



**Request for Proposal
For
Landscape Maintenance Services
Within Carmichael Recreation and Park District
RFP # 2026-04-01**

Advisory Board

Christopher Ives, Chair

Joseph Leavitt, Member

Lisa Mattos, Member

Jessica Wall, Member

PROPOSAL DUE DATE

Proposals must be submitted by

May 15, 2026

by 1:00 PM

SUBMIT PROPOSAL TO

Carmichael Recreation and Park District

5750 Grant Avenue

Carmichael, CA 95608

or

Jperry@carmichaelpark.com

cc: syankee@carmichaelpark.com

DEFINITIONS

Response: The written, signed, and sealed complete document submitted according to the proposal instructions. Response does not include any verbal or documentary interaction apart from submittal of a formal Response.

Request/Proposal/Bid: The completed and released document, including all subsequent addenda, made publicly available to all prospective bidders.

We/Us/Our: Terms that refer to the Carmichael Recreation and Park District, a duly organized public entity. They may also be used as pronouns for various subsets of the District.

You/Your: Terms that refer to businesses/individuals submitting a response. The term may apply differently as the context will indicate.

- **Supplier** - A business entity engaged in the business of providing goods, equipment and/or services.
- **Bidder** - A business entity submitting a Response to this bid. Suppliers which may express interest in this bid, but who do not submit a Response, have no obligations with respect to the bid requirements.
- **Contractor** - The Bidder(s) whose Response to this bid is evaluated as meeting the needs of the District. Contractor(s) will be selected for award and will enter a contract(s) for provision of the services described in this bid.
- **Contractor's Employee** - All persons who can be offered to provide the goods, equipment and/or services described in the bid. All employees of the Contractor shall be covered by the insurance programs normally provided to persons employed by a company (ex: Worker's Comp, SDI, etc.).

Mandatory: A required element of this request/proposal/bid. Failure to satisfy any element of this request/proposal/bid defined as "mandatory" will disqualify the particular response.

Default: A failure to act as required by any contract resulting from this request, which may trigger the right to sue or may excuse the other party's obligation to perform under the contract.

Cancellation/Termination: A unilateral or mutual decision to not complete an exchange or perform an obligation under any contract resulting from this request.

"Or Equal": A statement used for reference to indicate the character or quality desired in a requested product or service. When specified in a bid document, equal items will be considered, provided the response clearly describes the article. Offers of equal items must state the brand and number, or level of quality. When brand, number, or level of quality is not stated by bidder, the offer will be considered exactly as specified. The determination of the Purchasing Agent as to what items are equal is final and conclusive.

NOTICE TO CONTRACTORS

Notice is hereby given that the Carmichael Recreation and Park District of Sacramento County, California, will receive bids as follows:

RFP RELEASE DATE: **April 20 2026**

FOR: **RFPNO. 2026-04-01
LANDSCAPE SERVICES WITHIN
CARMICHAEL RECREATION
AND PARK DISTRICT**

SUBMIT QUESTIONS BY AND TO: May 7, 2026 @ 5:00 PM
JPerry@carmichaelpark.com

PROPOSAL DUE DATE AND TIME: ***ON OR BEFORE May 15 AT 1:00 PM***

SUBMIT PROPOSALS TO: **James Perry via Email To
JPerry@carmichealpark.com
Or
CRPD
5750 Grant Avenue
Carmichael CA, 95608**

PROPOSAL OPENING: **MAY 15, 2026 @ 1:00 PM**

INTRODUCTION

Carmichael Recreation and Park District Request for Proposal (RFP) covers landscape maintenance service in accordance with the specifications, terms and conditions set forth herein. A listing of the facilities is shown in Exhibit A – Pricing. The District intends to make a contract award from this RFP once approved by the Advisory Board of Directors. A mandatory walk-through of the premises will be required. Bidders meeting the Proposal requirements may be subject to an interview. A vendor, who may not initially receive a facility or facilities, may still be selected during the contract period as additional facilities may require contracted landscape maintenance services. The contract period will be for a total period of four years (initial term, plus three annual renewal options).

KEY EVENTS

Timetable (some dates subject to change)	Dates
Request for Proposal Issued	April 20, 2026
Applicants are expected to visit all park sites prior to submission of bids.	
Closing Date for Written Questions	May 7, 2026 by 5 pm
Responses to Questions posted on website	May 11, 2026 by 5 pm
Request for Proposal Due (via email)	May 15, 2026 by 1 pm
Proposals open via Zoom	May 15, 2026 @ 1:05 pm
Review of Proposals	May 15 - 20, 2026
District Board Approval of Contract Agreement	May 21, 2026
Contract Review, Contractor Forms Processed	May 26 – June 15, 2026
Contract Begins	July 1, 2026

BIDDER'S INSTRUCTIONS

General Format:

Respond to all requests for information and completion of forms contained in this Request for Proposal. You may use additional sheets as necessary. A qualifying response must address all items. Brochures and advertisements will not be considered a complete reply to requests for information and will not be accepted as such. Bidder is solely responsible for accuracy and completeness of bid response and for electronically separating and marking documents as confidential when submitting their response through email. Responses considered incomplete may be rejected.

