STAFF REPORT

City Council
Meeting Date: **10/13/2026**
Staff Report Number: **26-169-CC**

Consent Calendar: **Authorize the city manager to execute a maintenance agreement with Medallion Landscape Management, Inc. for the median and right-of-way landscape maintenance services**

Recommendation

Staff recommends that the City Council authorize the city manager to execute a three-year maintenance agreement with Medallion Landscape Management, Inc. (Medallion Landscape) for median and right-of-way (ROW) landscape maintenance services for up to: $444,640.03 in fiscal year 2026-27, $686,966.84 in fiscal year 2027-28, and $707,577.91 in fiscal year 2028-29, for a total amount not to exceed $1,839,184.78 with the option to extend the agreement based on an amount not to exceed the lesser of 3% or the annual percentage increase in the Consumer Price Index (CPI-U) for up to two additional one-year terms (Attachment A).

Staff further recommends that the City Council authorize the city manager to issue interpretations and execute minor amendments to the agreement on behalf of the City, provided such actions do not materially modify the terms of the agreement or obligate additional City funds beyond the limits described in this paragraph.

Policy Issues

This action is consistent with the City Council's goal of maintaining the City's infrastructure and with sustainability policies such as the Integrated Pest Management, which protects the health and safety of its employees and the general public and the zero-emission landscape equipment (ZELE) ordinance, which prohibits using gas powered landscaping equipment due to its negative impacts on health, and noise and air pollution.

Background

On Dec. 14, 2018, the City Council authorized the city manager to execute an agreement for median and ROW landscape maintenance services for three and a half years with the option to extend the agreement for four additional one-year terms. This agreement expired June 30.

On June 23, the City Council adopted Resolution No. 7040 on the fiscal year 2026-27 budget and capital improvement plan. The resolution included a cost reduction on mechanical non-herbicide weed removal services ($50,000) and on median and ROW landscape maintenance services ($69,800) (Attachment B).

On Aug. 25, the City advertised a request for proposals (RFP) for median and ROW landscape maintenance and trash and recycling collection services. The service areas include over 70 medians, ROW locations and public parcels in residential, commercial and downtown locations, and trash and recycling collection services at the City's parks. The RFP included not-to-exceed amounts to address inflationary cost increases and reflect the cost reductions adopted in the fiscal year 2026-27 budget.

Analysis

Proposals

On Sept. 16, staff received two proposals and evaluated the submissions based on the following criteria:

1. Ability to perform the specific tasks
2. Qualifications of the specific individuals proposed for the project
3. The specific method or techniques proposed
4. Reasonableness of the schedule to complete each task element
5. Overall cost of the proposal
6. Experience working with the City and/or other County of San Mateo public agencies

Following a comprehensive review of the proposals, staff selected Medallion Landscape. Staff determined that the contractor offered the best overall value based on their qualifications, business size / staffing plan, extensive experience, technical competence, and the strength of their key personnel.

Medallion Landscape has over 30 years of experience and over 250 employees. The project team would consist of 10 team members, who hold various certifications and licenses. While their main office is in Morgan Hill, they have a small branch office located in the City of San Carlos. Additionally, Medallion Landscape was previously awarded the Smart Irrigation project and installed 18 smart irrigation meters in several of the City's parks and recreational spaces. Medallion Landscape also has experience working with local government agencies, public school districts, and water districts.

Table 1 outlines the pricing schedule for the initial three-year agreement term.

Table 1: Annual Medallion Landscape agreement amount

Fiscal year	Amount
Year 1: Nov. 1, 2026 – June 30, 2027	$444,640.03
Year 2: July 1, 2027 – June 30, 2028	$686,966.84
Year 3: July 1, 2028 – June 30, 2029	$707,577.91
Total	$1,839,184.78

Maintenance service reductions

Under the proposed contract, the annual cost is lower than the $829,068 landscaping contract for fiscal year 2025-26 and is within the reduced budget. Based on the not-to-exceed amounts and minimum maintenance services included in the RFP, the contract reflects the following reduction in services:

- Medians and ROWs – Turf maintenance will occur annually rather than three times a year; mulching

will be annual rather than semi-annual; and the minor trimming and fertilizing of trees will occur twice a year rather than three times.

- Downtown streetscape and parking plazas – Weed removal will occur monthly rather than weekly.
- Elimination of several planting strips from the City's maintenance schedule – Per the Streets and Highways Code (Division7, Part 3, Chapter 22, Article 2, Sections 5610-5629) and Municipal Code Chapter 13.08, adjacent property owners are required to maintain the area between the respective property line and the street, inclusive of "sidewalk, driveway, walk, wall, park or parking strip or any improved or unimproved area located in any public right-of-way between the property line and the paved street right-of-way."
- Vintage Oaks subdivision – In 1996, the City executed a subdivision improvement agreement with the developer transferring the landscape maintenance responsibilities along Coleman Avenue, Santa Monica Avenue, Arlington Way, Ringwood Avenue, Seminary Drive, and Middlefield Road to the City. The City agreed to accept the responsibility in perpetuity as long as there were sufficient funds to maintain the landscaping areas. The developer made a deposit in 1996, which per the terms of the agreement were to be adjusted according to the Engineering News Construction Cost Index upon the approval of the vesting tentative subdivision map. The maintenance funds for Vintage Oaks were depleted a few years ago.

  With no funding source, the City is no longer responsible for the landscaping responsibilities. Rather than eliminating the services altogether, however, a reduction in the maintenance services is included in the contract and detailed in Attachment C. Staff intend to engage with the Vintage Oaks community to assess the next steps given depletion of funds. Options include re-establishing the funds for the City to continue to provide the services or returning the maintenance responsibilities to the property owners. In fiscal year 2025-26, the contract costs were approximately $14,000 a year. Despite the reduction in services, the annual costs will increase to $25,000 a year.

Impact on City Resources

The fiscal year 2026–27 public works operating budget includes sufficient funding from various sources to cover the first year of this agreement. The contract would be paid through the funding sources as shown in Table 2. Funding for future years will be subject to future appropriations and the availability of funds within the adopted budget.

Table 2: Funding source

Funding source	Fiscal year 2026-27 costs (prorated for 8 months)
General fund	$317,528.51
Downtown parking permits	$46,694.08
Solid waste service	$67,446.88
Menlo Park Municipal Water operations	$12,970.56
Total	$444,640.03

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Agreement
B. Hyperlink – June 23 Staff Report #26-114-CC: www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/planning-commission/2026-meetings/minutes/k1-20260623-cc-adopt-fy-2026-27-budget.pdf
C. Maintenance frequency comparison for Vintage Oaks subdivision

Report prepared by:
Joanna Chen, Management Analyst II

Report reviewed by:
Azalea Mitch, Public Works Director

MAINTENANCE AGREEMENT

City Manager's Office
701 Laurel Street
Menlo Park, CA 94025
tel 650-330-6620

Agreement #: XXXX

AGREEMENT FOR SERVICES BETWEEN

THE CITY OF MENLO PARK AND MEDALLION LANDSCAPE MANAGEMENT, INC.

THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and MEDALLION LANDSCAPE MANAGEMENT, INC., hereinafter referred to as "FIRST PARTY."

WITNESSETH:

WHEREAS, CITY desires to retain FIRST PARTY to provide certain Services for CITY in connection with that certain project called: Median and right-of-way landscape maintenance services

WHEREAS, FIRST PARTY is licensed to perform said Services and desires to and does hereby undertake to perform said Services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES, AND CONDITIONS of each of the Parties hereto, it is hereby agreed as follows:

1. SCOPE OF WORK

A. In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the Services as set forth in Exhibit "A," Scope of Services.

B. **Independent Contractor**. FIRST PARTY and CITY each expressly agree and understand that they are creating an independent contractor relationship, and that nothing in this Agreement shall be construed to create a partnership, joint venture, agency, or other fiduciary relationship between FIRST PARTY and CITY. FIRST PARTY shall not have any right, power or authority, either express or implied, pursuant to this Agreement to assume, create or incur any expense, liability or obligation, express or implied, on behalf of CITY, and shall not represent to any person or business that they have such power. FIRST PARTY and CITY further expressly agree and understand that:

   1. Neither FIRST PARTY nor any person employed or contracted by FIRST PARTY shall be considered an employee of CITY for any purposes.

   2. FIRST PARTY has the sole right to control and direct the means, manner, and method by which Services under this Agreement will be performed.

   3. FIRST PARTY has the right to hire assistants as subcontractors or to use employees to provide the Services required by this Agreement, at their own expense; in all cases, FIRST PARTY shall be solely responsible for all matters relating to the payment of its own employees and subcontractors, including, but not limited to, compliance with Social Security and income tax withholdings, workers' compensation

insurance, unemployment compensation payments, and compliance with all regulations governing such matters.

4. The Services required by this Agreement shall be performed by FIRST PARTY or their employees or subcontractors, and CITY shall not hire, supervise, or pay any assistants to help FIRST PARTY.

5. Neither FIRST PARTY nor their employees or subcontractors shall receive any training from CITY in the professional skills necessary to perform Services under this Agreement.

6. Neither FIRST PARTY nor their employees or subcontractors shall be required by CITY to devote full time to the performance of Services required by this Agreement.

7. Neither FIRST PARTY nor their employees or subcontractors are entitled to receive or participate in any medical, retirement, vacation, paid or unpaid leave, or other fringe benefits provided by CITY to its employees, and FIRST PARTY shall be exclusively responsible for all Social Security, self-employment and income taxes, disability insurance, workers' compensation insurance, and/or any other statutory benefits otherwise required to be provided to their employees.

8. FIRST PARTY is solely responsible for all state and federal income and/or other tax obligations, including but not limited to all reporting and payment obligations, if any, which may arise as a consequence of any payment under this Agreement. This includes, but is not limited to, FICA withholdings and payments, state or federal unemployment compensation contributions, and applicable self-employment taxes. FIRST PARTY further agrees to indemnify CITY for any claims or obligations asserted to the contrary by FIRST PARTY or by their employees or subcontractors. Upon request, FIRST PARTY shall provide CITY with proof that such payments have been made.

C. **Compliance with Law**. The Services shall be performed in accordance with all applicable federal, state and local laws, ordinances, rules, regulations and orders. The Services to be provided are subject to prevailing wage laws under California Labor Code Section 1720 et. seq. FIRST PARTY shall pay prevailing wages to its employees on any agreement in excess of $1,000.00. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Agreement, as determined by Director of the State of California Department of Industrial Relations, are on file at the City's Public Works Department and may be obtained from the California Department of Industrial Relations website [http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm]. FIRST PARTY shall comply with the 8- hours per day/40 hours per week/overtime/working hours restrictions for all employees, pursuant to the California Labor Code. FIRST PARTY and all subcontractors shall keep and maintain accurate employee payroll records for Work performed under the Agreement. The payroll records shall be certified and submitted as required by law, including Labor Code Sections 1771.4 and 1776, directly to the Labor Commissioner in electronic format no less frequently than monthly. FIRST PARTY shall comply fully with Labor Code Section 1777.5 in the hiring of apprentices for work relating to this Agreement. This Agreement is subject to compliance monitoring and enforcement by the Department of Industrial Relations ("DIR"). FIRST PARTY and all subcontractors must be currently registered with the DIR pursuant to Labor Code Section 1725.5 at the time of bid, award, and throughout performance, and FIRST PARTY shall not commence work, and CITY shall not make payment, until FIRST PARTY has furnished proof of current DIR registration for itself and each subcontractor. FIRST PARTY shall post all required job-site notices. CITY shall file the required public works contract award notice (form PWC-100) with the DIR within the time required by Labor Code Section 1773.3.

D. **Professional Competence**. FIRST PARTY represents that it has the professional skills necessary to perform the Services and that it will perform the Services in a skillful and professional manner. FIRST PARTY represents that it holds a current and active California Contractors State License Board license in the C-27 (Landscaping) classification, together with all other licenses necessary to perform the Services, and shall maintain each in active status throughout the term of this Agreement. FIRST PARTY shall provide

CITY with its license number(s) and evidence of active status before execution of this Agreement, and the lapse, suspension, or revocation of any required license shall constitute a material breach and an event of default. FIRST PARTY agrees that the Services shall be performed consistent with the skill and care ordinarily provided by landscape maintenance contractors practicing in the same or similar locality under the same or similar circumstances. CITY and FIRST PARTY agree that FIRST PARTY is in responsible charge of the Services. Acceptance by CITY of the Services does not operate as a release of FIRST PARTY from professional responsibility for the Services performed.

E. **Confidentiality**. FIRST PARTY agrees to maintain in confidence and not disclose to any person, firm, governmental entity or corporation, without CITY's prior written consent, any trade secret or confidential information, knowledge or data relating to the products, process or operation of CITY. FIRST PARTY further agrees to maintain in confidence and not to disclose to any person, firm, governmental entity or corporation any data, information, technology, or material developed or obtained by FIRST PARTY during the performance of the Services. Notwithstanding the foregoing, nothing in this Section shall limit, excuse, or modify CITY's obligations under the California Public Records Act, and CITY may disclose any record in its possession to the extent required by law without liability to FIRST PARTY. The covenants contained in this Section shall survive the termination of this Agreement for whatever cause.

F. **Ownership of Material**. Any reports and other material prepared by or on behalf of FIRST PARTY under this Agreement (collectively, the "Documents") and provided to the CITY shall be and remain the property of CITY. All Documents not already provided to CITY shall be delivered to CITY on the date of termination of this Agreement for any reason. The Documents may be used by CITY and its agents, employees, representatives and assigns, in whole or in part, or in modified form, for all purposes CITY may deem appropriate without further employment of or payment of any compensation to FIRST PARTY.

G. **Documentation**. FIRST PARTY shall keep and maintain full and complete documentation and accounting records, employee time sheets, and correspondence pertaining to the performance of the Services, and FIRST PARTY shall make such documents available for review and/or audit by CITY and CITY's representatives at all reasonable times for at least four years after the termination of this Agreement or completion of the Services.

H. **Conflict of Terms**: In the event of any conflict, inconsistency, or ambiguity between the terms and conditions of this Agreement and the terms of any exhibit, attachment or other incorporated document (including the Scope of Services), the terms of this Agreement shall govern and control. If any conflict or inconsistency is identified, FIRST PARTY shall immediately notify the CITY in writing and seek clarification or resolution from the CITY before proceeding with any work that may be affected by such conflict. The CITY'S written determination shall be final and binding.

2. SCHEDULE FOR WORK

A. **Effective Date**. This Agreement shall become effective on November 1, 2026, or upon execution ofby the second signaturesignatory, whichever is later, and shall remain in full force and effect until the Services are completed through June 30, 2029, unless extended, amended, or terminated in writing as provided herein (the "Term"), as further set forth in Section 24. FIRST PARTY agrees to complete all Services pursuant to this Agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other, or the other's employees and agents.

B. **Notice to Proceed**: FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. Issuance of a Notice to Proceed shall not alter the Term established in Section 2.A. and Section 24. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this Agreement.

3. PROSECUTION OF WORK

FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

4. COMPENSATION AND PAYMENT

A. **Compensation**: CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $444,640.03 in fiscal year 2026-27, $686,966.84 in fiscal year 2027-28, and $707,577.91 in fiscal year 2028-29, for a total amount not to exceed $1,839,184.78 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable. FIRST PARTY's fee for the Services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and Services incurred by FIRST PARTY and used in carrying out or completing the work. Notwithstanding any other provision of this Agreement, all payment obligations of CITY under this Agreement are subject to and contingent upon the appropriation of sufficient funds by the City Council for each fiscal year. CITY's obligation to make payments in any fiscal year is limited to funds appropriated for that fiscal year. If the City Council does not appropriate sufficient funds for any fiscal year, CITY may terminate this Agreement, in whole or in part, without penalty or further liability, upon written notice to FIRST PARTY, and CITY shall have no obligation to make any payment beyond the end of the then-current fiscal year for which funds have been appropriated.

B. **Invoices**: Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the Services performed to CITY. This statement shall include, at a minimum, the project title, Agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY. Payment shall be due within thirty (30) days after CITY's approval of a correct and undisputed invoice, as provided in Section 4.C. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of FIRST PARTY's relevant records pertaining to the charges.

C. **Invoice Documentation**: FIRST PARTY shall bill each month to City an original invoice for all Services performed and expenses incurred during the preceding month. Each such invoice shall contain the total Agreement amount subtracting the invoices paid and billing. By submitting an invoice for payment under this Agreement, FIRST PARTY is certifying compliance with all provisions of the Agreement. FIRST PARTY shall not invoice City for any duplicate Services performed by more than one person. City shall independently review each invoice submitted by FIRST PARTY to determine whether the Services performed, and expenses incurred are in compliance with the provisions of this Agreement. City will use its best efforts to cause FIRST PARTY to be paid within thirty (30) days of receipt of FIRST PARTY's correct and undisputed invoice, except as to any charges for Services performed or expenses incurred by FIRST PARTY which are disputed by City, or as provided in this Section. In the event any charges or expenses are in dispute by City, the original invoice shall be returned by City to FIRST PARTY for correction and resubmission. Review and payment by City of any invoice provided by FIRST PARTY shall not constitute waiver of any rights or remedies provided herein or any applicable law. FIRST PARTY shall bill the City as Services are complete. CITY reserves the right to deny payment to FIRST PARTY for any invoice submitted more than 90 days after performance of Services or expenses are incurred by FIRST PARTY.

1. FIRST PARTY shall submit detailed and itemized monthly invoices in a form satisfactory to CITY on or before the tenth (10^{th}) day of each month for Services provided during the preceding month.

2. Invoices shall include sufficient documentation, including time records, cost records, receipts, and other materials necessary to substantiate the performance and costs of the Services. CITY shall review and verify the accuracy and completeness of each invoice within thirty-five (35) days after receipt. CITY, at its sole discretion, may correct, modify, or disallow any charges contained in the invoice that are

inconsistent with this Agreement, unsubstantiated, excessive, or otherwise not in compliance with CITY's standards or instructions. Any such corrections or modifications shall be deemed final and binding upon FIRST PARTY.

3. Upon completing its review, CITY shall make payment to FIRST PARTY for the amount approved by CITY, subject to applicable deductions, corrections, or offsets as deemed appropriate by CITY. No payment made by CITY shall constitute or be construed as acceptance of any Services or waiver of any rights or remedies available to CITY under this Agreement.

4. CITY reserves the right to withhold payment in whole or in part if: (a) Services are not performed to the satisfaction of CITY; (b) There are delays not authorized or excused by CITY in the performances of Services; (c) FIRST PARTY fails to provide satisfactory documentation of the Services rendered, or documentation reflecting information CITY has requested; and/or (d) FIRST PARTY is otherwise in default of this Agreement.

5. Withheld payments shall not relieve FIRST PARTY of its obligations to perform under this Agreement, and CITY shall not be liable for any interest, penalties, or damages related to the withholding of payment.

6. In the event of a payment dispute, FIRST PARTY agrees to continue performance of all Services under this Agreement without delay or interruption, regardless of the status or resolution of such dispute. CITY shall resolve any payment disputes in good faith. Upon termination or expiration of this Agreement, CITY shall reconcile all outstanding invoices and payments. CITY may offset any amounts due to FIRST PARTY against amounts owed to CITY due to breach, nonperformance, or other defaults by FIRST PARTY.

D. **Status Reports**. Together with each monthly invoice, FIRST PARTY shall submit a status report detailing the amount expended on the Services to that date and the remaining amount to be expended before the applicable not-to-exceed amount is reached. FIRST PARTY shall notify CITY in writing when payments have reached ninety percent (90%) of the applicable not-to-exceed amount.

5. EQUAL EMPLOYMENT OPPORTUNITY

A. FIRST PARTY, with regard to the work performed by it under this Agreement shall not discriminate on the grounds of race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, marital status, age, medical condition, genetic information, disability, or military or veteran status in the retention of subcontractors, including procurement of materials and leases of equipment.

B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, marital status, age, medical condition, genetic information, disability, or military or veteran status. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.

C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

D. FIRST PARTY shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, marital status, age, medical condition, genetic information, disability, or military or veteran status.

E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.

F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all subcontractors.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

A. FIRST PARTY shall not assign this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however that claims for money due or to become due to the FIRST PARTY from the CITY under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.

