 Pruning (structural to 15')  
 Staking & tying  
 Pest control  
 Maintain 3" mulch - weed prevention

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
x								
						x		
								x
		x						
								x
							x	

January	February	March	April	May	June	July	August	September	October	November	December
				x	x	x	x	x	x		
			x						x		
	x	x									
	x			x				x			
x	x	x	x	x	x	x	x	x	x	x	x
				x							

**Shrub, Groundcover Maintenance**

Irrigation  
 Basin maintenance  
 Fertilization  
 Pruning (structural)  
 Pruning (deadwood)  
 Pest control  
 Weed control  
 Maintain 3" mulch - weed prevention

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
x								
						x		
						x		
						x		
								x
								x
	x							
								x

January	February	March	April	May	June	July	August	September	October	November	December
				x	x	x	x	x	x		
			x					x			
			x						x		
		x				x					
x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x

**Misc. Maintenance**

Litter & trash removal  
 Sidewalk blowing  
 Irrigation system inspection  
 Meter reading  
 Irrigation system repair  
 Site inspection with County

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
x								
x								
x								
		x						
								x
								x

January	February	March	April	May	June	July	August	September	October	November	December
x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x
				x	x	x	x	x	x		
				x	x	x	x	x	x		
		x	x	x	x	x	x	x			
x			x			x			x		

**Comments:**

Playground equipment to be maintained by Marin County Employees





CANDY'S PARK  
631 ADRIAN WAY  
SAN RAFAEL

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Manzanita Park and Ride  
Phono St. & Bolinas St. , Mill Valley - Sausalito Bike Path  
Sausalito**

**Tree Maintenance**

Irrigation  
Fertilization  
Pruning (structural to 15')  
Pruning (Deadwood to 15')  
Staking & tying  
Pest control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation									X
Fertilization							X		
Pruning (structural to 15')								X	
Pruning (Deadwood to 15')									X
Staking & tying									X
Pest control									X
Maintain 3" mulch - weed prevention									X

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation			X	X	X	X	X	X	X	X		
Fertilization				X					X			
Pruning (structural to 15')	X	X										
Pruning (Deadwood to 15')	X	X	X	X	X	X	X	X	X	X	X	X
Staking & tying	X	X	X	X	X	X	X	X	X	X	X	X
Pest control	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch - weed prevention	X	X	X	X	X	X	X	X	X	X	X	X

**Shrub, Groundcover Maintenance**

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
Pest control  
Weed control  
Maintain 3" mulch.- weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation		X							X
Basin maintenance									X
Fertilization							X		
Pruning (structural)									X
Pruning (deadwood)									X
Pest control									X
Weed control									X
Maintain 3" mulch.- weed prevention									X

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation			X	X	X	X	X	X	X	X		
Basin maintenance	X	X	X	X	X	X	X	X	X	X	X	X
Fertilization			X						X			
Pruning (structural)	X	X	X	X	X	X	X	X	X	X	X	X
Pruning (deadwood)	X	X	X	X	X	X	X	X	X	X	X	X
Pest control	X	X	X	X	X	X	X	X	X	X	X	X
Weed control	X	X	X	X	X	X	X	X	X	X	X	X
Maintain 3" mulch.- weed prevention	X	X	X	X	X	X	X	X	X	X	X	X

**Misc. Maintenance**

Litter & trash removal  
Sidewalk blowing  
Gutter cleaning  
Irrigation system inspection  
Meter reading  
Irrigation system repair  
Site inspection with County

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Litter & trash removal	X								
Sidewalk blowing	X								
Gutter cleaning									X
Irrigation system inspection		X							X
Meter reading		X							
Irrigation system repair									X
Site inspection with County					X				

	January	February	March	April	May	June	July	August	September	October	November	December
Litter & trash removal	X	X	X	X	X	X	X	X	X	X	X	X
Sidewalk blowing	X	X	X	X	X	X	X	X	X	X	X	X
Gutter cleaning	X	X	X	X	X	X	X	X	X	X	X	X
Irrigation system inspection			X	X	X	X	X	X	X			
Meter reading			X	X	X	X	X	X	X			
Irrigation system repair	X	X	X	X	X	X	X	X	X	X	X	X
Site inspection with County	X			X			X			X		

**Comments:**

Aquamaster/Liberat not allowed @ this Property  
Organic product applications only





MANZANITA PARK & RIDE

SAUSALITO

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

Rush Creek Park  
Across from 120 Saddlewood Dr.  
Novato

### Tree Maintenance

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	X								
Fertilization							X		
Pruning (structural to 15')									X
Staking & tying			X						
Pest control									X
Maintain 3" mulch - weed prevention								X	

January	February	March	April	May	June	July	August	September	October	November	December
				X	X	X	X	X	X		
			X						X		
	X	X									
	X			X				X			
X	X	X	X	X	X	X	X	X	X	X	X
				X							

### Shrub, Groundcover Maintenance

Irrigation	X								
Basin maintenance							X		
Fertilization							X		
Pruning (structural)							X		
Pruning (deadwood)									X
Pest control									X
Weed control		X							
Maintain 3" mulch - weed prevention									X