Alteration of Bid Text:

The original text of this bid document, as well as any attachments, amendments or other official correspondence related to this bid document may not be manually, electronically or otherwise

altered by bidder or bidder's agent(s). Any response containing altered, deleted, additional or otherwise non-original text will be disqualified.

Preparation of Response:

- A. All responses must be signed by an authorized officer or employee of the responder.
- B. Responses must be submitted prior to the specified date and time.
- C. Time of delivery may be a consideration in the award.

Submitting Written Questions:

Please direct all questions in writing to: James Perry, jperry@carmichaelpark.com. Deadline for questions is May 7, 2026, 5pm.

Addendums and answers to all questions will be posted to the District website by 5pm on May 11, 2026. It is the Proposer's responsibility to check www.carmichaelpark.com for updates.

Confidential Information/Public Record:

All responses become property of the District. All responses, including the accepted bid and any subsequent contract, become public records per the requirements of the California Government Code, Sections 6250 -6270, "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful bid are not considered proprietary information.

The District will treat all information submitted in a bid as available for public inspection once the District has selected a contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your bid, you must identify any such information, together with the legal basis of your claim in your bid and present such information separately as part of your response package.

The final determination as to whether the District will assert your claim of confidentiality on your behalf shall be at the sole discretion of the District. If the District determines that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

BASIS OF AWARD

Award will be given to the bidder whose offer provides the greatest value, in our view, to the District from the standpoint of suitability to purpose, quality, service, previous experience, life cycle, cost, ability to deliver, or for other reasons deemed by Purchasing to be in the best interest of the District.

Public Bid Opening: As soon as possible after the date and time specified by the Request for Bid, pricing information will be made public to all bidders. The responses will remain sealed during the bid evaluation period and will be made available for public inspection upon notice of bid award.

Bidders meeting the specifications may be subject to an interview. This bid award will be given to the lowest responsible bidders meeting specifications. **Bid responses will be considered valid for a period of 90 calendar days after bid closing date above.**

Note: All specifications, terms and conditions set forth herein will apply to any resulting contract award. However, if any specifications are not unique to any one particular facility, those specifications shall apply to all facilities. Bidders are responsible for familiarizing themselves with each District facility listed in Exhibit A – Pricing before submitting a bid.

Award of Contract

In awarding a contract for this work, it is the intent of the Carmichael Recreation and Park District to provide the best possible service to the public. The award will be made to the contractor who in the discretion of the District will perform the work consistent with the specifications and in the best interest of the District and the public, and who furnishes satisfactory evidence of the requisite experience and ability. Therefore, proposals will be evaluated on various criteria in addition to actual cost to ensure that the needs of the District are met. The District will consider such factors as, but not limited to, contractor's experience on projects similar in nature and references from other customers. The District will make a determination of the low bid upon the basis of the base bid only. Alternates or deductive items will not be considered in determining the low bid. The District retains the right to not include alternates and/or deductive items in the contract amount depending upon the financial and/or budgetary restrictions of the District.

The evaluation factors reflect the totality of considerations to be used in evaluating the requested Proposal responses. While cost is important, other factors are also significant, and the District may not select the lowest cost proposal. The objective is to choose the proposal that offers the highest quality product and services and will achieve the project's goals and objectives within a reasonable budget.

Note: All specifications, terms and conditions of this request will apply to any resulting order.

Changes to Bid: The District retains the right to negotiate changes in a bid by any offeror, and/or to reject any or all bids if none of the submittals are responsive to the District's needs.

SCOPE OF SERVICE:

District facilities require a licensed landscape contractor (see page 15 for specific licenses) to provide weekly general horticultural maintenance and cleanup of landscape areas, including entry ways, walkways, sidewalks, curbs, side and rear areas, and parking lots. When necessary and upon the direction of the Park Services Manager or designee, unscheduled (extra) work, (i.e. replace/repair vandalized plants, etc.) No unscheduled (extra) work repairs are to be made without prior approval from the Park Services Manager or designee. Requirements vary by location and season depending upon the type of landscaping and requested services.

Schedule:

Contractor shall perform regular landscape maintenance services 5 times per week; between 7:00 a.m. and 4:00 p.m., Monday through Friday.

If Add Alternate A1 is added to the contract the work is for the mowing of a soccer field once a week.

Materials, Equipment, Tools and Supplies:

Contractor shall furnish all materials, equipment, tools, and supplies required for scheduled work under the contract.

Contractor shall submit an inventory list of vehicles and grounds equipment prior to the start of the contract. The inventory list shall include vehicle make, year, and license number and equipment description, I.D., and/or serial number. Equipment used by the Contractor will be maintained in a satisfactory condition and used in a safe, appropriate, and acceptable manner to protect the safety of the park users and to prevent damage to District assets. The District reserves the right to prohibit the use of equipment which it deems unsafe or appropriate.