B. In the event there is a change of more than 30% of the stock ownership or ownership in FIRST PARTY from the date this Agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this Agreement upon notice to FIRST PARTY.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this Agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the Services and full control over the employment, direction, compensation, and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's Services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONTRACTOR QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this Agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this Agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Azalea A. Mitch
Public Works Department

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
650-330-6740
publicworks@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:

Raitis Raisian
10 San Bruno Avenue
Morgan Hill, CA 95037
669-270-7095
raitis@mlmi.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

To the fullest extent allowed by law, FIRST PARTY hereby agrees to defend, indemnify and save harmless CITY, its Council, boards, commissions, officers, employees, directors, volunteers and agents, from and against any and all claims, suits, actions, liability, loss, damage, expense, injury (including, without limitation, economic harm, injury to or death of any person, including an employee of FIRST PARTY or its Subcontractors), cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, at law or equity, which may be brought against, or suffered or sustained by, City of Menlo Park, its Council, boards, commissions, officers, employees, directors, volunteers, or agents that arise out of, pertain to or relate to the performance of the Services or the operations of FIRST PARTY, any subcontractors, anyone directly or indirectly employed or retained by them, or anyone that they control, except to the extent caused by the sole negligence, active negligence, or willful misconduct of CITY.

The duty of FIRST PARTY to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however that nothing herein contained shall be construed to require FIRST PARTY to indemnify City of Menlo Park, its Council, boards, commissions, officers, employees, and agents against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

FIRST PARTY's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.

The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained within this Agreement.

11. INSURANCE

A. FIRST PARTY shall not commence work under this Agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.

B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this Agreement. FIRST PARTY shall provide CITY with at least thirty (30) days' prior written notice, at the address shown in Section 9, of any cancellation, non-renewal, or material reduction of any required coverage. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates and required endorsements shall be filed with the City. Each liability policy shall contain, or be endorsed to provide, a waiver of subrogation in favor of CITY.

1. Workers' compensation and employer's liability insurance:

   The FIRST PARTY shall have in effect during the entire life of this Agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement" (not required if the FIRST PARTY is a Sole Proprietor).

2. Liability insurance:

   The FIRST PARTY shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this Agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in aggregate, or one million dollars ($1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions.

3. Automobile insurance:

   FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this Agreement in an amount of not less than one million dollars ($1,000,000) for each accident combined single limit or not less than one million dollars ($1,000,000) for any one (1) person, and one million dollars ($1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, ($300,000) property damage.

~~4. Professional liability insurance:~~

~~FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this Agreement, in~~

~~the amount of not less than one million dollars ($1,000,000) per claim and two million ($2,000,000) in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of Services described herein.~~

C. CITY and its subsidiary agencies, and their officers, agents, employees, and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

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

E. Before the execution of this Agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/Services to be performed, at his/her own expense, before commencement of said work/Services or forfeit any right to compensation under this Agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications, or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications, or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this Agreement or which are developed, produced, and paid for under this Agreement, shall become the property of CITY. The reuse of FIRST PARTY’s work products by City for purposes other than intended by this Agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

A. **Notice of Termination**: CITY may give thirty (30) days written notice to FIRST PARTY, terminating this Agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:

1. Immediately discontinue all Services affected (unless the notice directs otherwise); and

2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this Agreement, whether completed or in process.

3. **Compensation**: If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed Services. If the termination is due to the failure of FIRST PARTY to fulfill its Agreement, CITY may take over the work and prosecute the same to completion by Agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.

4. If, after notice of termination for failure to fulfill Agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph 3 of this Section.

B. **Remedies**: The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement.

C. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for Services properly performed and expenses properly incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and Services provided pursuant to this Agreement

19. BREACH OF AGREEMENT

A. This Agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this Agreement, shall constitute a breach of this Agreement and may be cause for termination at the election of the CITY.

B. The CITY reserves the right to waive any and all breaches of this Agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this Agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of Agreement.

20. SEVERABILITY

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual consent of the Parties.

21. CAPTIONS

The captions of this Agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify or aid in the interpretation, construction, or meaning of any provisions of this Agreement.

22. GOVERNING LAW AND VENUE

The Agreement shall be deemed to have been executed in the City of Menlo Park, California. Enforcement of the Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. Except as expressly provided in the Agreement, nothing in the Agreement shall operate to confer rights or benefits on persons or entities not party to the Agreement. As between the parties to the Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of CITY's final payment under the Agreement,, or termination of the Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause. The venue for any litigation shall be San Mateo County.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for four (4) years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency and the State of California.

24. TERM OF AGREEMENT

This Agreement shall remain in effect for the period of Nov. 1, 2026 through June 30, 2029 unless extended, amended, or terminated in writing by CITY. For fiscal years 2027-28 and 2028-29, and for any extension of the Term, the annual not-to-exceed amount may be adjusted, upon CITY's prior written approval, by no more than the lesser of three percent (3%) or the annual percentage increase in the Consumer Price Index (CPI-U) for the San Francisco-Oakland-San Jose area for the month of April.

25. ENTIRE AGREEMENT

This document constitutes the sole Agreement of the Parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between Parties not expressly stated in this document are not binding.

All modifications, amendments, or waivers of the terms of this Agreement must be in writing and signed by the appropriate representatives of the Parties to this Agreement.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature	Date
Printed name	Title
Tax ID#	

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney	Date

FOR CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager	Date

ATTEST:

Judi A. Herren, City Clerk	Date

EXHIBIT "A" – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide median and right-of-way landscape maintenance Services for CITY's Public Works Department. In the event of any discrepancy between any of the terms of FIRST PARTY's proposal and those of this Agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following Services:

FIRST PARTY shall perform the landscape and grounds maintenance Services described in this Exhibit "A" and in the detailed scope of services set forth in Attachment C, at the service frequencies and standards specified therein, for the not-to-exceed amounts set forth in Section 4.A of this Agreement.

FIRST PARTY agrees to perform these Services as directed by the CITY in accordance with the standards of the landscape maintenance industry and CITY's satisfaction.

A2. COMPENSATION

CITY shall pay FIRST PARTY for the Services at the fixed, all-inclusive, not-to-exceed amounts set forth in Section 4.A of this Agreement: $444,640.03 for fiscal year 2026-27, $686,966.84 for fiscal year 2027-28, and $707,577.91 for fiscal year 2028-29. Such amounts constitute full compensation for all labor, materials, supplies, equipment, and expenses incurred in performing the Services, and no additional charge shall be allowed except as expressly authorized in writing by CITY under Section A4.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various Services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK – EXTRA WORK

In addition to Services described in Section A1, the Parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional Services including but not limited to:

- Change in the Services because of changes in the Scope of Work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's Services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this Agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this Agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and FIRST PARTY. Such supplemental Agreement shall be executed by FIRST PARTY and may be approved by the City Manager upon recommendation of the Department Head.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of Services performed, project title and the agreement number; the date the Services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount;

Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate Services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

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Scope of services – This section will be included in the agreement.

Interested contractors shall inspect the areas and propose the service frequencies, seasonal adjustments, staffing assumptions, and notes necessary to maintain acceptable conditions within the City's budget. Some service areas have a prorated not-to-exceed budget for fiscal year 2026-27 (Nov. 1, 2026 to June 30, 2027) while others do not.

The requirements for each service area are summarized below and more details are provided in Attachment C.

- For service areas with a not-to-exceed budget, contractors shall propose the service frequencies deemed appropriate within the allocated budget.
    - The vacant lot at 1283 Willow Rd, median, right-of-way, and Vintage Oaks neighborhood locations
        - Prorated fiscal year 2026–27: Not-to-exceed $186,370.67.
        - Fiscal year 2027–28: Not-to-exceed $287,942.68
        - Fiscal year 2028–29: Not-to-exceed $296,580.96
    - Mechanical weeding
        - Prorated fiscal year 2026–27: Not-to-exceed $133,346.67
        - Fiscal year 2027–28: Not-to-exceed $206,020.60
        - Fiscal year 2028–29: Not-to-exceed $212,201.22
- For all other service areas, the City has established the required service frequencies. Contractors shall submit cost proposals to provide the required services.

The contractor shall provide landscape and grounds maintenance services including, but not limited to; shaping, trimming and training of trees, shrubs and ground cover plants; fertilization; cultivation; weed control; control of all plant diseases and pests; sweeping; irrigation and drainage systems; litter pick up; removal of illegal dumps; plant replacement and all other maintenance required to maintain attractive medians and ROW landscape.

Summary of the scope of services:

- Mow where turf exists; trimming; edging; pruning/containment; fertilization; weed control; pest control; cleanup; plant health monitoring.
- Operate and observe irrigation systems; adjust controllers seasonally; clean/adjust heads; report leaks, failures, coverage issues, runoff, vandalism, or larger repair needs
- Maintain plant material, groundcover, shrubs, trees, weeds, debris, and visibility/safety clearances in median and island locations.
- Maintain vegetation, weeds, debris, sightlines, pedestrian clearances, and public-facing landscape conditions along ROW locations.
- Maintain planters, walkways, hardscape edges, debris/litter, parking plazas and downtown islands.
- Service trash and recycling receptacles, report damaged/missing bins, and coordinate issues with City staff.

The service tasks are categorized as the following:

Service category	**Description**
Weed management	Weed control and mowing/trimming
Irrigation maintenance	Controller programming, repairs, and testing
Turf maintenance	Mowing/trimming, edging, weed control, clipping removal, fertilize, aerate/thatch/seed, pest control, renovation, and visual inspection
Planters and ground cover maintenance	Edging, trimming, mulching, weed control, fertilize, and pest control
Shrub maintenance	Weed control, trimming, pruning, fertilize, and pest control
Tree maintenance	Trim, fertilize, re-stake/check, and pest control
Hardscape maintenance	Blow/sweep hardscape and litter removal, and weed removal in cracks/joints

Mowing

- Mowing operations shall be performed in a manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain. Clippings need not be collected unless clippings are excessive and/or visible, or as directed by the City's Parks Supervisor.
- Turf shall be mowed with a mower appropriate to the particular turf type being mowed. Equipment shall be properly maintained, clean, adjusted, and sharpened.
- All mowing equipment shall be thoroughly washed following each mowing operation and prior to being transported to any other site.
- Mow turf to the following heights or as directed by the City's Parks Supervisor:
    - Cool season turf including bluegrass, perennial rye and fescues: 2 inches – 3 inches.
- Mowing operations shall be scheduled Monday through Friday.
- Walkways and adjacent paved areas/roadways shall be cleaned of clippings immediately following each mowing.
- Mowing operations shall be scheduled at times of low public use.
- Mowing frequency shall be done while turf is actively growing to maintain the required heights.

Ground-cover edging

- String trimmers shall not be used to trim around trees. Groundcover shall be maintained at a minimum of one (1) foot from the trunks of trees by use of appropriate chemicals.
- A 36-inch-diameter circle shall be maintained around young trees with immature bark or a caliper of less than 6 inches. Circles may include a watering basin, and/or a 2- to 3-inch-deep layer of mulch, where appropriate, as directed by the City's Parks Supervisor. Circles shall be kept free of weeds and grasses by use of manual, mechanical, or alternative non-chemical weed control to align with the herbicide-free program.
- Groundcover shall be trimmed or limited around valve boxes, meter boxes, backflow devices, park equipment and other obstacles; and around sprinklers as needed to provide optimum water coverage.
- All groundcover and flower bed areas shall be kept neatly edged and free of grass invasion.
- Walkways, hardscape and roadways shall be cleaned of clippings and debris immediately following each mechanical edging.
- Frequency of ground cover edging shall be as needed so that no encroachment occurs across boundaries.

Watering and irrigation

- All landscaped and turf areas shall be irrigated, as required to maintain adequate growth and appearance, with a schedule most conducive to plant growth. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to: hand watering, operation of manual valves, proper utilization of automatic controllers and valves. All watering and irrigation shall be done in accordance with the provisions of the California Water Conservation in Landscaping Act (AB 2717, AB 1881) and the City of Menlo Park Water Efficient Landscaping Ordinance.
- Contractor shall ensure that personnel operating irrigation systems are fully trained in all phases of landscape irrigation systems, thoroughly familiar with the particular equipment in use, and fully equipped and capable of performing proper programming and operation of the irrigation systems.
- Contractor shall be responsible for performing all specified irrigation tasks including, but not limited to: testing, adjustments, repairs, replacements, and supplemental watering. Contractor shall notify the City's Parks Supervisor immediately of any deficiencies in irrigation at these sites.
- Irrigation controllers shall be programmed by contractor, with current schedules provided to the City's Parks Supervisor monthly or sooner if modifications are performed.
- Areas not provided with an irrigation system shall be hand watered by the contractor. This includes situations where the automatic system is inoperable for any reason. The contractor shall be responsible for providing all equipment, such as water trucks, bladders, hoses, couplers and nozzles to accomplish this task. Contractor may, at contractor's sole expense, install irrigation systems in areas where none exist in order to avoid hand watering operations. All irrigation installed as part of this agreement shall be included in the cost of the project and shall become the property of the City at the end of the agreement.
- Watering shall be regulated to avoid interference with any use of roadways, paving or walks.
- Controllers shall be set to operate at night or early morning hours.
- Irrigation shall be controlled in such a way as not to cause any excessively wet area, which could be damaged by mowing or other traffic.
- No irrigation shall be done during periods of measurable rain without prior approval of the City's Parks Supervisor.

Irrigation maintenance, repair and testing

- Contractor shall provide labor and equipment for maintenance, including repairs and replacements (whether due to damage, malfunction, vandalism, normal wear, or other cause), from valve to head, including but not limited to the following:

- Valves (control valves, ball valves, master valves, quick couplers and the like)
- Lateral lines
- Fittings
- Risers
- Heads (rotor, spray, emitter, bubbler) F. Backflow devices (repairs, testing)
- Pressure regulators

- Contractor shall promptly notify City's Parks Supervisor of any damaged, deficient or inoperable irrigation component indicating the location, valve station number, problem, size, and type of irrigation equipment.
- Repair or replacement of irrigation components that are identified as the contractor's responsibility shall be completed within five (5) working days of determining damaged or inoperable irrigation component, or sooner to prevent damage to turf or landscaping, or if the repair is otherwise deemed urgent by the City's Parks Supervisor.
- Replacements of irrigation equipment shall be match existing equipment of the same size and quality or substitute with current standard equipment if the damaged equipment is antiquated, as approved by the City's Parks Supervisor prior to any installation thereof.
- Contractor's irrigation technician shall be fully trained in all phases of landscape irrigation systems, thoroughly familiar with the particular equipment in use, and fully equipped and capable of identifying and isolating problems and performing the proper programming, inspection, testing, repair and maintenance of the irrigation systems. All of contractor's personnel working on irrigation systems, shall be appropriately trained and under the direct supervision of a qualified irrigation technician.
- Contractor's irrigation technician shall be equipped with RainMaster Pro Max hand-held remote valve actuator and be familiar with the RainMaster Evolution II central irrigation system controller operations.
- Prior to testing a system, contractor shall inspect all irrigated areas; note and mark with a flag marker any dry or stressed areas. During the course of the irrigation test, contractor shall determine the cause of the noted deficiency and make needed repairs.
- Contractor shall sequence controller(s) to each station to check the function of all facets of the irrigation system.
- During irrigation testing, contractor shall:
  - Adjust all sprinkler heads to provide correct coverage, uniform precipitation, prevention of runoff and erosion, and prevention of excessive overspray onto adjacent areas.
  - Check for, and correct all leaks, including pipes, risers, seals, turrets, etc.
  - Clean, flush, adjust, repair or replace any equipment, head or component that is not functioning to manufacturer's specifications.
  - Adjust valves and heads to keep all systems operating at manufacturer's recommended operating pressures. Valve throttling and pressure gauging shall be employed to prevent excessive fogging.
  - Check valve boxes and covers. Keep boxes and covers uncovered and accessible. Remove excess soil accumulations inside boxes. Repair or replace as needed. Replace and secure cover bolts as needed.
  - Check for low-head drainage. Clean, repair or replace malfunctioning or missing anti-drain devices including in-head check valve devices.
  - Any unresolved system malfunction, damage, or deficiencies shall be reported, including effected valve station(s) and other pertinent details, to the City's Parks Supervisor. Said reporting shall be in writing to the satisfaction of the City's Parks Supervisor.
- In addition to regular testing, all irrigation systems shall be tested and inspected as necessary when damage is suspected, observed or reported.
- Contractor shall be responsible for testing, repairing and annual certification of backflow devices. Contractor shall adhere to the timelines established by either Menlo Park Municipal Water or California Water. All test and repairs must be performed by a Certified Backflow tester.
- Frequencies of irrigation testing shall be as needed if problems or conditions indicate a need.

Fertilization

- Products and rates of application shall be determined by the City's Parks Supervisor.
- Contractor shall include scheduling of fertilizations on an annual calendar.
- Contractor shall give written notice to the City's Parks Supervisor at least two City business days in advance of fertilizer application at a given site.
- Contractor shall have all materials delivered to the site in properly labeled, unopened bags. All bags shall be retained on the site for the City's Parks Supervisor's inspection and shall be removed promptly following inspection.
- Application of fertilizer shall be done in sections, determined by the areas covered by each irrigation system. Adequate irrigation shall immediately follow the application of fertilizer to force fertilizer material to rest directly on the soil surface.

- Shrubs and groundcover areas shall be fertilized at least two (2) times per year.

Pest control methods and weed management

- Contractor shall always work within the guidelines of the City of Menlo Park's IPM Policy (Attachment B).
- For maintaining the Menlo Park Municipal Water reservoirs,
    - No plants shall be rooted around the reservoirs for weed abatement, fire protection and property access purposes.
    - About 50' from the reservoirs gate down the driveway, clearing 40' on both sides to allow clearance around below ground valves, checks and air release valves.
    - At least 5' and no more than 10' around the perimeter (outside) fence line.
    - Area inside fence line cleared by battery-powered tools only. No fuel or oil permitted.

Tree, shrub and groundcover maintenance

- Contractor is responsible for tree work within fifteen (15) feet of the ground.
- Trimming and pruning of trees and shrubs for vehicular and pedestrian clearance, visibility, access, plant health and appearance shall be done as needed.
- All pruning and tree tying shall conform to International Society of Arboriculture (I.S.A) Standards and the specific directions of the City's Parks Supervisor. Contractor shall not allow any tree to be topped.
- Clearance:
    - Maintain trees to provide a fourteen (14) foot clearance for branches overhanging beyond curb line into the paved section of roadways. Lower branching may be appropriate for trees in background and ornamental areas. Prune plant materials where necessary to maintain access and safe vehicular visibility and clearance and to prevent or eliminate hazardous conditions.
- Shearing:
    - Only those plants specifically designated by the City's Parks Supervisor shall be sheared. These plants may also require additional thinning to maintain a healthy condition.
- Tree pruning shall be performed with the intent of developing healthy, structurally sound trees with natural form and proportion, symmetrical appearance, and proper vertical and horizontal clearance.
- Prune shrubs to encourage healthy growth habits, natural form and proportion. Restrict growth of shrubbery to area behind curbs and within planter beds by pruning. Under no circumstances shall hedge shears be used as a means of pruning.
- Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine. Stakes shall be place vertically; 8 to 10 inches from the tree trunk; shall not rub against any part of the tree during windy conditions; shall be tied using materials and methods as approved by City's Parks Supervisor.
- Plant ties shall be checked frequently and either retied to prevent girdling or removed along with the stakes when no longer required.
- Periodic staking and tying shall be done as needed.
- All structural weaknesses such as split crotches or limbs, diseased or decayed limbs, or severe damage above fifteen (15) feet in height from the ground shall be reported to the City's Parks Supervisor.
- Groundcover:
    - Groundcover shall be renovated as needed. Renovation of groundcover shall include mowing, thinning and/or shearing of groundcover and fertilization; and may include bed cultivating and/or mulching, as appropriate to the species and conditions and as directed by the City's Parks Supervisor.
    - All dead, diseased and unsightly branches, vines or other growth shall be removed as they develop.
    - All groundcover areas shall be pruned to maintain neat but natural (not sheared) edges.
    - Except as specifically directed by the City's Parks Supervisor, groundcover plants shall be prevented from climbing utilities, shrubs, trees, and the like.
- Remove all dead shrubs and plant material. City's Parks Supervisor shall be notified 48 hours in advance of the removal of any shrub and plant material.
- All trimming and debris shall be removed and properly disposed of immediately.
- Flowering plants shall be maintained free of excessive spent blooms, flower stalks and the like. Plants shall be renovated following peak bloom, and as needed, to produce optimum color production and plant health. Renovation methods and timing shall be as approved by the City's Parks Supervisor.