				X	X	X	X	X	X		
			X					X			
			X						X		
		X				X					
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Misc. Maintenance

Litter & trash removal	X								
Maintain pathway free of debris	X								
Irrigation system inspection	X								
Meter reading			X						
Irrigation system repair									X
Site inspection with County				X					

X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
				X	X	X	X	X	X		
				X	X	X	X	X	X		
		X	X	X	X	X	X	X			
X			X			X			X		

### Comments:

Large trees will be maintained by county  
Notify county if large branches or trees come down on pathway





RUSH CREEK PARK  
115 SADDLEWOOD DR.  
NOVATO

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

**Exhibit Hall Parking lot  
10 Avenue of the Flags  
San Rafael**

### Tree Maintenance

Irrigation  
Fertilization  
Pruning (structural to 15')  
Staking & tying  
Pest control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	x								
Fertilization							x		
Pruning (structural to 15')									x
Staking & tying			x						
Pest control									x
Maintain 3" mulch - weed prevention								x	

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation					x	x	x	x	x	x		
Fertilization				x						x		
Pruning (structural to 15')		x	x									
Staking & tying		x			x				x			
Pest control	x	x	x	x	x	x	x	x	x	x	x	x
Maintain 3" mulch - weed prevention					x							

### Shrub, Groundcover

#### Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
Pest control  
Weed control  
Maintain 3" mulch - weed prevention

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Irrigation	x								
Basin maintenance							x		
Fertilization							x		
Pruning (structural)								x	
Pruning (deadwood)									x
Pest control									x
Weed control		x							
Maintain 3" mulch - weed prevention									x

	January	February	March	April	May	June	July	August	September	October	November	December
Irrigation					x	x	x	x	x	x		
Basin maintenance				x					x			
Fertilization				x						x		
Pruning (structural)			x									
Pruning (deadwood)	x	x	x	x	x	x	x	x	x	x	x	x
Pest control	x	x	x	x	x	x	x	x	x	x	x	x
Weed control	x	x	x	x	x	x	x	x	x	x	x	x
Maintain 3" mulch - weed prevention	x	x	x	x	x	x	x	x	x	x	x	x

### Misc. Maintenance

Litter & trash removal  
Sidewalk blowing  
Parking lot gutter cleaning  
Irrigation system inspection  
Meter reading  
Irrigation system repair  
Site inspection with County

	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
Litter & trash removal	x								
Sidewalk blowing	x								
Parking lot gutter cleaning									x
Irrigation system inspection	x								
Meter reading			x						
Irrigation system repair									x
Site inspection with County					x				

	January	February	March	April	May	June	July	August	September	October	November	December
Litter & trash removal	x	x	x	x	x	x	x	x	x	x	x	x
Sidewalk blowing	x	x	x	x	x	x	x	x	x	x	x	x
Parking lot gutter cleaning	x	x	x	x		x					x	x
Irrigation system inspection					x	x	x	x	x	x		
Meter reading					x	x	x	x	x	x		
Irrigation system repair			x	x	x	x	x	x	x			
Site inspection with County	x			x			x			x		

### Comments:

Current turf area is to be converted to gravel





EXHIBIT HALL LANDSCAPE  
10 AVENUE OF THE FLAGS  
SAN RAFAEL

## Marin County Parks, Open Space, & Cultural Services Landscape Maintenance Frequency Schedule

ADP (Alemeda Del Prado)  
Posada Del Sol to Hector Lane  
Novato

### Tree Maintenance

Irrigation  
Fertilization  
Pruning (structural to 15')  
Pruning (Deadwood to 15')  
Staking & tying  
Pest control  
Maintain 3" mulch - weed prevention

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
								X
						X		
							X	
								X
								X
								X
								X

January	February	March	April	May	June	July	August	September	October	November	December
		X	X	X	X	X	X	X	X		
			X					X			
X	X										
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Shrub, Groundcover Maintenance

Irrigation  
Basin maintenance  
Fertilization  
Pruning (structural)  
Pruning (deadwood)  
Pest control  
Weed control  
Maintain 3" mulch - weed prevention

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
	X							X
								X
						X		
								X
								X
								X
								X
								X

January	February	March	April	May	June	July	August	September	October	November	December
		X	X	X	X	X	X	X	X		
X	X	X	X	X	X	X	X	X	X	X	X
		X						X			
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

### Misc. Maintenance

Litter & trash removal  
Sidewalk blowing  
Gutter cleaning  
Irrigation system inspection  
Meter reading  
Irrigation system repair  
Site inspection with County

Weekly	Biweekly	Monthly	Bimonthly	Quarterly	3 times/yr.	Twice a Yr.	Yearly	As Required
X								
X								
								X
	X							X
	X							
								X
				X				

January	February	March	April	May	June	July	August	September	October	November	December
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
		X	X	X	X	X	X	X			
		X	X	X	X	X	X	X			
X	X	X	X	X	X	X	X	X	X	X	X
X			X			X			X		

Comments:  
Controllers (2): LEIT Solar





ALAMEDA DEL PRADO MEDIANS  
POSADA DEL SOL - HECTOR LN.  
NOVATO