Contractor owned vehicles used at District facilities must display company identification on both sides of the vehicle. All vehicles and equipment shall be properly operated in accordance with California State Motor Vehicle codes. Vehicles and equipment shall not be parked in traffic and/or fire lanes or in any area that would restrict normal vehicle and/or pedestrian movement.

Contractor is responsible for ensuring that its vehicles and equipment do not leak any fluids (motor oil, antifreeze, hydraulic oil, transmission fluid, etc.). Any spills or leaks must be cleaned up immediately and disposed of properly by Contractor.

District does not provide storage space for the Contractor's equipment supplies and materials. If the Contractor desires to obtain facilities at District site(s) for storage of equipment, tools and supplies, it will be at the Contractor's own expense. Contractor shall ensure that all equipment, tools and supplies are removed or safely stored at the end of each workday. Storage of hazardous waste and chemicals must be stored and disposed of at Contractor's facilities.

Site Inspections:

Each Park to be inspected at least once a month by the Contractor's representative or field supervisor and District representative to ensure contract performance and note any hazards and/or maintenance conditions which require action by the District. The Contractor's representative will function as the point of routine contact for the District.

The Contractor representative or supervisor shall submit a monthly report of all work performed, as well as meet monthly with the District's Park Services Manager or designee to review contract performance, prepare work plans for the upcoming months, exchange schedules, and other pertinent information. As a part of its own inspection schedule the District will note any needs for corrective action and inform the Contractor as necessary.

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FACILITY LOCATIONS

Item Location

001	Bird Track Park 600 Dove Drive (west end of Pheasant Road) Fair Oaks, CA 95628 1 Acre
002	Cardinal Oaks Park 2600 Cardinal Court (El Camino Avenue near Garfield Avenue) Carmichael, CA 95608 7 Acres
003	Del Campo Park End of Heathcliff Drive/Oleander Drive Carmichael, CA 95608 21 Acres
004	Glancy Oaks Park 5292 Glancy Drive Carmichael, CA 95608 3 Acres
005	Jan Park 4310 Jan Drive Carmichael, CA 95608 13.6 Acres
006	Sutter-Jensen Botanical Garden & Jensen and Garfield House 8520 Fair Oaks Blvd. Carmichael, CA 95608 13.5 Acres
007	O'Donnell Heritage Park 6618 Rappahannock Way Carmichael, CA 95608 9.5 Acres
008	Patriots Park 6827 Palm Avenue Fair Oaks, CA 95628 3.5 Acres
	TOTAL ACRES: 72.1
Add Alternates (mowing only, see notes below under Facility Specifications)	
A1	Del Campo Park – Soccer Field (Exhibit H) End of Heathcliff Drive/Oleander Drive Carmichael, CA 95608 2.37 Acres
	TOTAL ACRES: 2.37

FACILITY SPECIFICATIONS

Mowing - Weekly: Turf shall be mowed to maintain a uniform height of three (3) inches. Contractor shall provide weekly mowing except for the period from November 1st through February 15th, during which time mowing will be required every two weeks, depending upon growing conditions. Papers, rubbish and debris shall be removed by the Contractor prior to mowing. Only rotary-blade mowers shall be used, and blades must be kept sharp to cut grass blades smoothly. The mowing schedule shall be consistent by season and must be approved in advance by the District. The use of mulching or recycling deck mower is recommended.

Mowing – Add Alternate Soccer Field at Del Campo Park – Weekly

Maintain the designated soccer field turf area (Exhibit H) at a consistent height of 2 inches through weekly mowing. Mowing shall be performed using properly maintained equipment with sharp blades to ensure a clean, even cut that promotes healthy turf growth. Grass clippings shall either be removed completely or be evenly distributed across the field and not left in piles or windrows that could affect playability or field appearance. Care shall be taken to avoid scalping, rutting, or other damage to the turf, particularly in high-use areas, to ensure a safe and high-quality playing surface.

Edging - Weekly: Lawns shall be edged weekly along paved areas and curbs, except the period from November 1st through February 15th, during which time edging will be required every two weeks. Trimming around sprinkler heads shall be done as necessary to provide maximum water coverage and sprinkler operation. String edgers shall be used as needed around poles, against sound walls, and around controller enclosures, vaults, etc. All trees in lawn areas shall have a minimum of a 12-inch radius area clear and void of turf and weeds around the tree trunks.

Shrub Beds: Shrub beds shall be cultivated. The Park Services Manger may have specific instructions. Contractor shall keep shrub bed areas free of weeds, rocks, glass, leaves and debris at each visit. Contractor shall keep mulch and bark materials inside shrub beds and planters; Contractor shall clear loose mulch and bark materials from walkways, sidewalks, curbs and gutters.