Mulching

- A minimum three (3) inch layer of approved mulch shall be maintained in all tree, shrub, and groundcover areas. Mulch shall be placed in such a manner as to present a neat appearance, cover all bare soil, and shall not cover plant material or the bases of trees or shrubs.

- All areas to receive mulch shall be free of weeds prior to mulching.
- Mulch shall be maintained free of litter and foreign matter.
- Contractor shall replenish mulch as required to maintain conditions specified in the Disease and Pest Control section below.
- Contractor shall supply mulch at their sole expense, including all equipment, labor and tools required to move mulch from the stock-pile site(s) and to place mulch in required areas. Mulch totals not to exceed 1,000 cubic yards per year.
- Mulching operation shall be accomplished in a timely manner, so that all material is removed and stock-pile site is left clean and level, all to the satisfaction of the City's Parks Supervisor. The contractor shall implement appropriate and effective Best Management Practices (BMPs) to ensure storm water pollution prevention compliance for all aspects of mulching operations at the designated storage site(s) and at mulching areas in the field.

Disease and pest control

- All landscaped areas shall be maintained free of disease and insects that could cause or promote damage to plant materials including but not limited to trees, shrubs, groundcover and turf.
- The City's Parks Supervisor shall be notified immediately of any disease, insects or unusual conditions that might develop.
- A disease control program to prevent all common diseases from causing serious damage shall be provided on an as needed basis. Disease control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor. Disease and pest control shall follow the goals and policies established in the City of Menlo Park Integrated Pest Management (IPM) Plan.
- Contractor shall relocate bees and eradicate ants, rodents and other pests, that the City's Parks Supervisor deems to be a public hazard or nuisance. Contractor shall arrange for and assume the expense of such operations, if not under its immediate capabilities, within a 48-hour period after notification from the City's Parks Supervisor.
- Gophers and other rodents shall be eliminated immediately by appropriate, approved exterminating techniques (traps, etc.).
- Frequency of disease and pest control operations shall be completed as needed to properly address the disease or infestation, without further damaging the landscape area.
- Contractor shall, at all times, work within the guidelines of the City of Menlo Park's IPM Plan.
- Contractor shall at no time apply pesticides within one hundred feet of bodies of water, schools, childcare and adult care facilities, city owned playground and picnic areas. Pest management within one hundred feet of these locations shall be done manually or mechanically using non-chemical methods.

Plant materials

- Plant materials shall conform to the requirements of the landscape plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc.
- Plans of record and specifications should be consulted to ensure correct identification of species. Replacements should be like for like. Substitutions may be allowed but only with the prior written approval of the City's Parks Supervisor.
- Quality
    - Plants shall be sound, healthy and vigorous, free from plant disease, insect pest or their eggs, and shall have healthy normal root systems and comply with all state and local regulations governing these matters and shall be free from any noxious weeds.
    - Plant materials shall be symmetrical, and/or typical for variety and species.
    - Trees shall not have been topped.
    - Roots shall not have been allowed to circle or become bound at any stage of growth.
    - All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the City's Parks Supervisor.
- Plant materials guarantee
    - Contractor shall be responsible for replacing all plants/shrubs/trees and ground cover that die for any reason, including vandalism, with specimens of comparable size and quality at no cost to the City.
    - Replacements shall conform to the following:
        - All trees planted by the contractor shall be guaranteed for six (6) months from the date of acceptance by the City's Parks Supervisor. Trees shall be replaced with a minimum 15-gallon tree as approved by the City's Parks Supervisor.
        - All shrubs planted by the contractor shall be guaranteed for six (6) months from the date of acceptance by the City's Parks Supervisor.

    - Plant/shrub/and tree totals shall not exceed 1,000 one gallon, 500 five gallon, 50 fifteen gallon and 100 ground cover flats per year.
- Nothing in this section shall in any way reduce or remove contractor's responsibility as specified elsewhere in this agreement.
- Newly planted areas shall receive special attention until plants are established. Adequate water shall be applied to promote normal, healthy growth. Proper berms or basins shall be maintained during the establishment period.

Litter, leaf, and debris control

- Remove all litter, paper, glass, trash, undesirable materials, silt and other accumulated debris from all areas to be maintained. This includes debris generated by contractor landscaping activities.
- Complete policing, litter pick up and supplemental hand sweeping of median and right of way area edges, corners and other areas inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- Accumulation of leaves and debris shall be removed from the public right of way and all landscaped areas except as specifically directed by the City's Parks Supervisor.
- Raking should not be used in ground cover or mulched areas except to remove heavy accumulation of leaves and debris. When raking is necessary, it should be done lightly, taking care not to damage plants or displace mulch.
- Increases in frequencies of clean-ups for seasonal plant defoliation or clean-up after storms shall be considered included in the agreement.
- Removal of litter shall occur any time contractor is on site, or on an as-need basis.
- Contractor shall employ appropriate safety equipment and procedures for litter removal.
- Contractor shall remove from city property all private signs advertising garage sales, real estate, etc. (including political/campaign signs) any time contractor is on site. The removed political/campaign signs shall be returned to City's Parks Supervisor. Posting of such signs are in violation of Municipal Ordinance.

Landscaping maintenance in downtown area

- The Downtown area (including the eight parking plazas) is considered our highest area of maintenance and in addition to the basic service required in the agreement, the additional services included herein are required within this area. The Downtown area is considered Santa Cruz Avenue from Merrill Street to University Drive and the side streets that intersect Santa Cruz Avenue from Menlo Avenue to Oak Grove Avenue.
- All shrubs and groundcover areas shall be maintained in a neat, visually pleasing manner.
- All tree branches shall be maintained no lower than 14 feet over the vehicular areas and 8 feet over pedestrian areas.
- Contractor shall maintain tree wells in paved areas, consisting of decomposed granite/bricks so that there is no greater than one half inch (1/2") differential between the tree well and the sidewalk.

Trash/recycling bins at city parks

- Contractor shall be responsible for emptying all trash and recycling bins three times a week on Monday, Wednesday, and Friday by 11am.
- The City shall provide containers that can be placed at the curb for City's waste hauler contractor to pick up. It shall be the responsibility of the contractor to get the trash and recycling to these containers on the designated days. After collection by the City's waste hauler all containers shall be returned by contractor to their designated storage areas. At parks with trash enclosures, no trash or recycling containers shall remain on the curb for more than 24 hours.
- Contractor shall clean trash bins and recycling bins three times a year using a germicidal cleaner and products to assure they are clean. Should the trash bins and recycling bins need repair the contractor shall notify the City's Parks Supervisor so City staff can make repairs.
- The City may add or remove trash bins or recycling bins and the cost shall be adjusted based upon the contractor's cost for the specific site and percent of individual cost of each trash or recycling bin.

Inclement weather maintenance

- Contractor shall, during inclement weather that prevents normal maintenance operation as determined by the City, clean drains, gutters or other drainage structures within the contracted area. Contractor shall not work during inclement weather that may cause damage to any landscaped area maintained under scope of this contract.
- Contractor shall, after heavy windstorms or other inclement weather that impacts sites under this agreement, bring in extra staff to clean all areas within two (2) days at no additional cost to the City. This includes, but not limited to, litter, fallen branches, soil erosion and cleaning debris from the surface of storm drains adjacent sites. Drain inlets shall be cleaned as necessary to avoid flooding during inclement weather.

General conditions – This section will be included in the agreement.

- The premises shall be maintained with a crisp, clean appearance and all work shall be performed in a professional, manner using quality equipment and materials.
- Contractor shall provide the labor, materials, equipment, tools, services and special skills necessary for the provision of grounds and landscape maintenance services, except as otherwise specified hereinafter. The premises shall be maintained to the highest standards at no less than the frequencies set forth herein.
- Upon commencement of work under this agreement, contractor shall be fully equipped and staffed; thoroughly familiar with the agreement requirements and prepared to provide all services required. Failure to provide full services from the first day of work under this agreement may result in deductions from payment.
- Contractor shall be responsible for correcting any maintenance deficiencies, which may exist upon commencement of work under this agreement.
- Contractor shall, during the term of this agreement, respond to all emergencies, to the satisfaction of the City's Parks Supervisor, within one (1) hour of notification.
- Contractor shall perform maintenance inspection during daylight hours of all areas maintained under this agreement. Such inspection shall be both visual and operational. It shall include operation of all irrigation systems to check for proper condition and reliability. Contractor shall take immediate steps to correct any observed irregularities and submit a written report regarding such circumstances to the City's Parks Supervisor.
- Contractor shall clearly identify and equip each vehicle used at each location with decals on the exterior right and left front door panels, identifying the contractor's name, address and phone number. All vehicles and equipment used at any maintenance location shall be in operable working condition, clean appearance without visible damage, dirt, graffiti, etc.
- Contractor shall report to the City's Parks Supervisor all observations of: graffiti and other vandalism; illegal activities; transient camps; missing or damaged equipment or signs; hazards or potential hazards.
- Contractor shall incorporate and comply with all applicable BMPs during the completion of this agreement. All work must be in compliance with the most current Regional Water Quality Control Board (RWQCB) permit, City of Menlo Park Municipal Code and the City of Menlo Park Storm Water Permit incorporated herein by reference.
- Contractor shall maintain a local office with a competent representative who can be reached during normal business hours or emergencies who is authorized to make decisions on matters pertaining to this contract with the City. Field facilities that support daily operations must be within 30 miles of the City.
- In general, all service levels shall remain the same after the initial contractor start up. The City or private developers permitted by the City, may upgrade roadways, planting, or irrigation systems at any time throughout the duration of the agreement. If such a project takes place during the agreement, maintenance of the affected areas shall be removed from the agreement until any independent project is complete.
- The City's Parks Supervisor shall provide copies of any current forms and plans that are available.
- Water is paid for by the City where available. Some areas do not have irrigation systems and contractor shall be responsible for providing water, if needed, to maintain landscaping. Installation of new irrigation systems shall conform to City standards and system requirements included herein.
- It is up to the contractor to visit every site and prepare each bid according to the needs of that site. The size of the areas is for estimating purposes and it is the responsibility of the contractor to verify sizes.
- All organic waste (including leaves, grass clippings, brush, branches and tree parts) resulting from work performed under this contract shall be disposed of at a licensed compost/green waste facility or Corporation Yard, when available.

Inspections, meetings, & reports

- The City reserves the right to perform inspections, including inspection of contractor's equipment, at any time for the purpose of verifying contractor's performance of agreement requirements and identifying deficiencies.
- The contractor shall meet with the City's Parks Supervisor, or their designee, on each site at the discretion and convenience of the City's Parks Supervisor, for walk-through inspections. All routine maintenance functions should be completed prior to this meeting.
- At the request of the City's Parks Supervisor, the contractor, or their representative, shall attend meetings and/or training sessions, as determined by the City's Parks Supervisor, for purposes of orientation, information sharing, agreement revision, description of City policies, procedures, standards, and the like.
- Contractor shall provide to the City's Parks Supervisor such written documentation and/or regular reports as the City's Parks Supervisor deems necessary to verify and review contractor's performance under this agreement and to provide to the City's Parks Supervisor pertinent information related to the maintenance, operation, and safety of the median/ROW areas.

Contractor's damages

- All damages incurred to existing median/ROW landscape areas by the contractor's operation shall be repaired or replaced by contractor, or by other forces, to return the area to its original condition. Any plant replacements shall be of comparable size and species, all at the discretion of the City's Parks Supervisor, all at the contractor's expense.
- All such repairs or replacements, which are directed by the City's Parks Supervisor to be done by the contractor, shall be completed within the following time limits.
  - Irrigation damage shall be repaired or replaced before the next scheduled watering cycle.
  - All other damages to landscape, turf, median/ROW areas shall be repaired or replaced within five (5) working days.
- Damaged trees and shrubs shall be repaired or replaced in accordance with the following maintenance practices:
  - Trees: Minor damage such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist. If damage results in loss or significant compromise to the health or quality of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of the City's Parks Supervisor.
  - Shrubs: Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal and replacement of the shrub.
- Any damages shall be communicated by text, call or email to City's Parks Supervisor.

Communications and emergency response

- The contractor shall, during the term of the agreement, maintain a single telephone number, toll free to a Bay Area region area code, at which the contractor or contractor's responsible employee may be contacted at any time, 24 hours per day, to take the necessary action regarding all inquiries, complaints and the like, that may be received from the City's Parks Supervisor or other City personnel. For hours beyond a normal 7:00 AM to 4:30 PM business day, an answering service shall be considered an acceptable substitute for full-time 24-hour coverage, provided that the contractor responds to the City by return call within one hour of the City's original call. Emergency responses require a 1-hour return call and action window, and standard complaints require abatement within 24-hours.
- Whenever immediate action is required to prevent possible injury, death, or property damage, City may, after reasonable attempt to notify the contractor, cause such action to be taken by alternate work forces and, as determined by the City's Parks Supervisor, charge the cost thereof to the contractor, or deduct such cost from any amount due to the contractor.
- All complaints shall be abated as soon as possible after notification; but in all cases within 24 hours, to the satisfaction of the City's Parks Supervisor. If any complaint is not abated within 24 hours, the City's Parks Supervisor shall be notified immediately of the reason for not abating the complaint followed by a written report to the City's Parks Supervisor within five (5) working days. If the complaints are not abated within the time specified or to the satisfaction of the City's Parks Supervisor, the City's Parks Supervisor may correct the specific complaint and the total cost incurred by the City shall be deducted and forfeit from payments owing to the contractor from the City.
- The contractor shall maintain a written log of all communications, the date and the time thereof and the action taken pursuant thereto or the reason for non-action. Said log of complaints shall be open to the inspection of the City's Parks Supervisor at all reasonable times.

Safety

- Contractor agrees to perform all work outlined in this agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all City, County, State or Federal requirements at all times so as to protect all persons, including contractor's employees, agents of the City, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall make frequent inspections for any potential hazards at said median/ROW areas and keep a log indicating date inspected and action taken.
- It shall be the contractor's responsibility to inspect, and identify, any condition(s) that renders any portion of the premises unsafe, as well as any unsafe practices occurring thereon. The City's Parks Supervisor shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections including, but not limited to; filling holes in ground, turf or paving; using barricades or traffic cones to alert patrons of the existence of hazards; replacing valve box covers; and the like, to protect members of the public or others from injury.
- Contractor shall notify the City's Parks Supervisor immediately of any occurrence on the premises of accident, injury, or persons requiring emergency services and, if so requested, shall prepare a written report thereof to the City's Parks Supervisor within three (3) calendar days following the occurrence. Contractor shall cooperate fully with the City in the investigation of any such occurrence.

- Contractor shall be responsible for obtaining and maintaining a Caltrans encroachment permit to maintain medians on El Camino Real. Contractor shall comply with all requirements of the encroachment permit, including traffic control, work hours, etc. and contractor shall bear all costs associated with obtaining the encroachment permit and all costs associated with adhering to the requirements of the permit.

Traffic control

- Prior to any work in the public ROW, the contractor shall assure that traffic control plans adhere to the latest version of the California Manual on Uniform Traffic Control Devices (FHWA MUTCD). The provisions in this section will not relieve the contractor from its responsibility to provide such additional devices or take such measures as may be necessary to maintain public safety. A traffic control system consists of closing traffic lanes or pedestrian walkways in accordance with the details shown in the latest version of the California Manual on Uniform Traffic Control Devices (FHWA MUTCD).
- When lanes are closed for only the duration of work periods, all components of the traffic control system, except portable delineators placed along open trenches or excavation adjacent to the traveled way, shall be removed from the traveled way and shoulder at the end work period. If the contractor so elects, said components may be stored at selected central locations, approved by the City's Parks Supervisor, within the limits of the ROW. The closing of lanes on major streets will have restricted hours due to traffic volumes. In some cases, lane closures may not be feasible during normal work hours and as a result high traffic volume locations may require work to occur at night or early mornings.
- Contractor shall comply with all requirements of the City and shall bear all costs of required traffic control including, but not limited to signs, cones, markers, flagmen, barricades etc.
- Traffic control plans associated with the Caltrans encroachment permit will be reviewed by Caltrans as well as the City's Parks Supervisor, and all Traffic Control plans shall be adhered to at all times.

Hours and days of maintenance services

- The basic daily hours of maintenance service shall be 7:00 AM to 4:30 PM, which shall be considered normal work hours as may pertain to any other provision of the agreement.
- All work on non-local roads and Safe Routes to School (SRTS) corridors will require site specific traffic control plans and have working hours of 9am-3pm, Monday-Friday. Here are the special traffic control conditions and working hours:
  - **Restricted corridors and hours of operation**: All construction, maintenance, or utility work performed on non-local roads and designated SRTS corridors shall be subject to site-specific Traffic Control Plans (TCP). Permitted working hours on these corridors are strictly limited from 9:00 AM to 3:00 PM, Monday through Friday, excluding City holidays.
  - **TCP submission:** The contractor must submit a comprehensive, site-specific TCP to the Engineering Department for review and approval prior to the issuance of any encroachment or work permits. No work shall commence on non-local roads or SRTS corridors without an approved, stamped TCP on the job site.
  - **Variance and exception request:** Any deviation from the prescribed working hours or traffic control requirements must be requested by the contractor in writing. Exception requests will be evaluated on a case-by-case basis.
  - **Prior written approval required:** No variance or extended working hours shall be permitted without the express, written approval of the City Engineer. The contractor must obtain this written authorization before any non-compliant work is allowed to proceed. Unauthorized work outside of standard permitted hours may result in an immediate Stop Work Order and administrative penalties.
- Contractor shall provide staffing to perform the required maintenance services during the prescribed hours five (5) days per week, Monday through Friday. Any changes in the days and hours of operation heretofore prescribed shall be subject to approval by the City's Parks Supervisor.
- The use of equipment must follow City's Noise Ordinance in the Menlo Park Municipal Code. Exceptions will be considered in areas that will not affect residential properties.
- The City works a 9/80 work schedule with every other Friday off. No work shall occur on City holidays without approval from City's Parks Supervisor. City-observed holidays are the following:
  - New Year's Day
  - Martin Luther King Jr. Day
  - Presidents' Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving Day

- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Maintenance schedules

- The contractor shall, within thirty (30) days after the effective date of this agreement, submit work schedules to the City's Parks Supervisor for review and approval. Said work schedules shall identify required operations and locations to delineate the time frames for performance. An annual calendar shall include all required operations that occur less than monthly. A routine operations schedule shall include all tasks required at least monthly.
- The contractor shall submit revised schedules when actual performance differs substantially from planned performance, and from time to time as requested by the City's Parks Supervisor. Said revisions shall be submitted to the City's Parks Supervisor for review and approval within five (5) working days prior to the original or revised scheduled time for the work, whichever is earlier.

Contractor's staff and training

- The contractor shall provide sufficient personnel and possess the minimum qualifications to perform all work in accordance with the specification set forth herein.
- Contractor is encouraged to provide on-going systematic skills training, and to promote participation in, and certification by professional associations. Contractor's systematic skills training program, and certifications required by the contractor for employees in a given position.
- Each crew of contractor's employees shall include at least one crew member that can speak the English language proficiently. For the purposes of this section, a crew is understood to be any individual worker or group of workers who might be working at a singular location as part of this proposal.
- The City's Parks Supervisor may at any time give the contractor written notice to the effect that the conduct or action of a designated employee of contractor is, in the reasonable belief of the City's Parks Supervisor, detrimental to the interest of the public patronizing the premises. Contractor shall meet with representatives of the City's Parks Supervisor to consider the appropriate course of action with respect to such matter and contractor shall take reasonable measures under the circumstances to assure the City's Parks Supervisor that the conduct and activities of contractor 's employees shall not be detrimental to the interest of the public patronizing the premises.
- The City's Parks Supervisor may at any time order any of the contractor's personnel removed from the premises when, in the reasonable belief of the City's Parks Supervisor, said contractor's personnel is objectionable, unruly, unsafe, or otherwise detrimental to the interest of the City or the public patronizing the premises
- The contractor shall require each of his personnel to adhere to basic public works standards of working attire including pant, uniform shirts and/or vests clearly marked with the contractor's company name and employee name badges as approved by the City's Parks Supervisor. Sufficient changes shall be provided to present a neat and clean appearance of the contractor's personnel at all times. Shirts shall be worn and buttoned at all times. Contractor's personnel shall be equipped with proper shoes and other gear required by State Safety Regulations. Brightly colored traffic vests or reflectors shall be worn when personnel are working near vehicular traffic.
- No subcontractors allowed unless approved by the City's Parks Supervisor.

Non-interference – noise

- Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.
- In the event that the contractor's operations must be performed when persons of the public are present, contractor shall courteously inform said persons of any operations that might affect them and, if appropriate, request persons to move out of the work area.
- Contractor shall be subject to local ordinances regarding noise levels with regard to equipment operations. Contractor shall not use any power equipment prior to 8:00 a.m. or later than 6:00 p.m. Further, any schedule of such operations may be modified by City's Parks Supervisor in order to ensure that the public is not unduly impacted by the noise created by such equipment.

LIST OF MAINTENANCE SERVICE AREAS

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

Properties (Pages 1-2)	
Name	**Location description**
Menlo Park Municipal Water Reservoirs	3650 Sand Hill Road, Menlo Park
Vacant City Lot	1283 Willow Road
Van Buren Road	Menlo Oaks Drive to Sonoma Place
Median locations (Pages 3 – 26)	
Name	**Location description**
Bay Road Island	Bay Road at Willow Road
Bay Road	Bay Road at Van Buren Rd
Chester Street Traffic Circle	Chester Street at Arnold Way
Chilco Street Island Landscape	Bayfront Expressway – Railroad Crossing
Deanna Drive Island	Deanna Drive and between Deanna Dr. and Monte Rosa Dr.
El Camino Real	Encinal Ave. – Creek Drive
Felton Gables Islands	Felton Drive – Tudor Drive
Glenwood Avenue	San Antonio Street – Garwood Way
Haven Avenue Island	Haven Avenue at Marsh Road
Hidden Oaks Court Island	Hidden Oaks Court
Iris Lane Center Islands	Flood Park – Van Buren Road
Ivy Drive Center Islands	Market Place – Willow Road
Laurel Street and Burgess Drive Island	Thurlow Street – Burgess Drive
Lee Drive	Lee Drive at Valparaiso Avenue
Market Place Islands	Alpine Avenue – 410 Ivy Drive
Marsh Road Median Landscape	Scott Drive – Railroad Crossing
Middlefield Road	Ringwood Avenue – Seminary Drive
Middlefield Road Median	Santa Monica Avenue – Willow Road
Pope Street / Laurel Avenue Island	Pope Street – Laurel Avenue
Ravenswood Avenue Island	El Camino Real – Alma Street
Ravenswood Avenue Triangle	At Middlefield Road
Ringwood Island	By Sonoma Avenue and Oakwood Place
Sand Hill Road	Oak Avenue – Rosewood Hotel
Santa Cruz Avenue	Santa Cruz Avenue (North side) at Orange Avenue
Sharon Park Drive	Sand Hill Road – Klamath Drive
Siskiyou Drive Island	Monte Rosa Drive – Siskiyou Place

Stone Pine Lane Island	El Camino Real – Forest Lane
Teresa Court Island	Teresa Court
Trinity Drive Island	Klamath Drive – Tioga Drive
Willow Road	Alma Street – Hamilton Avenue
Willow Road	Newbridge St. to 1145 Willow Rd.
Woodland Avenue Islands	Menalto Avenue – Oak Court
Right-of-way locations (Pages 27 – 42)	
Name	**Location description**
Alma Street	Westside Alma Street (Oak Grove Avenue – East Creek Drive, including tree islands)
Alpine Road	Sand Hill Road – County Sign
Bay Road	Westside Bay Road (Ringwood Avenue to Marsh Road)
Bay Road	Eastside Bay Road (including SFPUC right-of-way from Flood Park to Marsh Road)
Bay Road Bulb Outs	Bay Road – Van Buren Road
Branner Drive	Sand Hill Road – 2395 Branner Drive
Chester Street Bulb Outs	Arnold Way – Menalto Avenue
Creek Drive	Southside of Creek Drive (El Camino Real – Arbor Road)
El Camino Real	Alejandra Avenue to East Creek Drive (except west side of El Camino Real from Alejandra Avenue to Valparaiso Avenue)
Ginger Street	Hamilton Avenue – Sandlewood Street
Hamilton Avenue Streetscape	Windermere Avenue – Chilco Street
Haven Avenue	Highway 84 intersection to Atherton Channel
Ivy Drive Plaza	Chilco Street – Almanor Avenue
Oak Avenue	West side from Vine St – before 1870 Oak Avenue
Pierce Road	Southside Pierce Road (Del Norte Avenue – Newbridge Street)
San Mateo Bike Bridge	San Mateo Drive
Sand Hill Road	Oak Ave – 2900 Sand Hill Road
Scott Drive Fence Line	Along eastside of Scott Drive from Marsh Road to Bohannon Drive
Van Buren Road	Bay Road to Iris Lane
Willow Oaks Park	490 Willow Rd.
Willow Place Bike Bridge	Willow Place
Willow Road	620 Willow Rd.
Willow Road (North side)	Highway 101 to railroad tracks
Willow Road (South side)	Newbridge St. – 1250 Willow Rd.

Willow Road Bulb Outs	Near 170 Willow Rd. and 183 Willow Rd.
Woodland Avenue	Woodland Avenue – Euclid Avenue (adjacent to San Francisquito Creek only)
Downtown streetscape (Pages 43 – 46)	
Name	**Location description**
Santa Cruz Avenue Islands	Merrill Street – University Avenue
Santa Cruz Avenue Walkways	Merrill Street – University Avenue (including side streets)
Parking plazas (Pages 47 – 49)	
Name	**Location description**
Parking Plaza 1	Santa Cruz Avenue to Oak Grove Avenue (between Maloney Street and Chestnut Street)
Parking Plaza 2	Santa Cruz Avenue to Oak Grove Avenue (between Chestnut Street and Crane Street)
Parking Plaza 3	Santa Cruz Avenue to Oak Grove Avenue (between Crane Street and University Drive)
Parking Plaza 4	Santa Cruz Avenue to Menlo Avenue (between University Drive and Evelyn Street)
Parking Plaza 5	Santa Cruz Avenue to Menlo Avenue (between Evelyn Street and Crane Street)
Parking Plaza 6	Santa Cruz Avenue to Menlo Avenue (between Crane Street and Chestnut Street)
Parking Plaza 7	Santa Cruz Avenue to Menlo Avenue (between Chestnut Street and Curtis Way)
Parking Plaza 8	Santa Cruz Avenue to Menlo Avenue (between Curtis Way and Doyle Street)
Vintage Oaks neighborhood (Pages 50 – 51)	
Name	**Location description**
Arlington Way	Middlefield Road to Coleman Ave along the westside of Ringwood Avenue (westside only)
Coleman Avenue	Santa Monica Avenue to end of Seminary Oaks Subdivision (westside only)
Middlefield Road	Seminary Drive to Fire Station (eastside only)
Middlefield Road	Seminary Drive and Ringwood Avenue (eastside only)
Ringwood Avenue	Middlefield Road to Arlington Way (southside only)
Santa Monica Avenue	Coleman Avenue and 445 Santa Monica Avenue (northside only)
Seminary Drive	Median islands

Trash/recycling bins (Pages 52 – 68)		
Number of bins is subject to change.		
Locations	**Address**	**Number of bins**
Belle Haven Community Campus	100 Terminal Avenue	2 trash bins and 2 recycling bins
Belle Haven School	Corner of Hamilton Ave and Almanor Ave	2 trash bins and 1 recycling bins
Burgess Park	701 Laurel Street	17 trash bins and 11 recycling bins
Civic Center	701 Laurel Street	14 trash bins and 7 recycling bins
Fremont Park	Santa Cruz Avenue and University Drive	6 trash bins and 3 recycling bins
Hamilton Park	531 Hamilton Avenue	5 trash bins and 5 recycling bins
Ivy Plaza	410 Ivy Drive	4 trash bins and 2 recycling bins
Ivy/Chilco Tot Lot	Corner of Ivy Drive and Chilco Street	2 trash bins
Jack Lyle Park	620 Fremont Street	8 trash bins and 3 recycling bins
Kelly Park	100 Terminal Avenue	6 trash bins and 4 recycling bins
Market Place Park (now known as Karl E. Clark Park)	313 Market Place	6 trash bins
Nealon Park	800 Middle Avenue	9 trash bins and 5 recycling bins
Seminary Oaks Park	299 Santa Monica Avenue	4 trash bins 4 recycling bins
Sharon Hills Park	Altschul Avenue at Valparaiso Avenue	6 trash bins and 1 recycling bin
Sharon Park	1100 Monte Rosa Drive	11 trash bins and 2 recycling bins
Stanford Hills Park	2400 Branner Drive	6 trash bins and 2 recycling bins
Tinker Park	1550 Santa Cruz Avenue	2 trash bins and 1 recycling bin
Willow Oaks Park	490 Willow Road	7 trash bins and 2 recycling bins

Type	Properties
Location	Menlo Park Municipal Water reservoirs – 3650 Sand Hill Rd. between Whiskey Hill Rd. and Lawler Ranch Rd.
Size	Service area along blue line (5' outside the fence line and in between the reservoirs): Approximately 1,400 square feet Service area by the entrance: Approximately 11,350 square feet



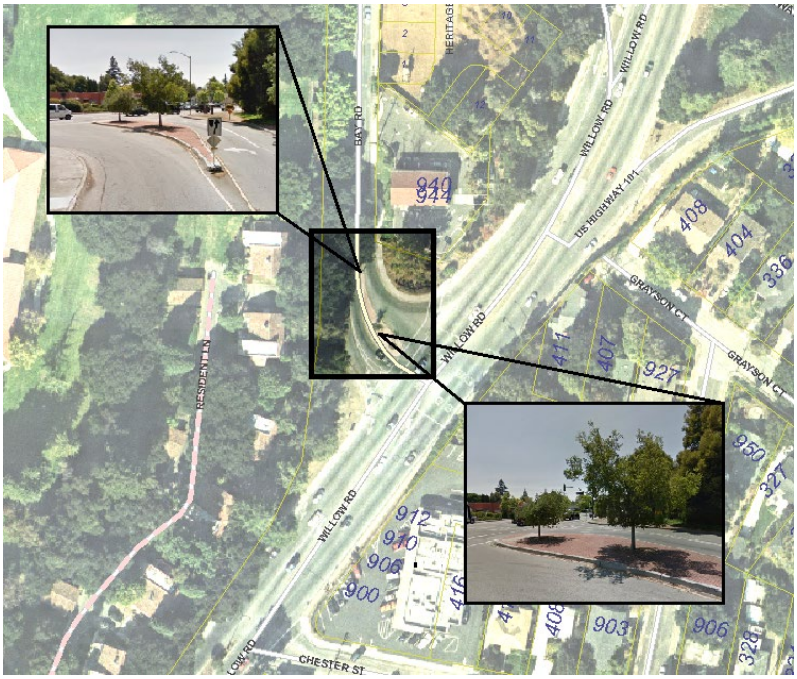
Type	Properties
Location	Vacant City Lot – 1283 Willow Rd. between Ivy Dr. and O'Brien Dr.
Size	Perimeter of the lot: Approximately 780 feet



Type	Properties
Location	Van Buren Road – Van Buren Rd to Iris Ln (not along the soundwall)
Size	Approximately 16000 square feet



Type	Median Island
Location	Bay Road Island – Bay Rd. at Willow Rd.
Size	Approximately 900 square feet



Type	Median Islands
Location	Bay Road – Bay Rd. at Van Buren Rd.
Size	Approximately 550 square feet



Type	Median Island
Location	Chester Street Traffic Circle – Chester St. at Arnold Wy.
Size	Approximately 200 square feet



Type	Median Island
Location	Chilco Street Island Landscape – Chilco St. from 300 Constitution Dr. to 1467 Chilco St.
Size	Approximately 41600 square feet







Type	Median Island and Alleyway
Location	Deanna Drive Island – Deanna Dr. and between Deanna Dr. and Monte Rosa Dr.
Size	Approximately 12000 square feet



Type	Median Islands
Location	El Camino Real – El Camino Real from Encinal Ave. to Santa Cruz Ave.
Size	Approximately 21100 square feet



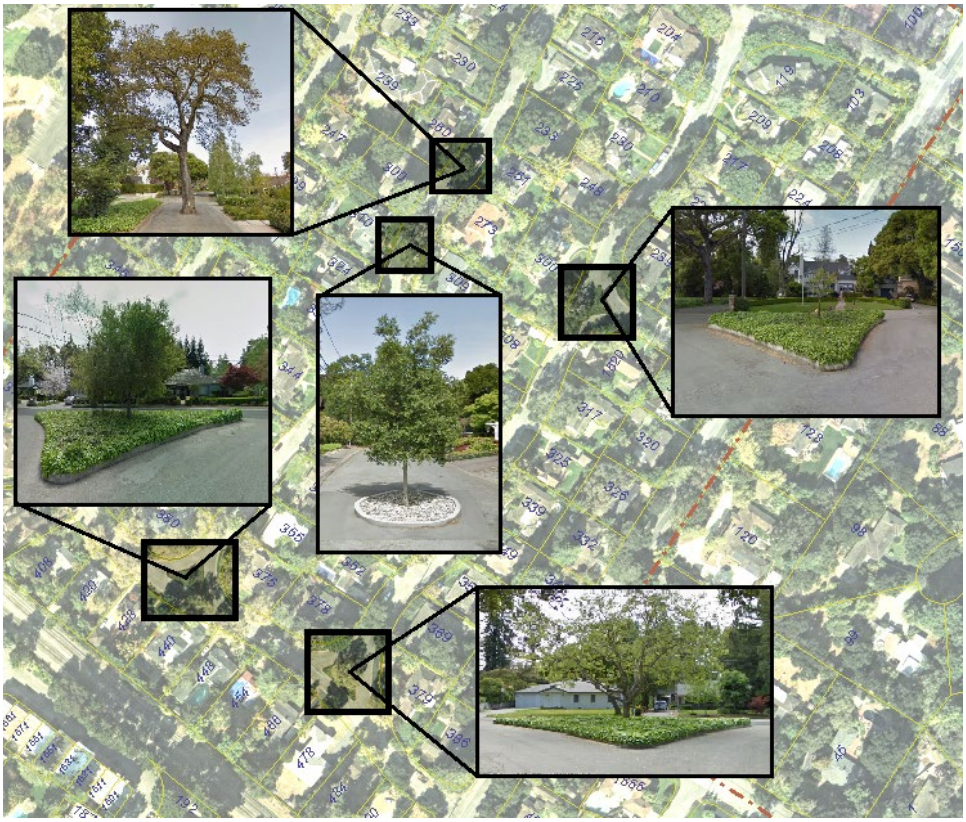
Type	Median Islands
Location	El Camino Real – El Camino Real from Santa Cruz Ave. to 525 El Camino Real
Size	Approximately 7000 square feet



Type	Median Islands
Location	El Camino Real – El Camino Real from 525 El Camino Real to Creek Dr.
Size	Approximately 4300 square feet



Type	Median Islands
Location	Felton Gables Islands – Lennox Ave. from Felton Dr. to Tudor Dr. and Arden Rd. from Felton Dr. to 260 Arden Rd.
Size	Approximately 5200 square feet



Type	Median
Location	Glenwood Avenue – Glenwood Ave. between San Antonio St. and Garwood Wy.
Size	Approximately 310 square feet



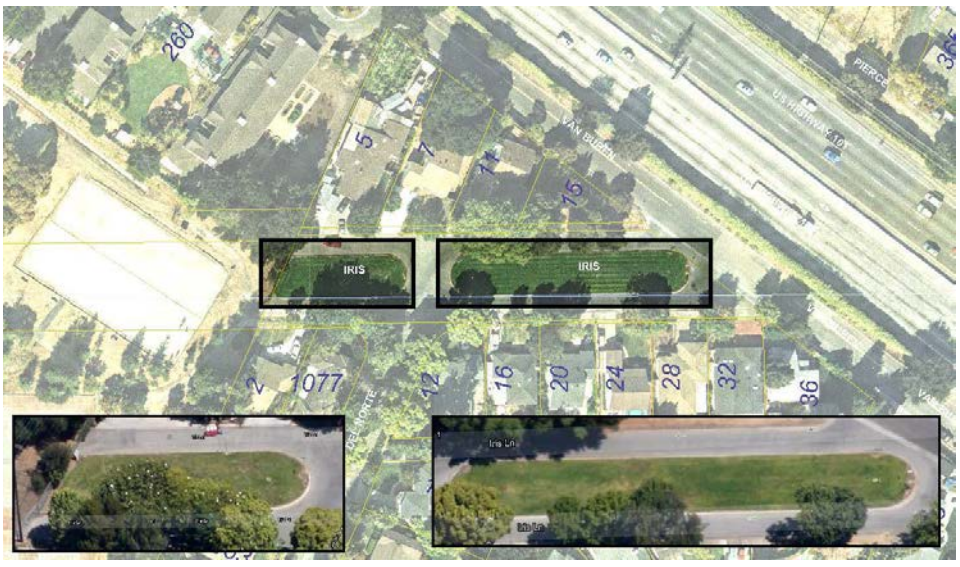
Type	Median
Location	Haven Avenue Island – Haven Ave. at Marsh Rd.
Size	Approximately 310 square feet



Type	Median
Location	Hidden Oaks Court Island – Hidden Oaks Court
Size	Approximately 400 square feet



Type	Median Islands
Location	Iris Lane Center Islands – Flood Park to Van Buren Rd.
Size	Approximately 11600 square feet



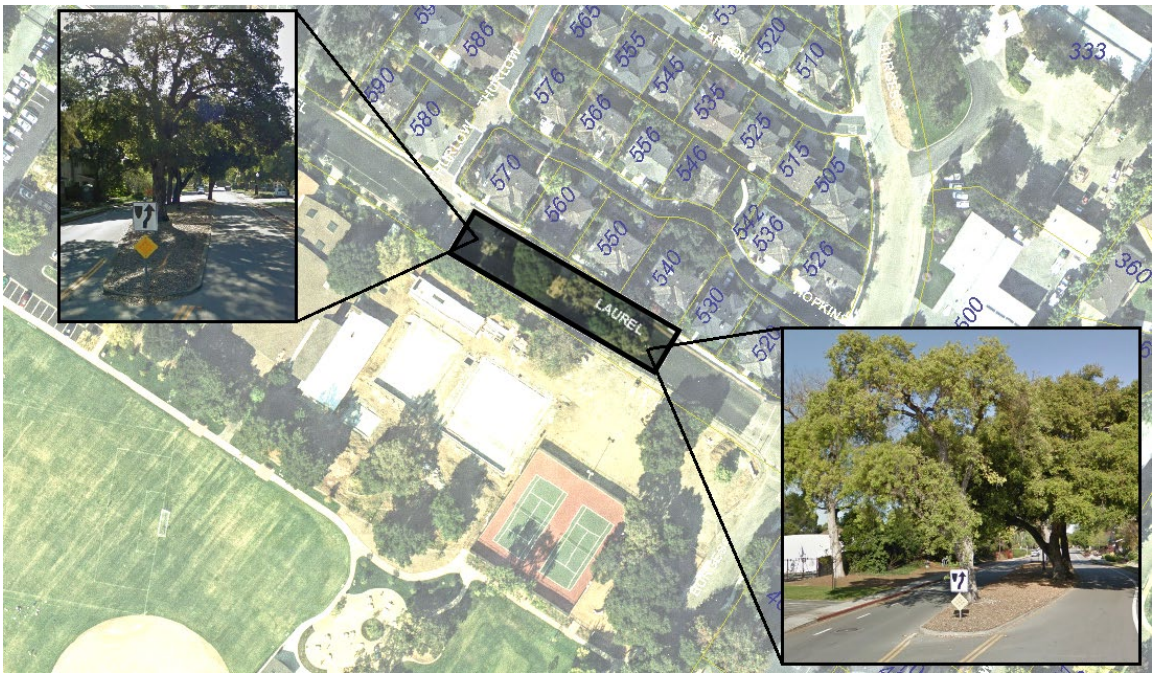
Type	Median Islands
Location	Ivy Drive Center Islands – Market Pl. and Ivy Dr. from Market Pl. to Ivy Dr. Plaza at Almanor Ave.
Size	Approximately 31400 square feet