Ground Cover Beds: Ground cover beds shall be kept free of weeds and trash. Ground cover shall be cut back to a height of four (4) inches, if needed or directed by the Park Services Manager or designee. Ground cover shall be trimmed to prevent growth onto sidewalks and curbs. All cuttings shall be removed from the ground cover bed and landscape area.

Fertilization: Fertilizer shall be homogenized time-release pellet type during summer and water-soluble type during the winter. It shall have in its composition 25% nitrogen, 3% phosphorous and 9% potassium by weight or approved equal by the Park Services Manager or designee. Each area fertilizer application shall be at a rate of one (1) pound of actual nitrogen per one thousand (1,000) square feet. Fertilizer shall be applied to lawns and ground cover areas at a rate based on six (6) times a year. Applicable safety data sheets (SDS) shall be furnished to the Park Services Manager or designee prior to the chemical application. Contractor shall submit a schedule of the fertilizer application dates and the type of fertilizer that will be applied. The Park Services Manager or designee may require the Contractor to deposit empty fertilizer bags at a predetermined location to verify composition and rate of application. Contractor shall notify the Park Services Manager or

designee forty-eight (48) hours in advance of each application date. The Park Services Manager or designee may inspect the fertilizer application.

Aeration of Lawn: All turf areas shall be aerated within three days prior to application of fertilizer, at least two (2) times per year – April and September – or upon the request of the Park Services Manager or designee. A coring type tool shall be used and all sprinkler heads must be staked prior to aerating lawn. Contractor shall provide all materials, equipment and labor. Contractor shall notify the Park Services Manager or designee forty-eight (48) hours in advance of planned aeration date.

Pest and Weed Control: Contractor may use whatever means of pest and weed control that is allowed in parks within State of California law.

Hazards, Vandalism and Broken Sprinkler Heads: Any hazards or acts of vandalism shall be reported immediately to the Park Services Manager or designee and then followed up with a written report. Hazards, such as broken glass, fallen tree branches, damaged fencing, standing water, dead animals, potholes, rope tied to a tree limb, broken benches, excavations and unsecured materials (such as loose roof shingles, signage material etc.) shall be immediately reported and/or remedied by the Contractor. Contractor shall fill holes in all turf areas along curbs, sidewalks, and paving.

Contractor shall check concrete areas, sidewalks, curbs, brick and retaining walls, etc. for cracks, crevices, graffiti and deterioration and shall immediately report any deterioration or graffiti to the Park Services Manager or designee.

Pruning and Staking: All hedges, shrubs and trees shall be pruned (trees up to 12' only) to ensure proper growth and control, or as directed by the Park Services Manager or designee.

- a. All pruning shall be done by qualified professional personnel using the Western Chapter International Society Arboriculture's pruning standards and methods (www.wcisa.net). Excessive pruning or stubbing back is not permitted. Pruning plants is recommended once a year. Pruning cuts shall be made beyond and close to branch collar ring. Pruning cuts shall be cleaned with no tearing of the bark. Shearing of shrubs and ground cover are not permitted unless specifically approved by the Park Services Manager or designee.
- b. Pruning of shrubs and trees (up to 12') shall be done as needed to achieve the following:
 1. To shape, particularly to correct misshaping caused by winds;
 2. To raise the lower branches of trees above head height over sidewalks, walkways, parking spots, etc.;
 3. To cut back shrubs where they encroach on the sidewalks, walkways and paved areas;
 4. To cut back branches (up to 12') that are rubbing on buildings, fences, pole lights, signs, etc.;
 5. To remove mistletoes, suckers, water sprouts and other undesirable growth from trees (up to 12');
 6. To remove dead or damaged branches (up to 12'); and,
 7. To cut palm tree branches at the request of the Park Services Manager or designee (up to 12')
 8. To cut back shrubs and branches to maintain visibility clearance for motorists, pedestrians, and building occupants.

- c. Young trees shall be pruned to select and develop permanent scaffold branches that are smaller in diameter than the trunk or branch to which they are attached, which have vertical spacing of from 18 to 48 inches and radial orientation so as not to overlay on another. Under no circumstances will stripping of lower branches ("rising up") of young trees be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote caliper trunk growth (tapered trunk). Lower branches can be cut flush with the trunk only after the tree is able to stand erect without staking or other support.
- d. Evergreen trees shall be thinned out and shaped when necessary to prevent wind and storm damage (up to 12' only).
- e. Contractor shall maintain existing stakes and ties, providing replacements as needed, on all young trees until such time as they are no longer needed for support. Special care shall be taken to avoid any damages to tree trunks or branches by ties and stakes, and staked trees shall be inspected weekly to prevent damage.

Inclement Weather: Contractor shall not perform certain operations, particularly during periods of inclement weather, which may destroy or damage ground cover, turf areas, trees or shrubs. Any debris or litter that collects as result of inclement weather or flooding shall be removed during the next scheduled service day. Inclement weather does not release the Contractor's responsibility to provide services as scheduled.