Type	Median Islands
Location	Ivy Drive Center Islands – Ivy Dr. from Ivy Dr. Plaza at Henderson Ave. to Willow Rd.
Size	Approximately 53400 square feet



Type	Median Islands
Location	Laurel Street and Burgess Drive Island – Laurel St. between Thurlow St. and Burgess Dr.
Size	Approximately 4000 square feet



Type	Median Islands
Location	Lee Drive – Lee Dr. at Valparaiso Ave.
Size	Approximately 600 square feet



Type	Median Islands
Location	Market Place Islands – Market Pl. between Alpine Ave. and Ringwood and between Market Pl. to 410 Ivy Dr.
Size	Approximately 31400 square feet



Type	Median Islands
Location	Marsh Road Median Landscape - Marsh Rd. near 1179 Marsh Rd. to Scott Dr. to Railroad Tracks
Size	Approximately 42000 square feet





Type	Median Island
Location	Middlefield Road – Middlefield Rd. between Ringwood Ave and Seminary Dr.
Size	Approximately 5150 square feet



Type	Median Islands
Location	Middlefield Road Median - Middlefield Rd. between Santa Monica Ave. and Willow Rd.
Size	Approximately 1950 square feet



Type	Median Island
Location	Pope Street / Laurel Avenue Island – Pope St. and Laurel Ave.
Size	Approximately 4200 square feet



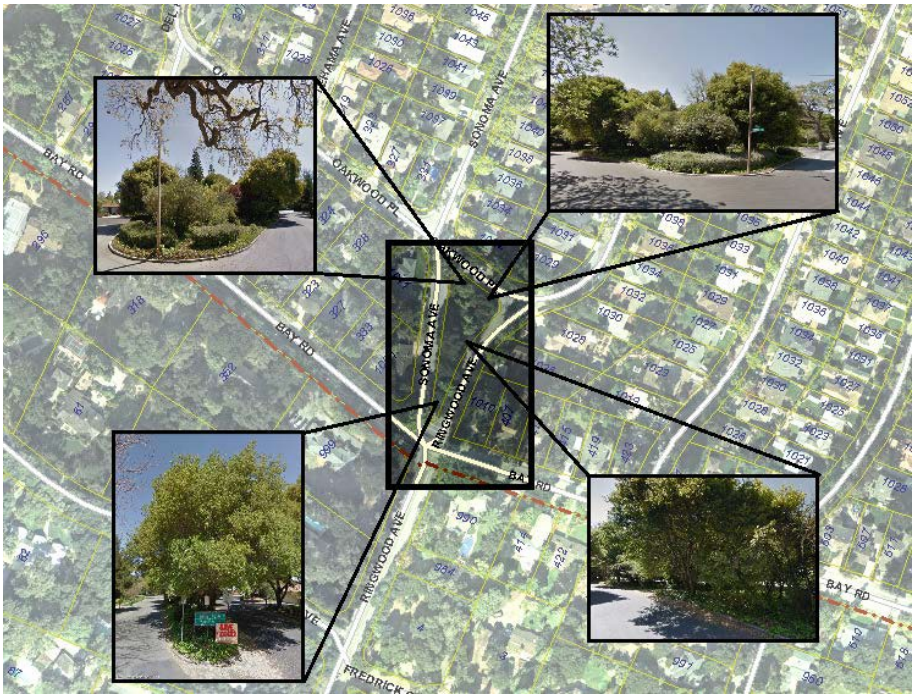
Type	Median Island
Location	Ravenswood Avenue Island – El Camino Real to Alma St.
Size	Approximately 2700 square feet



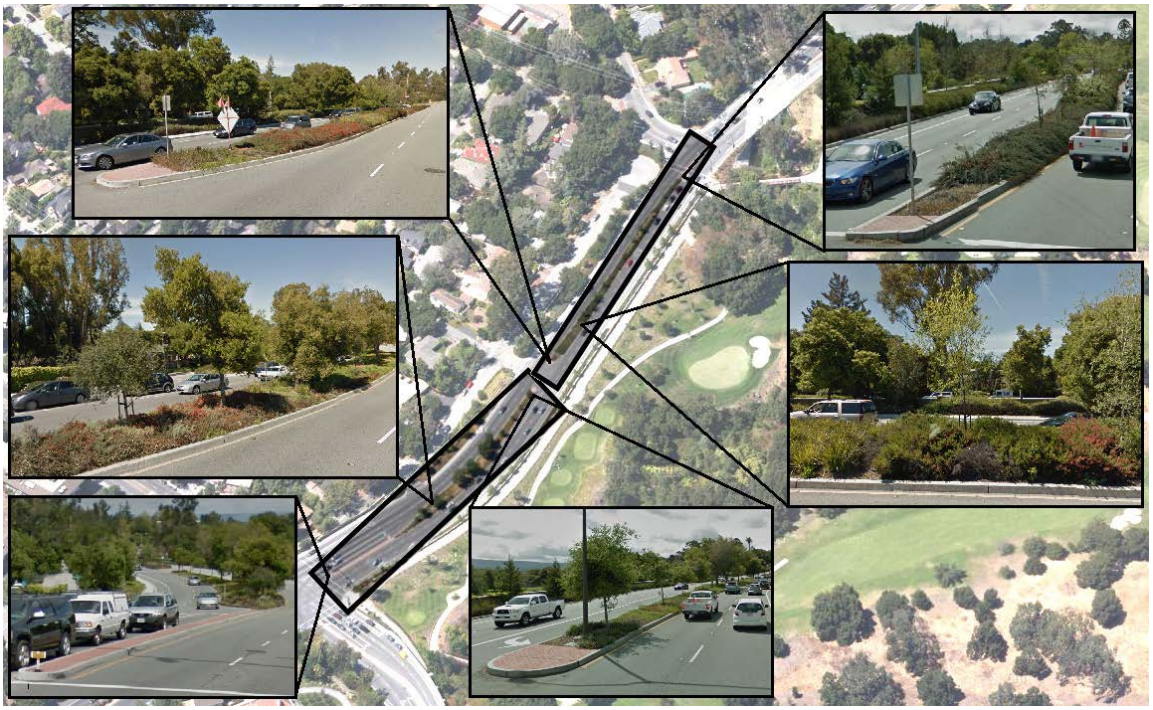
Type	Median Island
Location	Ravenswood Avenue Triangle – Ravenswood Triangle at Middlefield Rd.
Size	Approximately 750 square feet



Type	Median Island
Location	Ringwood Island – Ringwood Ave. by Sonoma Ave. and Oakwood Pl.
Size	Approximately 11700 square feet



Type	Median Islands
Location	Sand Hill Road – Sand Hill Rd. from Santa Cruz Ave. to Oak Ave.
Size	Approximately 5000 square feet



Type	Median Islands
Location	Sand Hill Road – Sand Hill Rd. from Branner Dr. to Santa Cruz Ave.
Size	Approximately 20400 square feet



Type	Median Islands
Location	Sand Hill Road – Sand Hill Rd. from Rosewood Hotel to Branner Dr.
Size	Approximately 48400 square feet



Type	Median
Location	Santa Cruz Avenue - Santa Cruz Ave. (North Side) from 1820 Santa Cruz Ave. to Orange Ave.
Size	Approximately 2200 square feet



Type	Median Islands
Location	Sharon Park Drive – Sharon Park Dr. from Sand Hill Rd. to Monte Rosa Dr.
Size	Approximately 10400 square feet



Type	Median Islands
Location	Sharon Park Drive – Sharon Park Dr. from Monte Rosa Dr. to Olympic Ave.
Size	Approximately 40900 square feet



Type	Median Islands
Location	Sharon Park Drive – Sharon Park Dr. from Olympic Ave. to Klamath Dr.
Size	Approximately 85500 square feet



Type	Median Islands
Location	Siskiyou Drive Island – Siskiyou Dr. between Monte Rosa Dr. and Siskiyou Pl.
Size	Approximately 16500 square feet



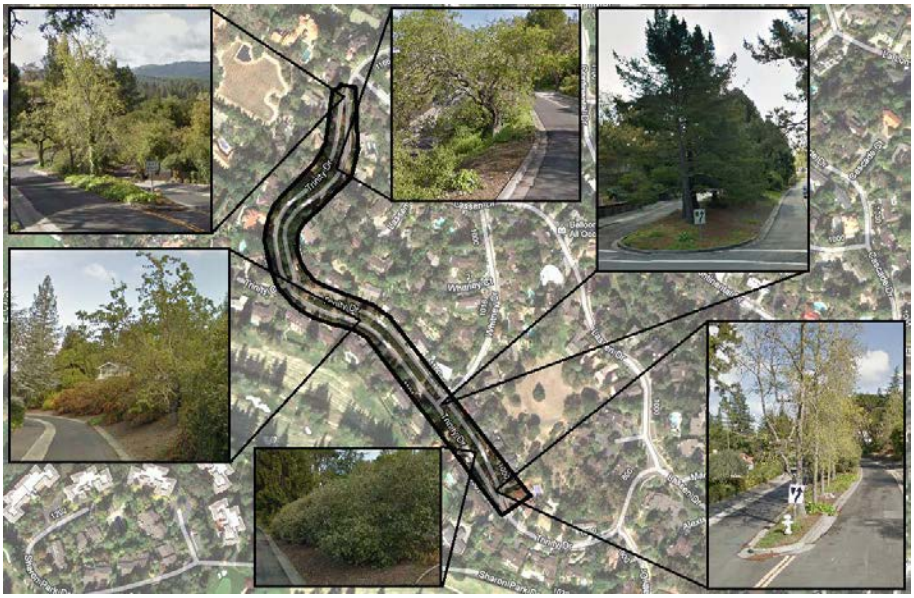
Type	Median Islands
Location	Stone Pine Lane Island – Stone Pine Ln. from El Camino Real to Forest Ln.
Size	Approximately 3400 square feet



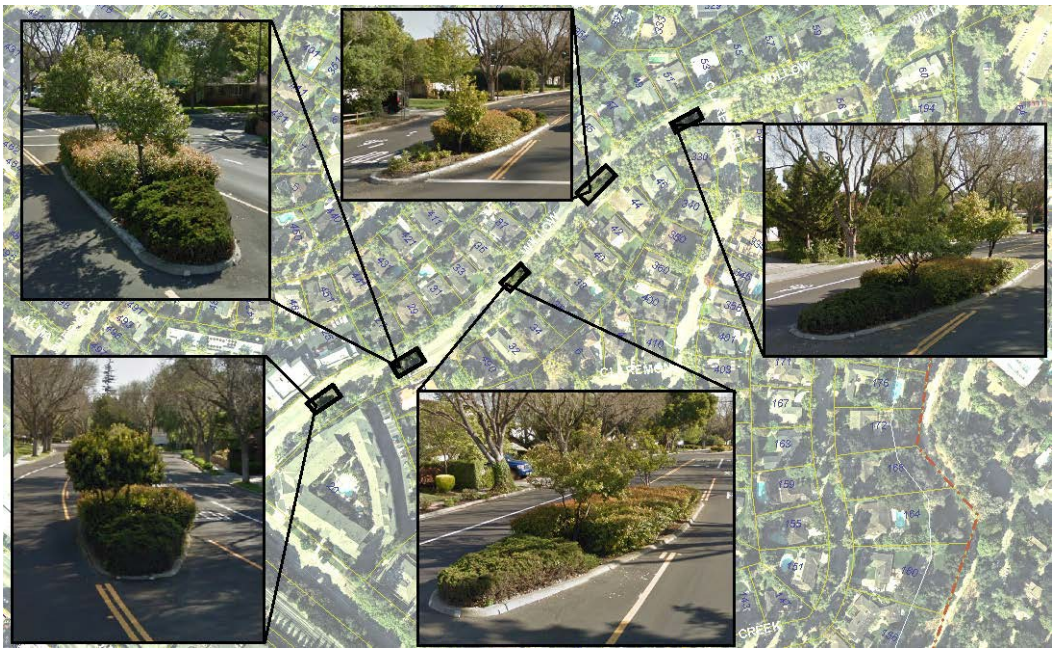
Type	Median Islands
Location	Teresa Court Island – Theresa Ct.
Size	Approximately 300 square feet



Type	Median Islands
Location	Trinity Drive Islands – Trinity Dr. between Klamath Dr. to Tioga Dr.
Size	Approximately 45000 square feet



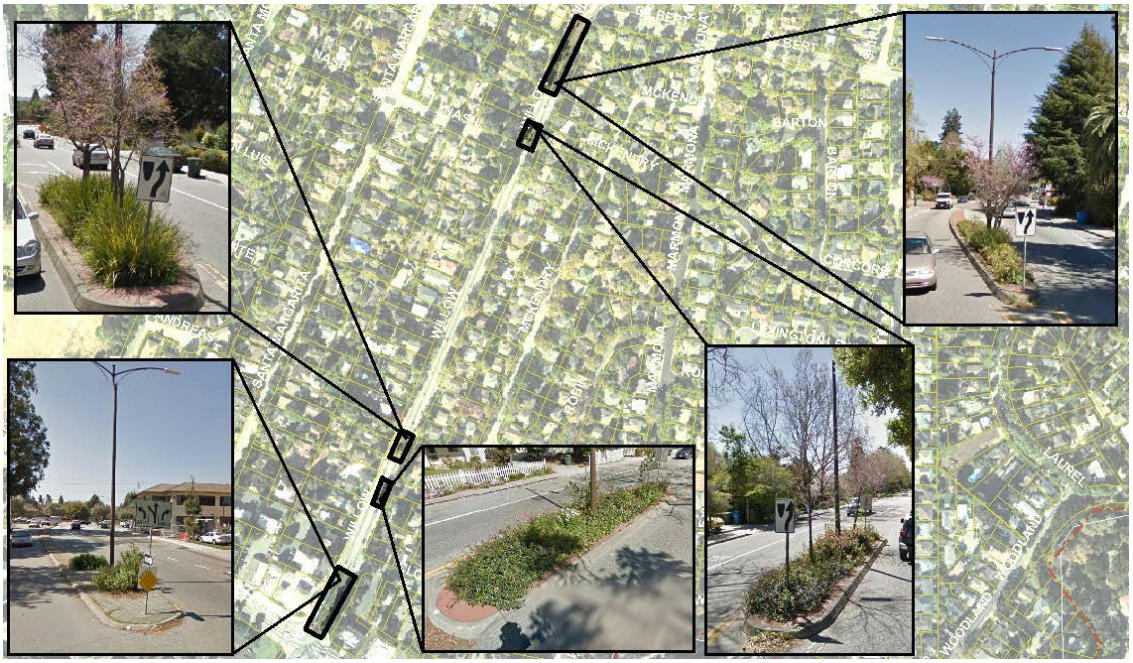
Type	Median Islands
Location	Willow Road – Willow Rd. from Alma St. (fronting 20 Willow Rd.) to Claremont Way (fronting 330 Claremont Way)
Size	Approximately 1600 square feet



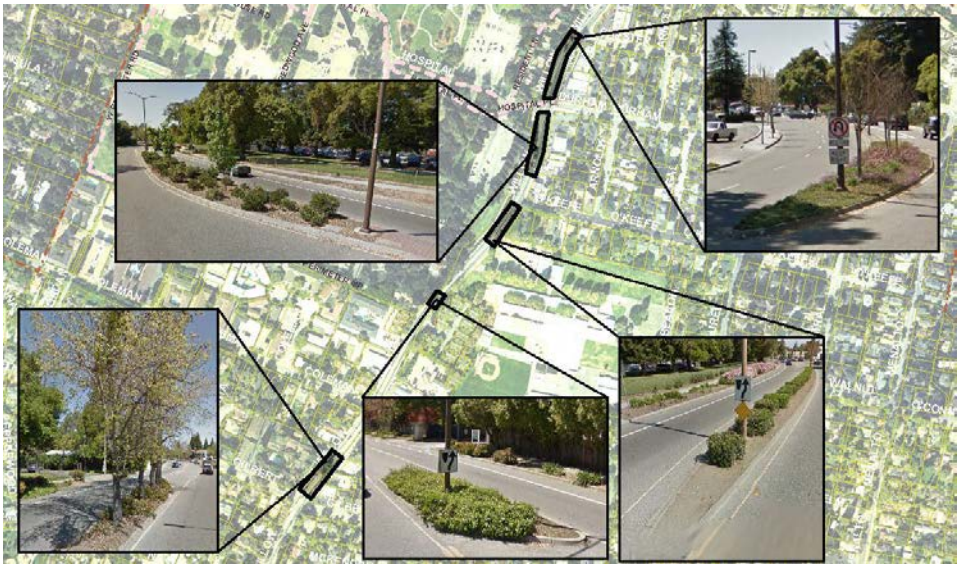
Type	Median Islands
Location	Willow Road – Willow Rd. from Claremont Way (fronting 55 Willow Rd.) to Middlefield Rd. (fronting 85 Willow Rd.)
Size	Approximately 2200 square feet



Type	Median Islands
Location	Willow Road – Willow Rd. from Middlefield Rd. to Gilbert Ave. (South)
Size	Approximately 1600 square feet



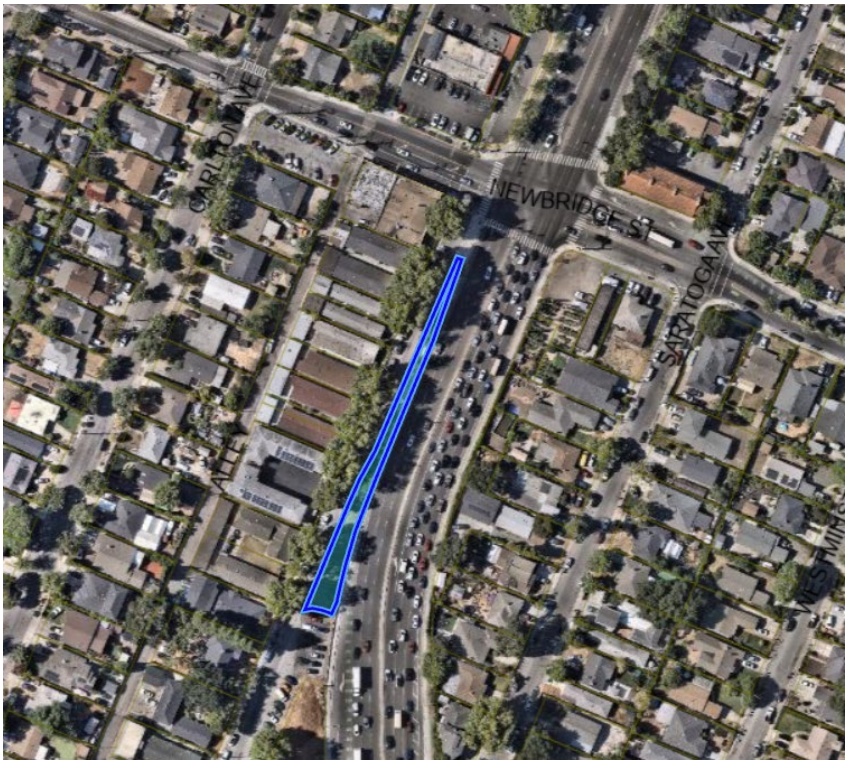
Type	Median Islands
Location	Willow Road – Willow Rd. from Gilbert Ave. (North) to Chester St.
Size	Approximately 3200 square feet



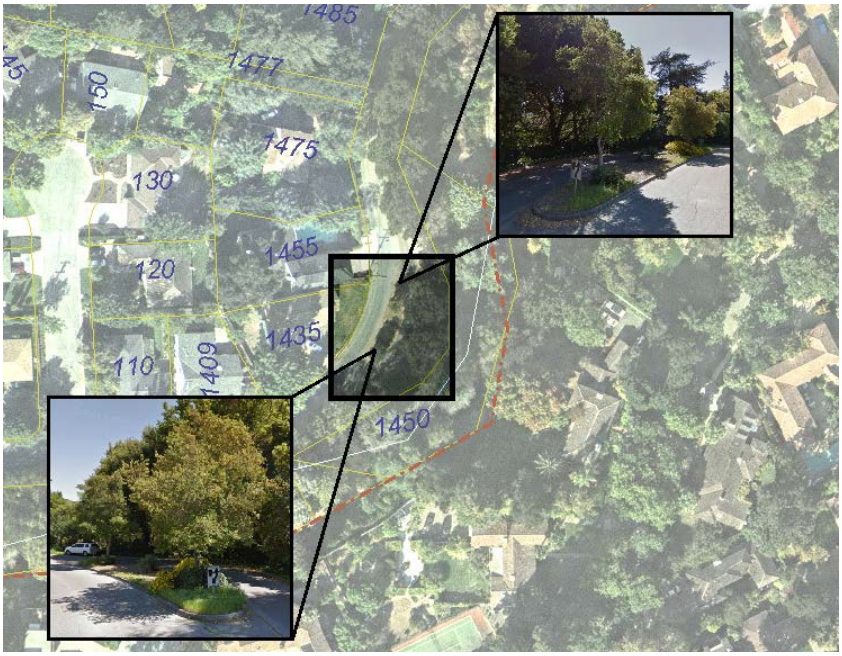
Type	Median Islands
Location	Willow Road – Willow Rd. from Newbridge St. to Hamilton Ave.
Size	Approximately 15800 square feet



Type	Median Islands
Location	Willow Road – Willow Rd. from Newbridge St. to 1145 Willow Rd.
Size	Approximately 7600 square feet



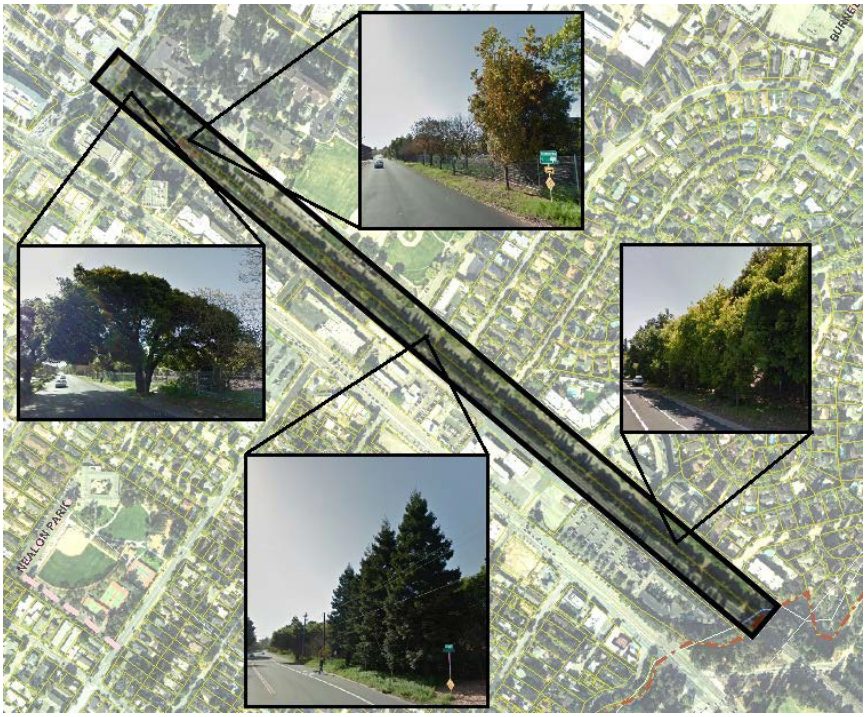
Type	Median Islands
Location	Woodland Avenue Islands – Woodland Ave. from Menalto Ave. to Oak Ct.
Size	Approximately 800 square feet



Type	Right of Way
Location	Alma Street – Alma St. (West Side) from Oak Grove Ave. to Ravenswood Ave.
Size	Approximately 10000 square feet



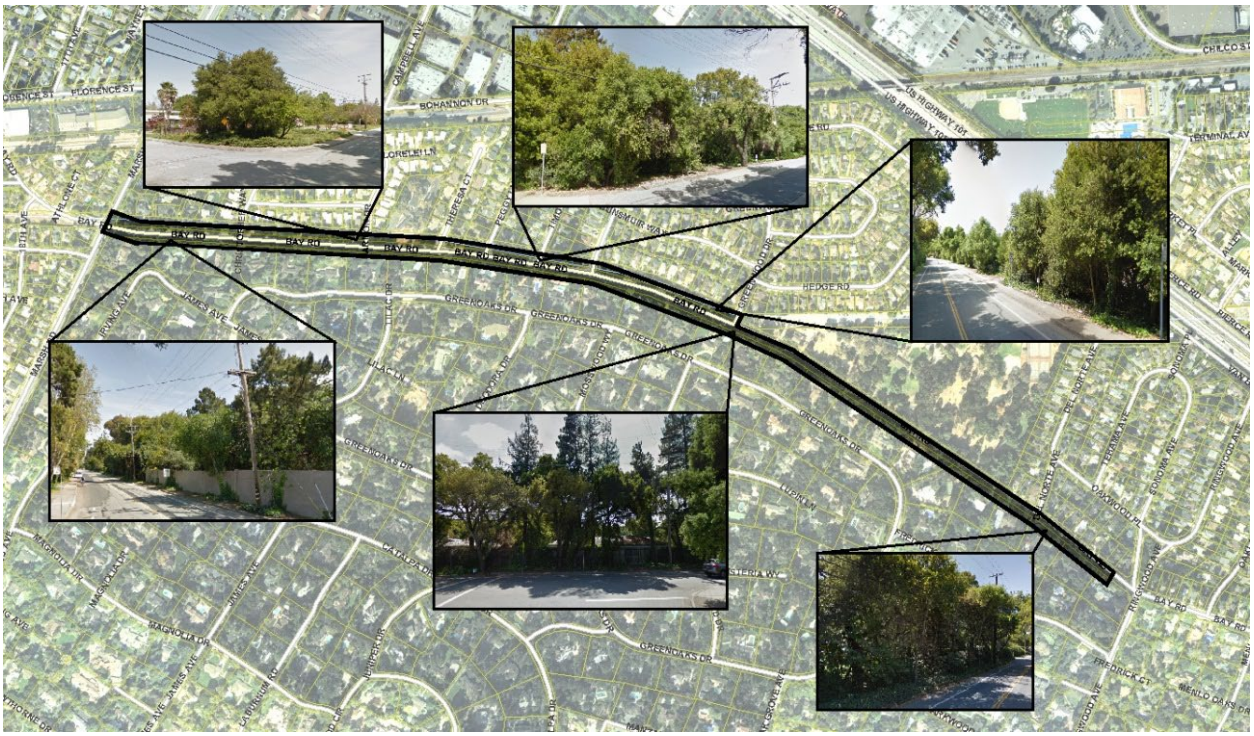
Type	Right of Way
Location	Alma Street – Alma St. (West Side) from Ravenswood Ave. to E. Creek Dr.
Size	Approximately 38300 square feet



Type	Right of Way
Location	Alpine Road – Alpine Rd. (and Santa Cruz Ave.) from Sand Hill Rd., near Western side of Stanford Golf Course
Size	Approximately 57500 square feet



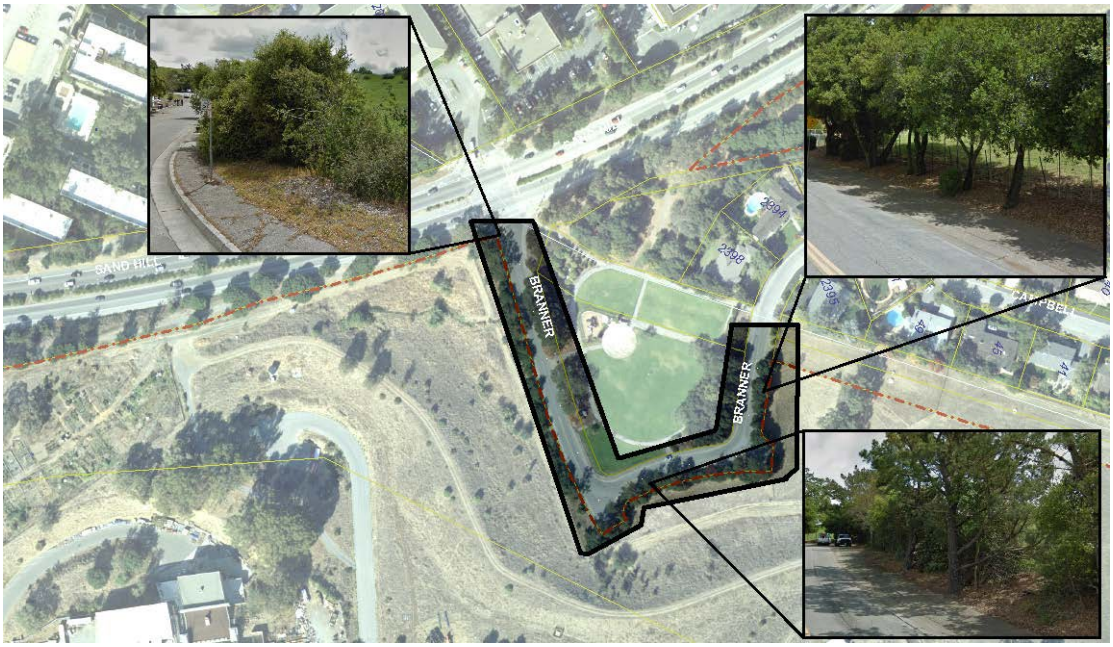
Type	Right of Way
Location	Bay Road – Bay Rd. (East) from Greenwood Dr. to Christopher Way and Bay Rd. (West) from Marsh Rd. to Ringwood Ave.
Size	Approximately 69900 square feet



Type	Right of Way
Location	Bay Road Bulb Outs – Bay Rd. at Van Buren Rd.
Size	Approximately 1000 square feet



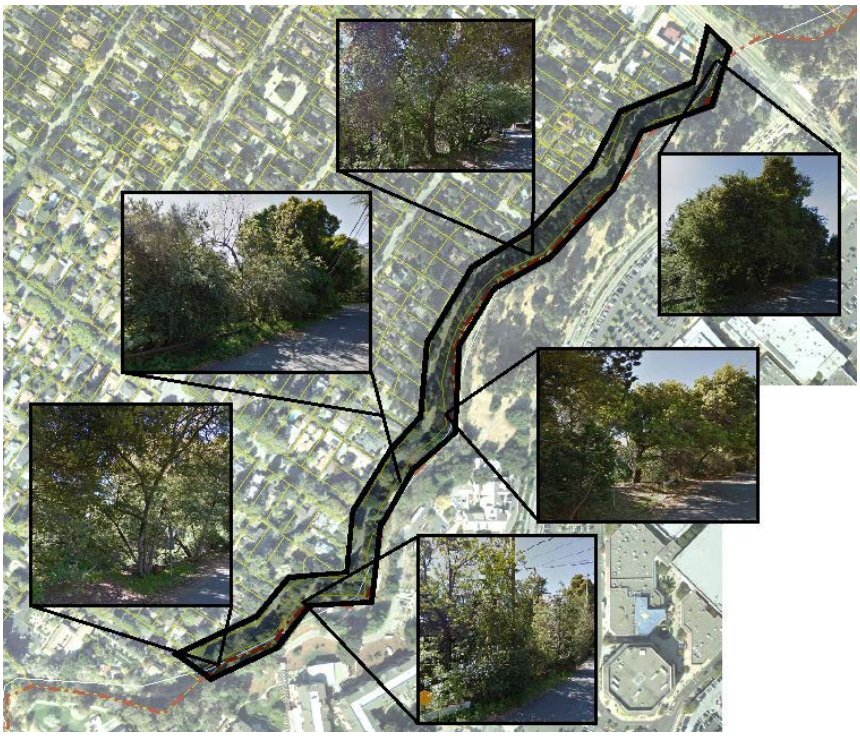
Type	Right of Way
Location	Branner Drive – Branner Dr. from Sand Hill Rd. to 2395 Branner Dr.
Size	Approximately 9700 square feet



Type	Right of Way
Location	Chester Street Bulb Outs – Chester St. (four bulb outs) between Arnold Way and Menalto Ave.
Size	Approximately 120 square feet



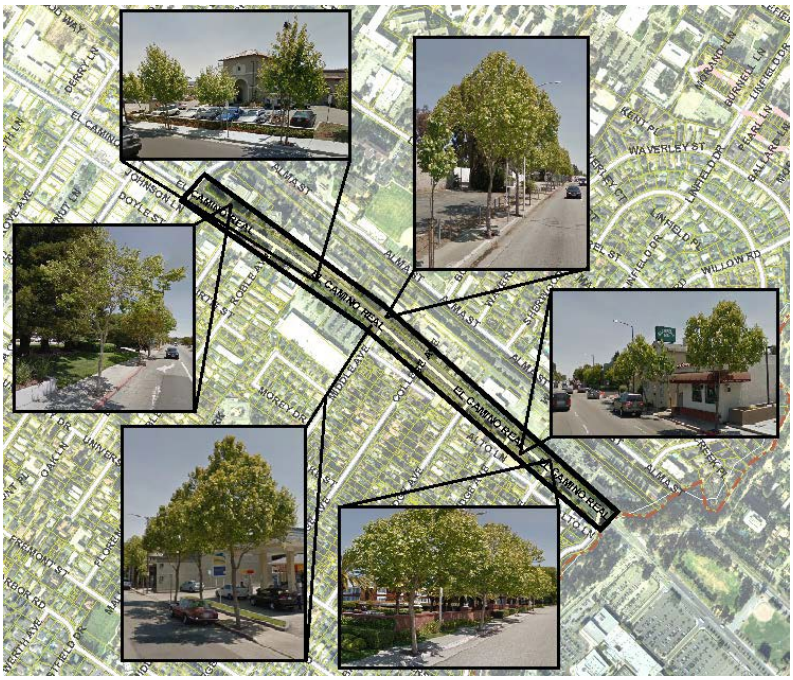
Type	Right of Way
Location	Creek Drive – Creek Dr. (South side) from El Camino Real to Arbor Rd.
Size	Approximately 10000 square feet



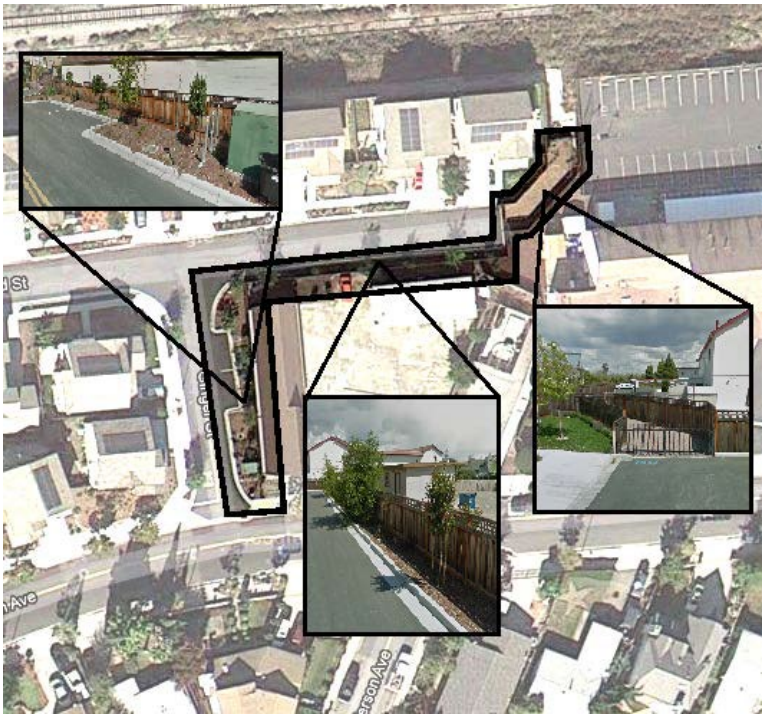
Type	Right of Way
Location	El Camino Real – El Camino Real from Alejandra Ave. to Ravenswood Ave. (except west side of El Camino Real from Alejandra Ave. to Valparaiso Ave.)
Size	Approximately 11700 square feet



Type	Right of Way
Location	El Camino Real – El Camino Real from Ravenswood Ave. to E. Creek Dr.
Size	Approximately 21600 square feet



Type	Right of Way
Location	Ginger Street – Ginger St. and Sandlewood St.
Size	Approximately 2200 square feet



Type	Right of Way
Location	Hamilton Avenue Streetscape - Hamilton Ave. from Chilco St. to Windermere Ave. (excludes 777 Hamilton Apartment frontage)
Size	Approximately 3500 square feet



Type	Right of Way
Location	Haven Avenue – Haven Ave. (East Side) from Highway 84 intersection to the Atherton Channel
Size	Approximately 1,900 square feet



Type	Right of Way
Location	Ivy Drive Plaza – Ivy Dr. from Chilco St. to Almanor Ave.
Size	Approximately 5000 square feet



Type	Right of Way
Location	Oak Avenue – Oak Ave. at back of Oak Knoll Elementary School, from Vine St. (West side) to before 1870 Oak Ave.
Size	Approximately 20800 square feet



Type	Right of Way
Location	Pierce Road – Pierce Rd. (South Side) at Willow Rd. to Del Norte Ave., sound wall along 101
Size	Approximately 43000 square feet



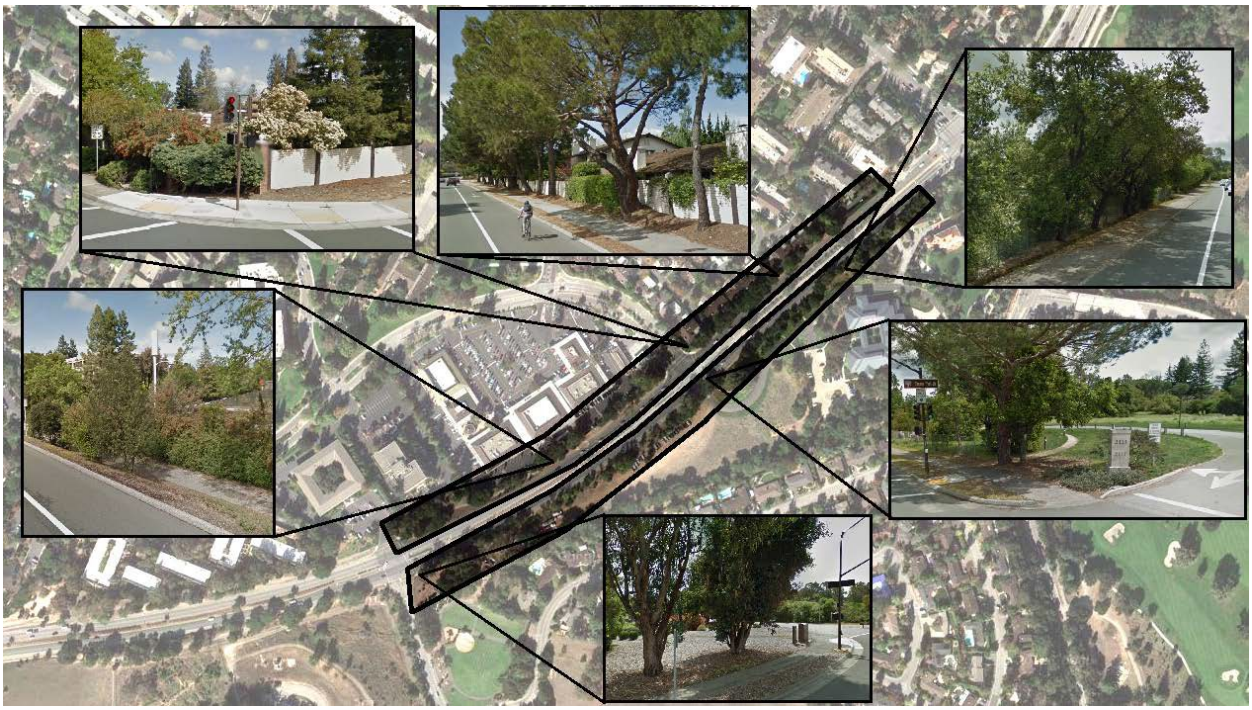
Type	Right of Way
Location	San Mateo Bike Bridge – San Mateo Bike Bridge near 99 San Mateo Dr.
Size	Approximately 1000 square feet