Repairs and Extra Work: The Park Services Manager or designee may authorize the Contractor to perform additional work, including but not limited to, repairs and replacements when deemed necessary. See Additional Crew Work per Call-out section in Exhibit A – Pricing, line items 9 through 20. The Park Services Manager or designee shall authorize any Additional Work per Call-out in writing by way of a PO.

In the event such repairs and/or replacements are deemed necessary as a result of Contractor's negligence, Contractor will be responsible for completing such repairs and replacing damaged property at no additional cost to the District. The District may withhold payment of invoices to the amount equivalent to the damaged property if the Contractor does not make the necessary repairs and/or replacements.

All repairs or replacements shall be completed in accordance with the following maintenance practices:

- a. Trees – Minor damage such as bark loss from impact of mowing or weed cutting will be checked by the Park Services Manager or designee. If in the District's judgment that such damage will stunt or weaken growth, the tree will be removed and replaced at the Contractor's expense.
- b. Shrubs – Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the specific instruction of the Park Services Manager or designee.
- c. Chemicals – All plant damage resulting from chemical operation, either spray-drift or lateral-leaching, shall be corrected in accordance with aforementioned maintenance practices and the soil reconditioned to ensure its ability to support plant life.

- d. Irrigation Parts – Any irrigation parts damaged by the contractor shall be repaired or replaced by the contractor after consulting with the Parks Services Manager or their designee. .

Inspection: The Park Services Manager or designee will periodically inspect all work with the Contractor – perhaps monthly. Contractor shall maintain and have available such records that reasonably confirm frequency of task performance at each location. Contractor shall furnish an itemized invoice of all extra work performed with the regular monthly invoice. Inspections may be performed after each extra work request. Contractor shall submit a detailed work schedule for each facility to the Park Services Manager or designee, which shall indicate the day of the week that each facility will be maintained. The detailed work schedule must be submitted prior to work beginning under the contract. When Contractor changes its work schedule, Contractor shall promptly submit its updated work schedule.

ADDITIONAL PERFORMANCE CRITERIA

Mowing and Edging

1. All sidewalks, driveways, concrete pads, curbs, and other hardscape edges will be trimmed at each mowing with a steel-bladed edger (no string trimmer for edging concrete).
2. Trimming around irrigation valve covers, pumps, backflow prevention devices, electric junction boxes and vaults, light poles, bollards, gates, and fences shall be performed as necessary to provide a safe condition and a neat appearance.
3. Grass clippings and other debris shall be removed from turf and all other hard surface areas after mowing and edging. The use of a mulching deck mower that does not leave clumps is acceptable.
4. Gas-powered blowers may not be used before 8:00 AM and must comply with any applicable Sacramento County noise abatement levels or regulations.
5. The use of two-cycle engines is discouraged, and their use should be minimized.
6. Ground covers and ornamental plantings shall be cut back as necessary to prevent growth onto sidewalks and curbs.
7. All areas must be cleaned and maintained free of rocks, glass, and debris.

Fertilization

1. All turf areas and shrub beds shall be fertilized annually in September with a fertilizer specified by the Park Services Manager. Fertilizer is to be applied according to the manufacturer's recommendations of the number of pounds per acre. The District shall be notified two weeks (2) prior to the expected date of application, and notifications are to be posted at each park two days prior to application. The Contractor shall provide all materials, equipment, and labor, and deliver to the District a copy of fertilizer purchase invoices and a report of the number of pounds applied at each park.
2. Multipurpose/Playfields at Del Campo Park shall be aerated using a coring tine aerator (not more than one day prior) to application of fertilizer in September. All sprinkler heads will be flagged by District personnel upon proper notification by the Contractor. The Contractor shall provide all materials, equipment, and labor. The Contractor shall check and repair immediately any damage to irrigation systems as a result of aerating, and any necessary repairs made at the Contractor's expense. Proper notice shall be given to the District prior to beginning this work.

Trash and Litter Removal/Disposal

1. Daily Tasks

- a. Contractor shall collect and dispose of all trash (including all areas along the fence line) A thorough policing of each park is required at least five times each week throughout the year. Trash and debris shall be properly disposed of by the Contractor. Policing is required on Mondays through Fridays from 1 March through 31 October. The District reserves the right to establish the policing schedule, which may include each day of weekends. Policing may be required each day of long holiday weekends such as Memorial Day, Fourth of July, and Labor Day.
- b. All areas shall be kept free of all litter, including paper, rubbish, debris, leaves trimmings, broken limbs/branches, broken glass or other such debris. No debris shall be blown onto roadways or walkways.
- c. Picnic areas shall be maintained in a clean and sanitary condition. Litter, glass, and other debris shall be cleaned from the site and tables and concrete pads cleaned of sticky or unsightly residue.
- d. All trash containers at each park site shall be emptied at least five (5) times each week during the period of 1 March through 31 October, in accordance with the policing schedule, and at least three (3) times each week during the period of 1 November through the end of February. Trash containers in picnic areas and near walkways shall be emptied regardless of the capacity level, as neglected waste is unsanitary, unsightly, and foul-smelling. Containers in other areas shall be emptied when at least half full and/or when foul smelling. Trash liners are to be perforated prior to insertion in the can in order to prevent accumulation of liquids. Trash liners are to be changed each time the containers are emptied. Trash and debris shall be properly disposed of away from the park sites at the Contractor's expense. The District will provide trash containers. Trash liners are to be provided by the Contractor.

Park Facility Tasks

1. Biweekly Tasks (every two weeks)

- a. Parking lots, basketball courts, and all other hard surface areas, shall be thoroughly cleaned (swept, washed, vacuumed or blown) every two weeks (2) or more frequently, as directed.

2. As-Needed Tasks

- a. Leaves shall be removed from all areas and properly disposed of as necessary to maintain a neat appearance. Clean leaf debris may be used as mulch in the park system. The walkways and access ramps shall be cleaned as needed during the work week to ensure safe access, with particular attention directed to removing potential fall hazards such as wet leaves.
- b. At *Jan Park*, *O'Donnell Heritage Park*, and *Sutter/Jensen Parks*, all concrete and gravel walkways in undeveloped areas will be mowed on each side to a distance of eight feet (8') and trimmed to prevent vegetation from covering the walkway.
- c. Picnic grills shall be cleaned and emptied of debris once each week, March through October, and monthly from November through February.

3. Play Equipment Areas

- a. Wood fiber play areas shall be smoothed by rake at least once each week. Clean wood fiber spilling onto sidewalks or into adjacent areas shall be picked up and returned to the play areas once a week. (Glass and debris are to be picked up five (5) times each week as identified elsewhere in this section.) Raking shall include leveling areas beneath swing seats, slide exits and other areas where it is necessary as a result of use. All handicap access points must have a smooth transition from the ramp to the wood fiber.

Trees and Shrubs

1. Trees shall be maintained below the height of eight (8) feet to ensure citizen and worker safety. All clippings are to be properly disposed of at the Contractor's expense; chopped or chipped clippings may be used as mulch within the park system with authorization from the District.
2. All pruning shall be done by qualified personnel to ANSI standards, which are by reference incorporated hereby into this document.
3. Shearing of shrubs and ground cover will not be permitted unless specifically approved by the Park Services Manager.
4. Under no circumstances will stripping of lower branches ("raising up") of young trees be permitted. Lower branches shall be retained in a "tipped back" or pinched condition, with as much foliage as possible to promote caliper trunk growth (tapered trunk).
5. Under no circumstances should any vehicle be permitted to drive or park under the drip line of any tree. Street-legal vehicles may not be driven on turf areas unless no alternative exists.

Hazards and Maintenance Deficiencies

1. Contractor shall report to the District immediately upon discovery any damage, vandalism, hazardous conditions, and maintenance deficiencies. These reportable items may include broken or unsanitary drinking fountains; broken bleachers, benches, and playground equipment; potholes on grounds; standing water; ropes tied to tree limbs; tree houses, tunnels, and excavations; or evidence of criminal activity, dumping, or camping in the parks.

SPECIAL PROVISIONS

Licensing and Certifications: Per Chapter 9 Division 3 of the California Business and Professions Code, Contractor must possess the proper licensing and certifications to perform landscape maintenance and repair services. At a minimum, the Contractor must possess the following licenses and/or certifications:

- a. California State C-27 – Landscaping Contractor License
- b. California State Department of Pesticide Regulation Qualified Applicator License or Certificate
- c. California State Agricultural Pest Control Business License
- d. County Business License/Business Operations Tax Certificate, as applicable.

Minimum Experience: Contractor must have a minimum of one year experience as a business providing landscape maintenance and repair services to commercial establishments or governmental entities. Experience as an employee of another contractor will not satisfy the minimum experience requirement.

Standards: Contractor shall provide services in accordance the California Landscape Contractors Association standards (www.clca.org).

Labor: All workmanship shall be first class throughout and only experienced qualified journeymen shall be employed under proper capable supervision.

Pursuant to California Labor Code Division 2, Part 7, Chapter 1, Articles 1 and 3, eight (8) hour's labor shall constitute a legal day's work, and no worker in the employment of Contractor or any Subcontractor, doing or contracting to do any part of the work contemplated by this Agreement, shall be required or permitted to work more than eight (8) hours in any one calendar day or forty (40) hours during any one calendar week, except as provided in Section 1815 of the California Labor Code.

Prevailing Wage: Pursuant to Section 1770, and following, of the California Labor Code, the Contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Clerk of the Board of Supervisors, 700 "H" Street, Suite 2450, Sacramento, California 95814. Those copies shall be made available to any interested party on request.