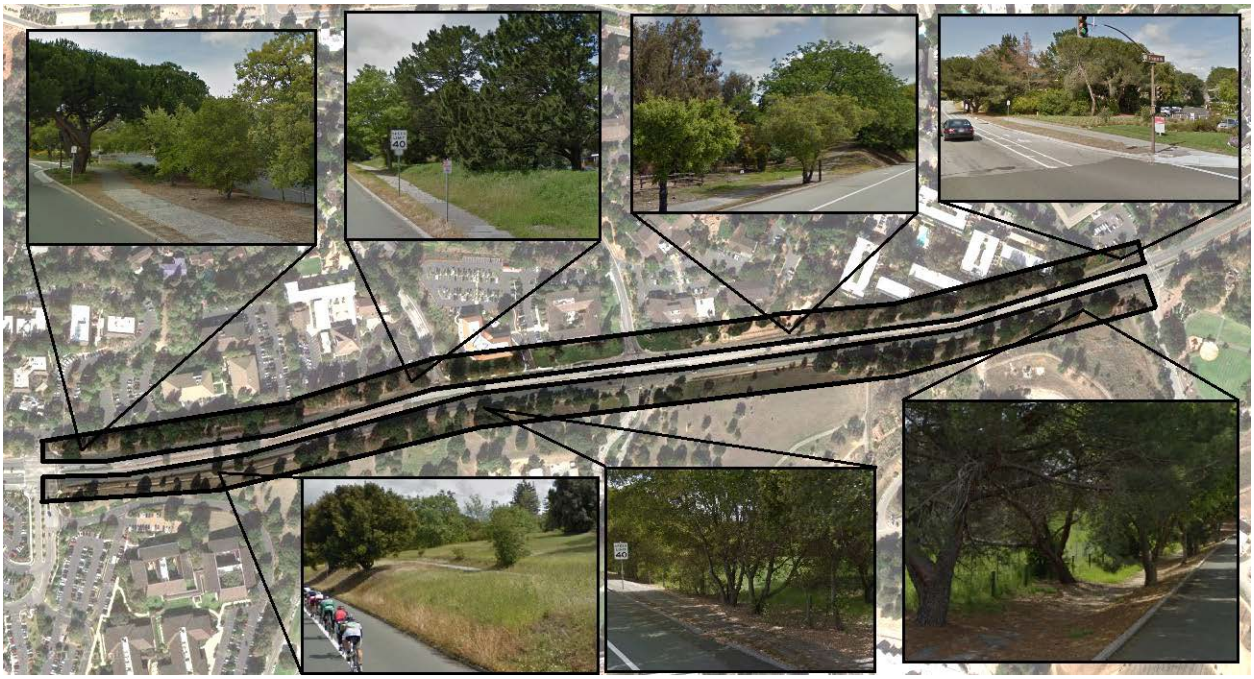
Type	Right of Way
Location	Sand Hill Road – Sand Hill Rd. (North east corner) from Oak Ave. to Santa Cruz Ave.
Size	Approximately 38800 square feet



Type	Right of Way
Location	Sand Hill Road – Sand Hill Rd. from Santa Cruz Ave. to Branner Dr.
Size	Approximately 87200 square feet



Type	Right of Way
Location	Sand Hill Road – Sand Hill Rd. from Branner Dr. to 2725-2775 Sand Hill Rd. (intersection near Rosewood Sand Hill)
Size	Approximately 184800 square feet



Type	Right of Way
Location	Sand Hill Road – 2900 Sand Hill Rd. to 2770 Sand Hill Rd.
Size	Approximately 62000 square feet



Type	Right of Way
Location	Scott Drive – Scott Dr. (fence line) from Marsh Rd. to Bohannon Dr.
Size	Approximately 54600 square feet



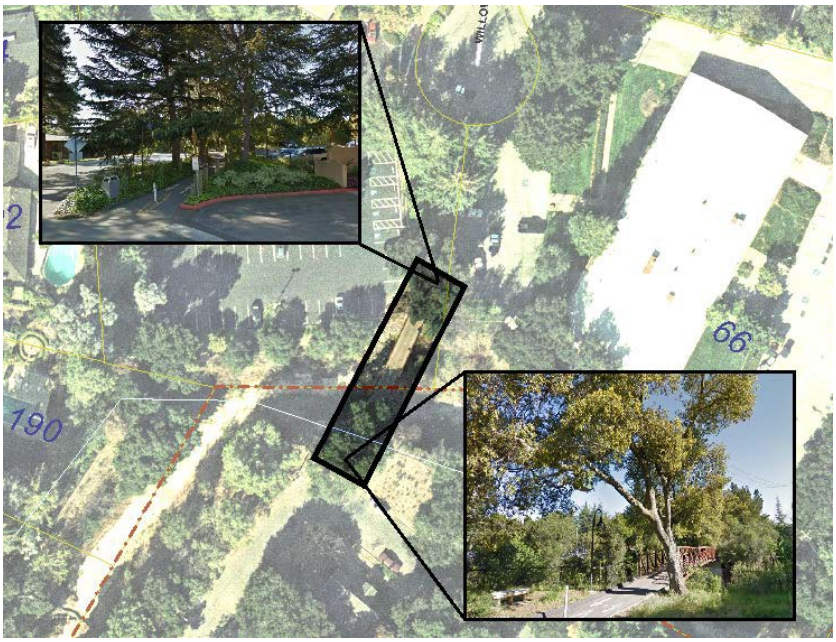
Type	Right of Way
Location	Van Buren Road – From Bay Rd. to Iris Ln., sound wall along 101
Size	Approximately 16150 square feet



Type	Right of Way
Location	Willow Oaks Park – 490 Willow Rd.
Size	Approximately 2300 square feet



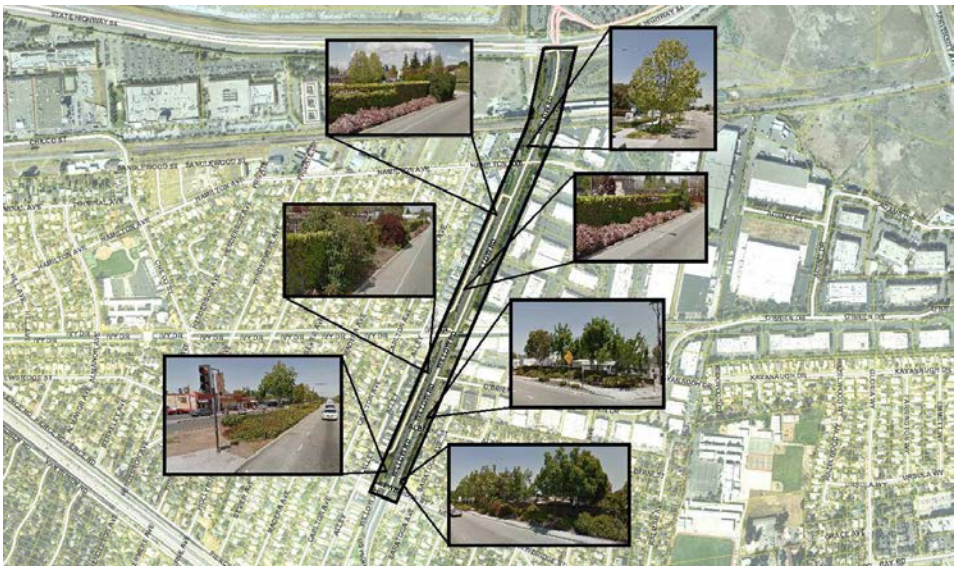
Type	Right of Way
Location	Willow Place Bike Bridge – Willow Pl. Bike Bridge near 66 Willow Pl.
Size	Approximately 500 square feet



Type	Right of Way
Location	Willow Road – 620 Willow Rd.
Size	Approximately 1460 square feet



Type	Right of Way
Location	Willow Road – Willow Rd. (North Side) from Highway 101 to railroad tracks and Willow Rd. (South Side) from Newbridge St. to 1250 Willow Rd.
Size	Approximately 42200 square feet

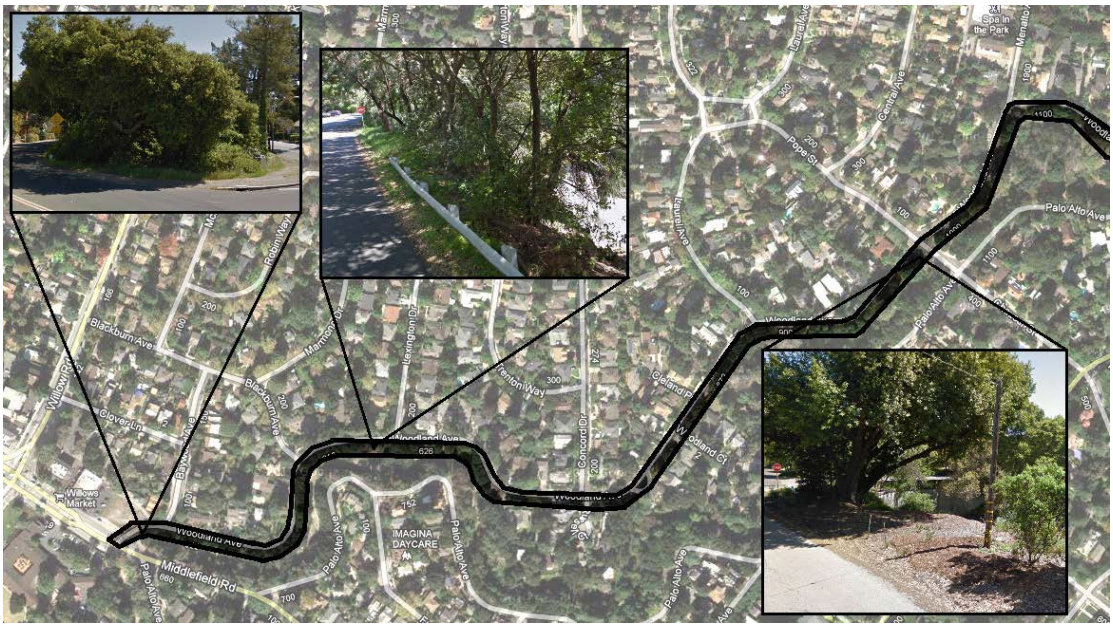


Type	Right of Way
Location	Willow Road Bulb Outs – Near 170 Willow Rd., 193 Willow Rd., 274 Willow Rd, and 277 Willow Rd.
Size	Approximately 200 square feet





Type	Right of Way
Location	Woodland Avenue – Woodland Ave. (South side, along creek) from Middlefield Rd. to Menalto Ave.
Size	Approximately 12000 square feet



Type	Right of Way
Location	Woodland Avenue – Woodland Ave. (South side, along creek) from Menalto Ave. to Euclid Ave.
Size	Approximately 11600 square feet



Type	Median Islands
Location	Santa Cruz Avenue Islands – Santa Cruz Ave. from Doyle St. to Crane St.
Size	Approximately 2200 square feet



Type	Median Islands
Location	Santa Cruz Avenue Islands – Santa Cruz Ave. from Crane St. to University Dr.
Size	Approximately 1100 square feet



Type	Right of Way
Location	Santa Cruz Ave. from Merrill St. to Chestnut St.
Size	Approximately 3000 square feet



Type	Right of Way
Location	Santa Cruz Ave. from Chestnut St. to University Dr.
Size	Approximately 2400 square feet



Type	Right of Ways
Location	Doyle St. and Curtis St. off of Santa Cruz Ave.
Size	Approximately 200 square feet



Type	Right of Ways
Location	Chestnut St. off of Santa Cruz Ave.
Size	Approximately 400 square feet



Type	Right of Ways
Location	Crane St. off of Santa Cruz Ave.
Size	Approximately 100 square feet



Type	Right of Ways
Location	Evelyn St. and University Dr. off of Santa Cruz Ave.
Size	Approximately 600 square feet



Type	Right of Ways
Location	Parking Plazas 1-8 off of Santa Cruz in Downtown area
Size	Approximately 400000 square feet



Type	Right of Ways
Location	Parking Plazas 1 off of Santa Cruz in Downtown area



Type	Right of Ways
Location	Parking Plazas 2-3 off of Santa Cruz in Downtown area



Type	Right of Ways
Location	Parking Plazas 4 off of Santa Cruz in Downtown area



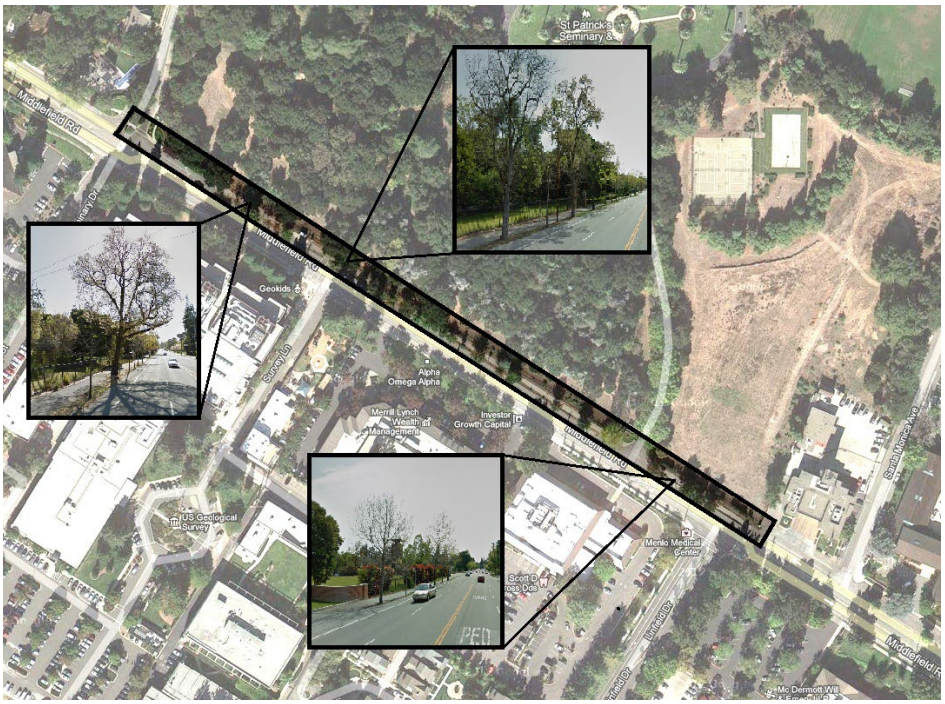
Type	Right of Ways
Location	Parking Plazas 5-6 off of Santa Cruz in Downtown area



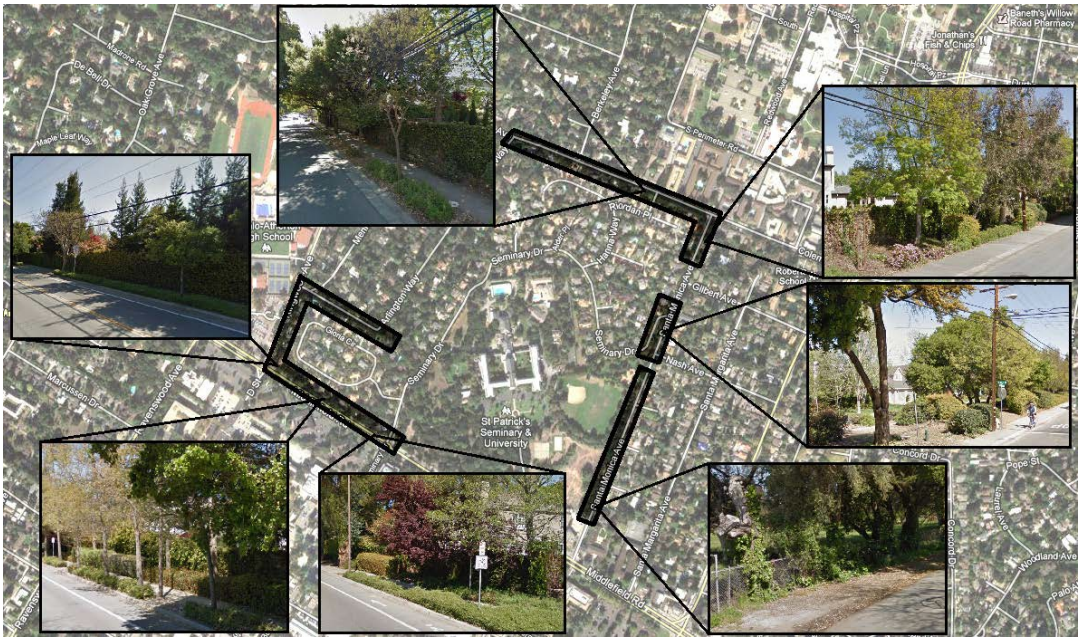
Type	Right of Ways
Location	Parking Plazas 7-8 off of Santa Cruz in Downtown area



Type	Right of Way
Location	Vintage Oaks subdivision – Middlefield Rd. from Seminary Dr. to Fire Station
Size	Approximately 6500 square feet



Type	Right of Way
Location	Vintage Oaks subdivision – Back of parcels in Seminary Oaks Subdivision (Ringwood Ave. and Arlington Way, Middlefield Rd. and Seminary Dr., Santa Monica Ave. and Coleman Ave.) and Santa Monica Ave. from Fire Station to Seminary Oaks Park
Size	Approximately 54100 square feet



Type	Median Islands
Location	Vintage Oaks subdivision – Seminary Dr. from Middlefield Rd. to Gloria Cir.
Size	Approximately 4800 square feet

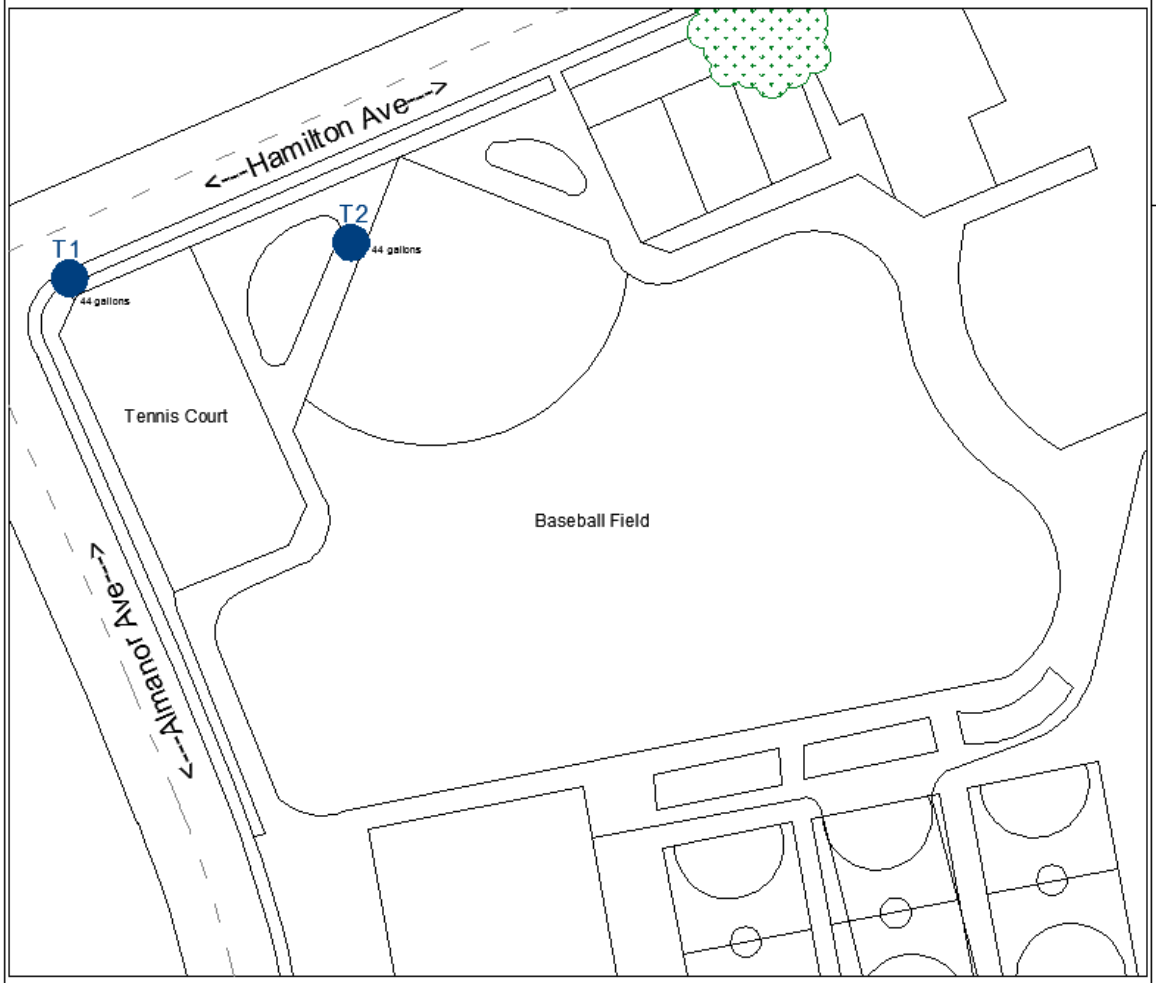


BELLE HAVEN COMMUNITY CAMPUS TRASH AND RECYCLING BIN LOCATIONS

NOTES:

1. There are a total of two (2) trash cans and two (2) recycling bins. Black dot indicates trash can and white dot indicates recycling bin.
2. One (1) trash can and one (1) recycling bin are located by the bus stop at the corner of Terminal Ave. and Del Norte Ave.
3. One (1) trash can and one (1) recycling bin are in front of the front entrance of Belle Haven Community Campus.