Contract Period: The initial term shall be for a year from the contract start date. To promote economy and efficiency, the District reserves the right to extend the contract period for three (3) additional one-year periods, for a total of four years. Such extension(s) will be at the District's option, subject to same specifications, terms, conditions, favorable prices, and upon mutual agreement of the parties. Annual renewals will be subject to the availability of funding. The District reserves the right to terminate the contract upon a 30-day advance written notice.

Rates: Enter your monthly rates for weekly services and other requested pricing information in Exhibit A – Pricing. Monthly rates and other pricing entered in Exhibit A – Pricing shall include all necessary labor, supervision, equipment, fuel, tools, products (fertilizer, herbicides, etc.), materials, supplies, incidentals, travel, disposal, prevailing wage, applicable employee health benefits, permit, insurance and other direct or indirect expense, profit, overhead, and et al to perform the landscape maintenance service as set forth herein.

Additional Crew Work per Call-out: Additional Crew Work per Call-out is defined as work over-and-above the normal expected weekly, monthly and periodic duties as specified herein and not within the timeframe of the normal predetermined work schedule. Over-and above may include RUSH jobs to removal fallen tree branches after a major winter storm or windy day, leaves blocking a storm drain, etc. Enter the requested information and rates in Exhibit A – Pricing, line items 9 through 20. For your percentage markup above your actual cost for plants, shrubs, trees, sprinkler parts and other landscape maintenance materials and supplies, the District will require a copy of the invoice from the nursery or other supplier(s) as applicable with the invoice to verify quantities and markup charges. Your percentage markup shall not apply to sales tax, if any.

Monthly Hours: Enter your total monthly hours for each facility shown in Exhibit A – Pricing. Your total monthly hours shall be the average to include periodic tasks, such as fertilization, pruning, trimming low tree branches, etc, that may require every other month, per season or per

year. For any facility, the District shall be able to divide the monthly rate by the monthly hours to determine the vendor's billable hourly rate.

No Additional Charges: There shall be no additional charges, such as fuel surcharges, material transportation charges, hazardous material charges or any other kind of charges that are not mutually agreed to in advance by the Contractor and the District.

Minimum Wage: The District will increase the contract billing rates the same percentage difference of any California or Federal minimum wage increase. If there are additional future California or Federal minimum wage increases during the contract period, the District will increase the contract billing rates by the same percentage difference of those minimum wage increases.

Transitional Period: In the event the landscape maintenance services are terminated early by the District or by contract expiration, it shall be incumbent upon the existing Contractor to continue the service until such services are replaced. Contractor will be reimbursed for such services at the prior contract rate. It may be prorated if it is only a partial month.

During the contract period, no changes are permitted to the specifications, terms and conditions unless such changes are mutually agreed to in advance and in writing between the Contractor and the District.

The District retains the right to add, delete or change requirements as needed during contract period, and may do so upon providing written notification to the Contractor. If such changes cause an increase or a reduction in the monthly fee, a contract revision will be issued to show the agreed adjusted cost.

County Stormwater Ordinance: Sacramento County Code, Article 2, Chapter 15.12.100 (County Stormwater Ordinance) prohibits non-stormwater discharges to the County's storm drainage systems and local waters. Contractor shall abide by the County Stormwater Ordinance.

 URL: <http://www.sactostormwater.org/industry.asp>

Environmental Protection: Contractor shall comply with all applicable interstate, federal, state and local laws, regulations and requirements pertaining to environmental protection.

Subcontracting: Contractor may subcontract portion(s) of the work, as long as Contractor retains the bulk of the work. Any subcontracting will be solely between Contractor and its subcontractor(s). Contractor will remain responsible for all work performed under this Agreement, as though Contractor performed all the work. Additionally, Contractor shall remain the sole agent dealing with District.

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PROPOSAL

AFFIDAVIT OF NONCOLLUSION:

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

SUBCONTRACTOR LISTING:

In accordance with the California Public Contract Code, Division 2, Part 1, Chapter 4, Section 4100, and following, the subcontractors listed on the Bid Form will perform the indicated work of improvement on the project.

TYPE OF BUSINESS (Check One):

- CORPORATION STATE OF INCORPORATION_____
- PARTNERSHIP
- JOINT VENTURE
- PRIVATE INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

CONTRACTOR INFORMATION

Firm Name _____

Address _____

Primary Contact Name & Title: _____

Email Address of Contact: _____ Phone: _____

Contractor's License Number _____

Contractor's License Expiration Date _____

Contractor's License Classification(s) _____

Contractor's California DIR Number _____

Please attach the following:

- *Description of the company profile including a brief summary of experience in the market.*
- *Description of experience working with public sector agencies on projects similar in size and scope. Examples should include a description of the services provided, duration of the engagement and outcomes achieved.*
- *Description of any existing contracts that are currently in any stage of implementation. Discuss how these or other current commitments affect the ability to support Carmichael Recreation and Park District's scope of work. Explain any staffing and schedule overlaps and how these potential overlaps will be mitigated as to not affect Carmichael Recreation and Park District's needs.*

BID AND CERTIFICATION SUBMITTED _____
DATE

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DESIGNATION OF SUBCONTRACTORS

In accordance with the Public Contract Code, Part 1, Chapter 4, Subletting and Subcontracting, bidders must list the names and location of places of business of all subcontractors who will perform work or labor or render service to the bidder in an amount in excess of one-half of one percent (0.5%) of the total bid. Refer to Section 2-8 of the Standard Construction Specifications.

The apparent low bidder must submit a listing of license numbers for all subcontractors within three days, not counting Saturdays, Sundays, and holidays, of bid opening. If the low bidder is not the apparent low bidder, the apparent low bidder shall submit the license numbers of all listed subcontractors to the Agency within three days not counting Saturdays, Sundays, and holidays, of the date notified.

If the percentage of the work is not filled out, it will be assumed that the sub is responsible for 100% of the line items related to his trades work.

PERCENT PERFORMED/TYPE OF WORK	SUBCONTRACTOR'S NAME	BUSINESS LOCATION CITY, STATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

INSURANCE

Before beginning any work, the Contractor shall furnish or have on file satisfactory certificates of insurance. The certificates must be held by the Carmichael Recreation and Park District, a dependent district of Sacramento County and must remain in effect for the duration of the contract.

Contractor shall maintain limits no less than:

- A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.
- B. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

Personal Lines automobile insurance shall apply if vehicles are individually owned with limits of no less than \$250,000 per person, \$500,000 each accident, \$100,000 property damage.

- C. Workers’ Compensation: Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- D. Umbrella Insurance: The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable if the Primary and Umbrella or Excess Policies provide all the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

Firm agrees to provide a certificate of insurance before beginning any work.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DRUG-FREE WORKPLACE CERTIFICATION

PROJECT/CONTRACT NO.: _____ between the Carmichael Recreation and Park District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

This Drug-Free Workplace Certification form is required from the successful Bidder pursuant to Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred. The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public district under California law and requires all contractors on District projects to comply with the provisions and requirements of the Drug-Free Workplace Act of 1990.

Contractor must also comply with the provisions of Health & Safety Code section 11362.3 which prohibits the consumption or possession of cannabis or cannabis products in any public place, including school grounds, and specifically on school grounds while children are present.

Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition.
- b. Establishing a drug-free awareness program to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or organization's policy of maintaining a drug-free workplace.
 - iii. The availability of drug counseling, rehabilitation, and employee assistance programs.
 - iv. The penalties that may be imposed upon employees for drug abuse violations.
- c. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of the aforementioned Act.

I acknowledge that I am aware of the provisions of and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990 and Health and Safety Code section 11362.3.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

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EXHIBIT A – Pricing

Pricing Schedule

The Proposer must enter detailed costs for all components necessary to meet the RFP requirements. Proposer may expand Table 1 and use as many lines as necessary to completely identify all costs and options. Include any price volume discounts. The District may elect to purchase equipment and materials required for projects directly through its own sources. Any additional equipment or materials that are not specifically identified in this section and are needed to implement the bid must be provided at no cost to the District.

BIDDERS AFFIDAVIAT

Pursuant to your Notice to Bidders for RFP # 2026-04-01 and in accordance with the General Conditions and Performance Specifications relative to this contract;

_____ (Name of Company) hereby offers to do all the work and furnish all the materials and equipment required for the above-named bid in full accord with the performance specifications for the following amounts.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

BID FORM_____ **FIRM NAME**

ITEM	PARK SITE	MONTHLY SERVICES BID
001	Bird Track Park 600 Dove Drive (west end of Pheasant Road) Fair Oaks, CA 95628 1 Acre	
002	Cardinal Oaks Park 2600 Cardinal Court (El Camino Avenue near Garfield Avenue) Carmichael, CA 95608 7 Acres	
003	Del Campo Park End of Heathcliff Drive/Oleander Drive Carmichael, CA 95608 21 Acres	
004	Glancy Oaks Park 5292 Glancy Drive Carmichael, CA 95608 3 Acres	
005	Jan Park 4310 Jan Drive Carmichael, CA 95608 13.6 Acres	
006	Sutter-Jensen Botanical Garden & Jensen and Garfield House 8520 Fair Oaks Blvd. Carmichael, CA 95608 13.5 Acres	
007	O'Donnell Heritage Park 6618 Rappahannock Way Carmichael, CA 95608 9.5 Acres	
008	Patriots Park 6827 Palm Avenue Fair Oaks, CA 95628 3.5 Acres	
	TOTAL ACRES: 72.1	
	TOTAL BID	
Add Alternates (mowing only, see notes below under Facility Specifications)		
A1	Del Campo Park – Soccer Field (Exhibit H) End of Heathcliff Drive/Oleander Drive Carmichael, CA 95608 2.37 Acres	
	TOTAL ACRES: 2.37	
	TOTAL ADD ALTERNATE	