BELLE HAVEN SCHOOL NOTES:

1. THERE ARE A TOTAL OF TWO (2) TRASH CANS
2. T1 CAN BE PICKED UP FROM HAMILTON AVENUE
3. T2 CAN BE PICKED UP FROM ALMANOR AVENUE
4. ESTIMATED TRASH DISTANCE: 600 FEET
5. ESTIMATED RECYCLING DISTANCE: 0 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2

APPROVED:

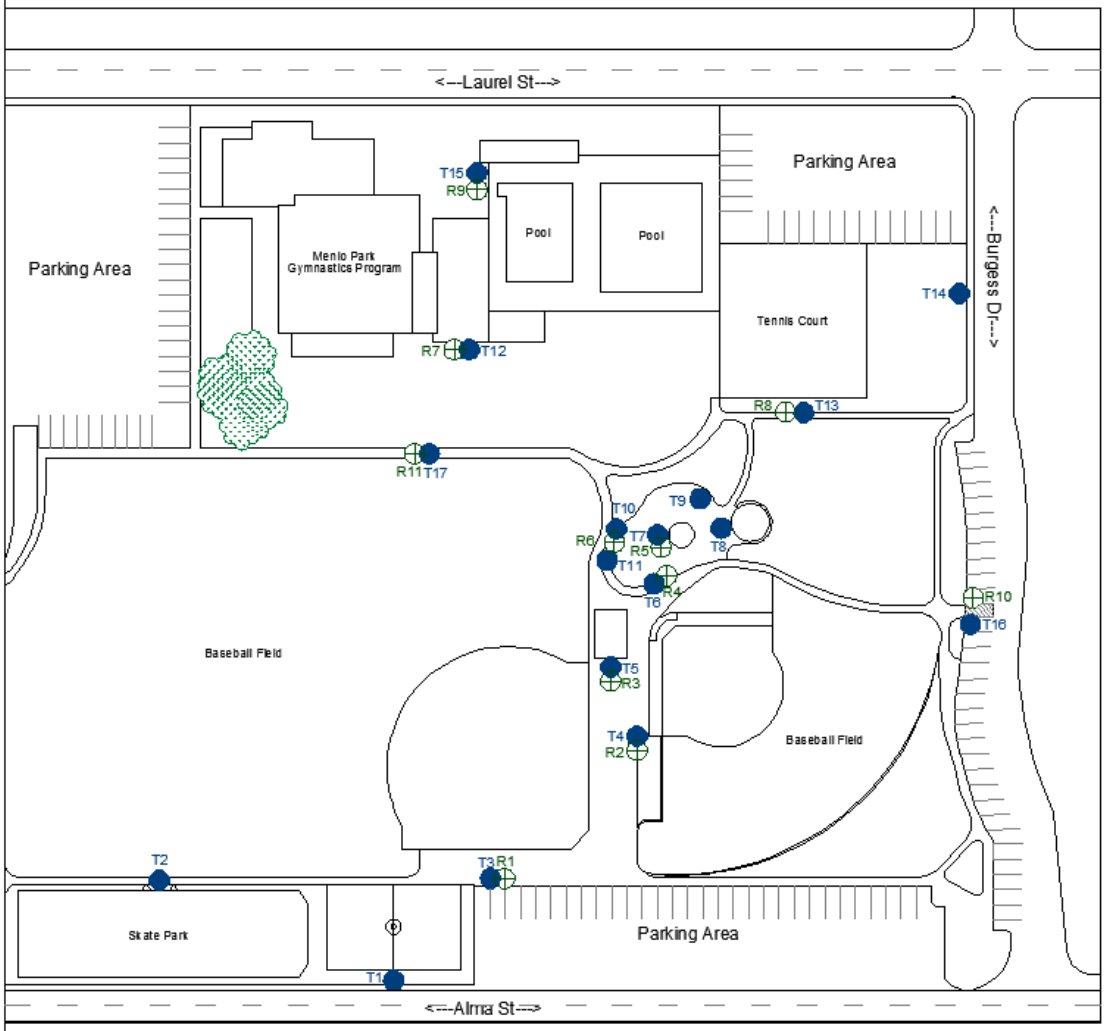
RUBEN P. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

DATE R.C.E. # EXPIRES

CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

BELLE HAVEN SCHOOL
TRASH AND RECYCLING BIN LOCATIONS

SHEET 8



BURGESS PARK, POOL, AND GYM NOTES:

1. THERE ARE A TOTAL OF SIXTEEN (16) TRASH CANS AND TEN (10) RECYCLING BINS
2. T1 CAN BE PICKED UP FROM ALMA STREET. T3 AND R1 CAN BE PICKED UP FROM THE PARKING AREA BY ALMA STREET. T14, T16, AND R10 CAN BE PICKED UP FROM BURGESS DRIVE.
3. T2 CAN BE PICKED UP FROM THE PARKING AREA BY ALMA STREET
4. T4 CAN ALSO BE PICKED UP FROM THE PARKING SPACE BY ALMA STREET. FROM THERE, CONTINUE TO PICK UP T5, T6, T7, T8, T9, T10, T11, AND T17; THEN BACK TO PARKING SPACE
5. T12 CAN BE PICKED UP FROM THE PARKING AREA BY LAUREL STREET
6. T13 CAN BE PICKED UP FROM BURGESS AVENUE
7. T15 CAN BE PICKED UP FROM LAUREL STREET
8. R2 CAN BE PICKED UP FROM THE PARKING AREA BY ALMA STREET. FROM THERE CONTINUE TO PICK UP R3, R4, R5, R6, AND R11, AND THEN BACK TO THE PARKING AREA
9. R7 CAN BE PICKED UP FROM LAUREL STREET
10. R8 CAN BE PICKED UP FROM BURGESS AVENUE.
11. R9 CAN BE PICKED UP FROM LAUREL STREET
12. ESTIMATED TRASH DISTANCE: 2500 FEET
13. ESTIMATED RECYCLING DISTANCE: 1650 FEET

ABBREVIATIONS:

T1: TRASH CAN 1	R1: RECYCLING BIN 1
T2: TRASH CAN 2	R2: RECYCLING BIN 2
T3: TRASH CAN 3	R3: RECYCLING BIN 3
T4: TRASH CAN 4	R4: RECYCLING BIN 4
T5: TRASH CAN 5	R5: RECYCLING BIN 5
T6: TRASH CAN 6	R6: RECYCLING BIN 6
T7: TRASH CAN 7	R7: RECYCLING BIN 7
T8: TRASH CAN 8	R8: RECYCLING BIN 8
T9: TRASH CAN 9	R9: RECYCLING BIN 9
T10: TRASH CAN 10	R10: RECYCLING BIN 10
T11: TRASH CAN 11	R11: RECYCLING BIN 11
T12: TRASH CAN 12	
T13: TRASH CAN 13	
T14: TRASH CAN 14	
T15: TRASH CAN 15	
T16: TRASH CAN 16	
T17: TRASH CAN 17	

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

RUBEN P. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

DATE R.C.E. # EXPIRES

NO. BY DATE REVISIONS

CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

BURGESS PARK, POOL, AND GYM
TRASH AND RECYCLING BIN LOCATIONS

SHEET
2
OF 16 SHEETS
PROJ. NAME



CIVIC CENTER NOTES:

1. THERE ARE A TOTAL OF FOURTEEN (14) TRASH CANS AND SIX (6) RECYCLING BINS
2. T1 CAN BE PICKED UP FROM RAVENSWOOD AVENUE, T5 CAN BE PICKED UP FROM THE PARKING AREA BY LAUREL STREET, AND T11, T12, T14, R5, AND R6 CAN BE PICKED UP FROM THE PARKING AREA BY ALMA STREET
3. T6, T7, AND T8 CAN BE PICKED UP FROM THE FIRST PARKING AREA BY LAUREL STREET. T9 AND T10 CAN BE PICKED UP FROM THE SECOND PARKING AREA BY LAUREL STREET
4. T3 CAN BE PICKED UP FROM THE PARKING AREA BY ALMA STREET. FROM THERE T4, T13, AND T2 CAN BE PICKED UP
5. R1 CAN BE PICKED UP FROM THE PARKING AREA ON ALMA STREET
6. R2 CAN BE PICKED UP FROM THE FIRST PARKING AREA BY LAUREL STREET. R3 AND R4 CAN BE PICKED UP FROM THE SECOND PARKING AREA ON LAUREL STREET
7.
8. ESTIMATED TRASH DISTANCE: 1300 FEET
9. ESTIMATED RECYCLING DISTANCE: 800 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6
T7: TRASH CAN 7
T8: TRASH CAN 8
T9: TRASH CAN 9
T10: TRASH CAN 10
T11: TRASH CAN 11
T12: TRASH CAN 12
T13: TRASH CAN 13
T14: TRASH CAN 14

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2
R3: RECYCLING BIN 3
R4: RECYCLING BIN 4
R5: RECYCLING BIN 5
R6: RECYCLING BIN 6

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

RUBEN E. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

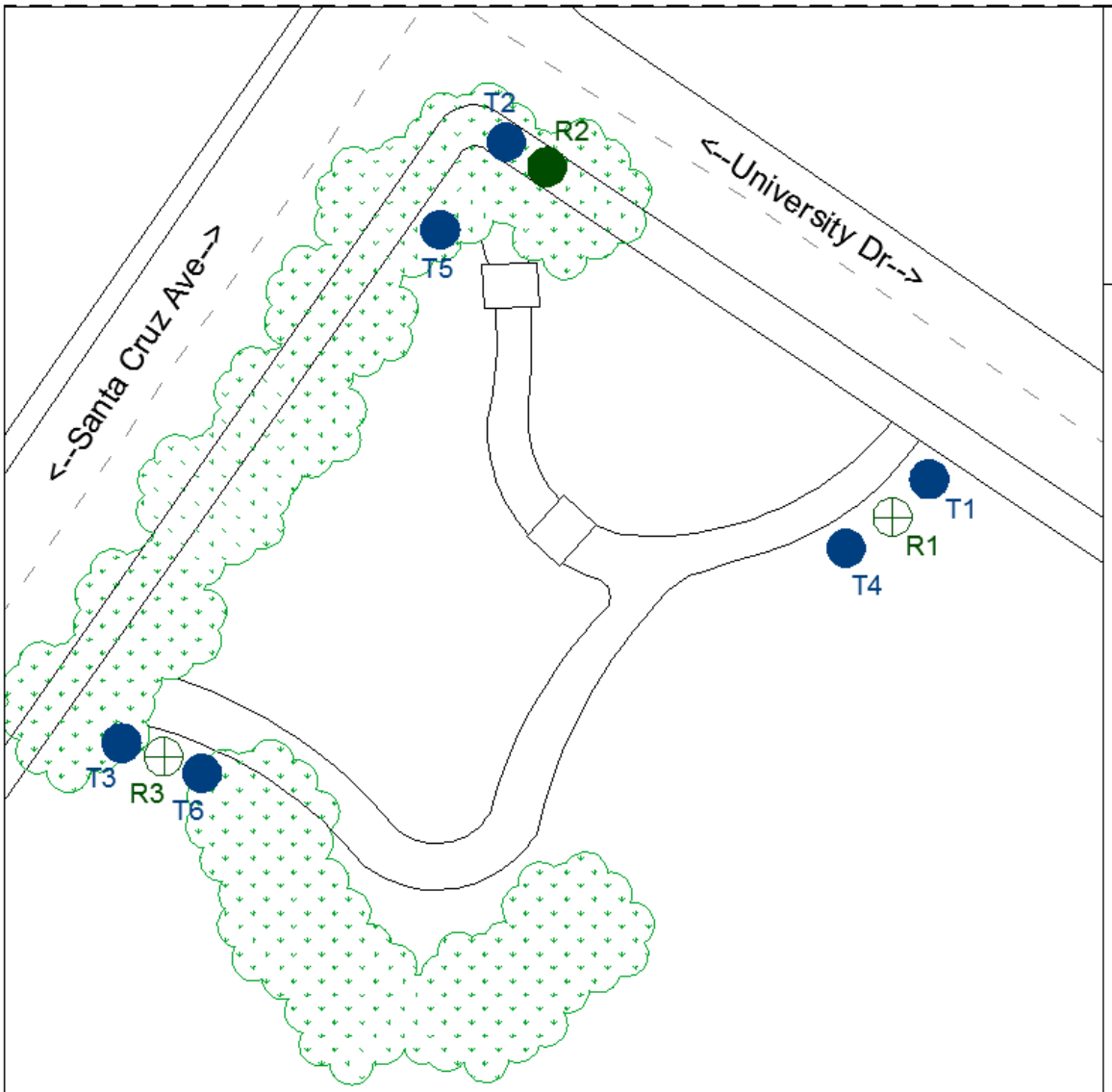
DATE R.C.E. # EXPIRES

NO. BY DATE REVISIONS

CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

CIVIC CENTER
TRASH AND RECYCLING BIN LOCATIONS

SHEET
14
OF 18 SHEETS
FROM NAME



FREMONT PARK NOTES:

1. THERE ARE A TOTAL OF THREE (3) TRASH CANS AND 3 RECYCLING BINS
2. T1, T2, T4, R1 AND R2 CAN BE PICKED UP FROM UNIVERSITY DRIVE. T3, T5, T6, AND R3 CAN BE PICKED UP FROM SANTA CRUZ AVENUE
3. ESTIMATED TRASH DISTANCE: 0 FEET
4. ESTIMATED RECYCLING DISTANCE: 0 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2
R3: RECYCLING BIN 3

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

RUBEN P. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

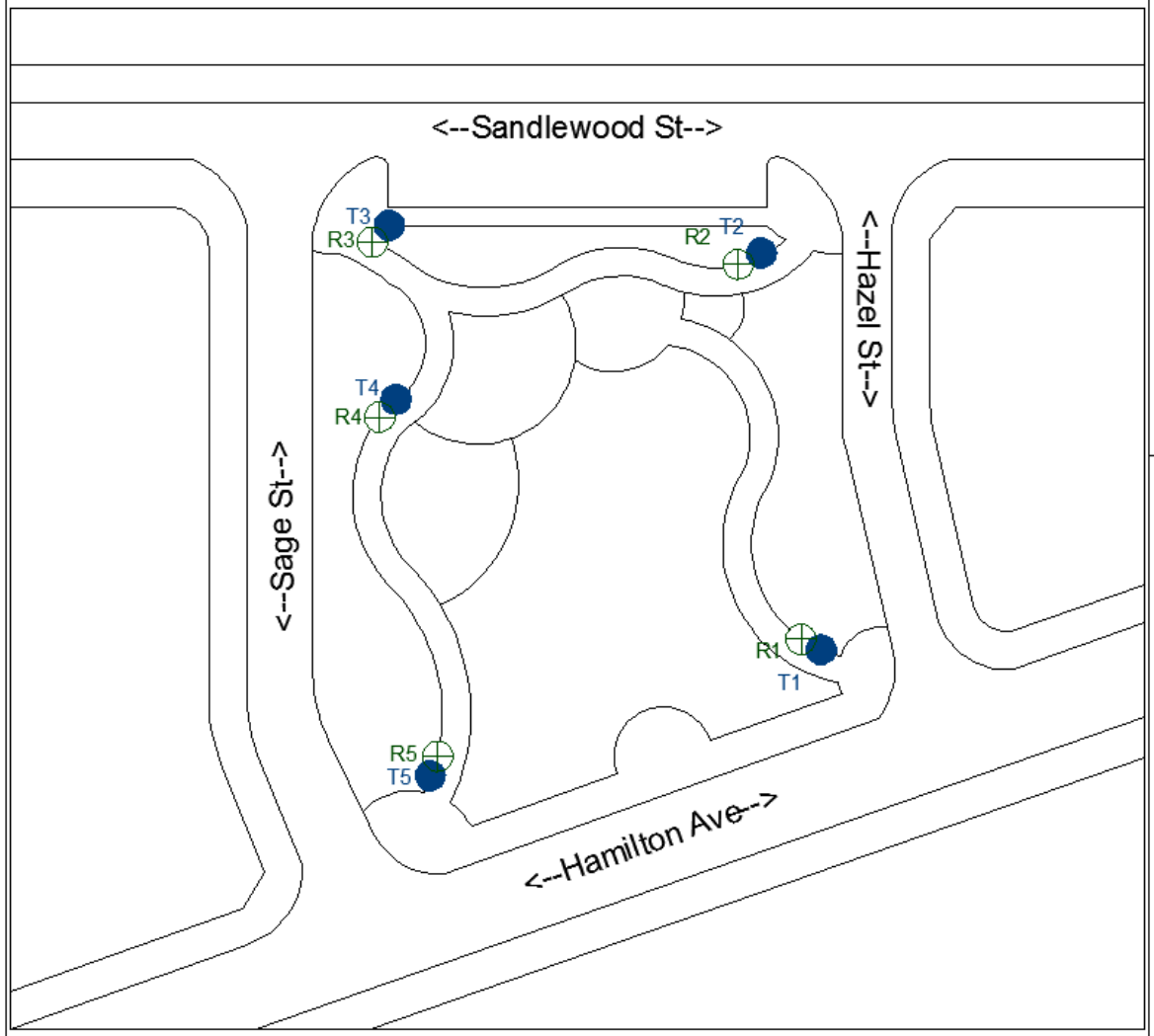
DATE R.C.E. # EXPIRES

NO.	BY	DATE	REVISIONS

CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

FREMONT PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
7
OF 18 SHEETS
PROJ NAME



HAMILTON PARK NOTES:

1. THERE ARE A TOTAL OF FIVE (5) TRASH CANS AND FIVE (5) RECYCLING BINS
2. T1 AND T2 CAN BE PICKED UP FROM HAZEL STREET
3. T3 CAN BE PICKED UP FROM SANDLEWOOD STREET. FROM THERE, CONTINUE TO T4
4. T5 CAN BE PICKED UP FROM HAMILTON AVENUE
5. R1 AND R2 CAN BE PICKED UP FROM HAZEL STREET
6. R3 CAN BE PICKED UP FROM SANDLEWOOD STREET. FROM THERE CONTINUE TO R4
7. R5 CAN BE PICKED UP FROM HAMILTON AVENUE
8. ESTIMATED TRASH DISTANCE: 500 FEET
9. ESTIMATED RECYCLING DISTANCE: 500 FEET

ABBREVIATIONS:

T1: TRASH CAN 1	R1: RECYCLING BIN 1
T2: TRASH CAN 2	R2: RECYCLING BIN 2
T3: TRASH CAN 3	R3: RECYCLING BIN 3
T4: TRASH CAN 4	R4: RECYCLING BIN 4
T5: TRASH CAN 5	R5: RECYCLING BIN 5

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

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CITY OF MENLO PARK

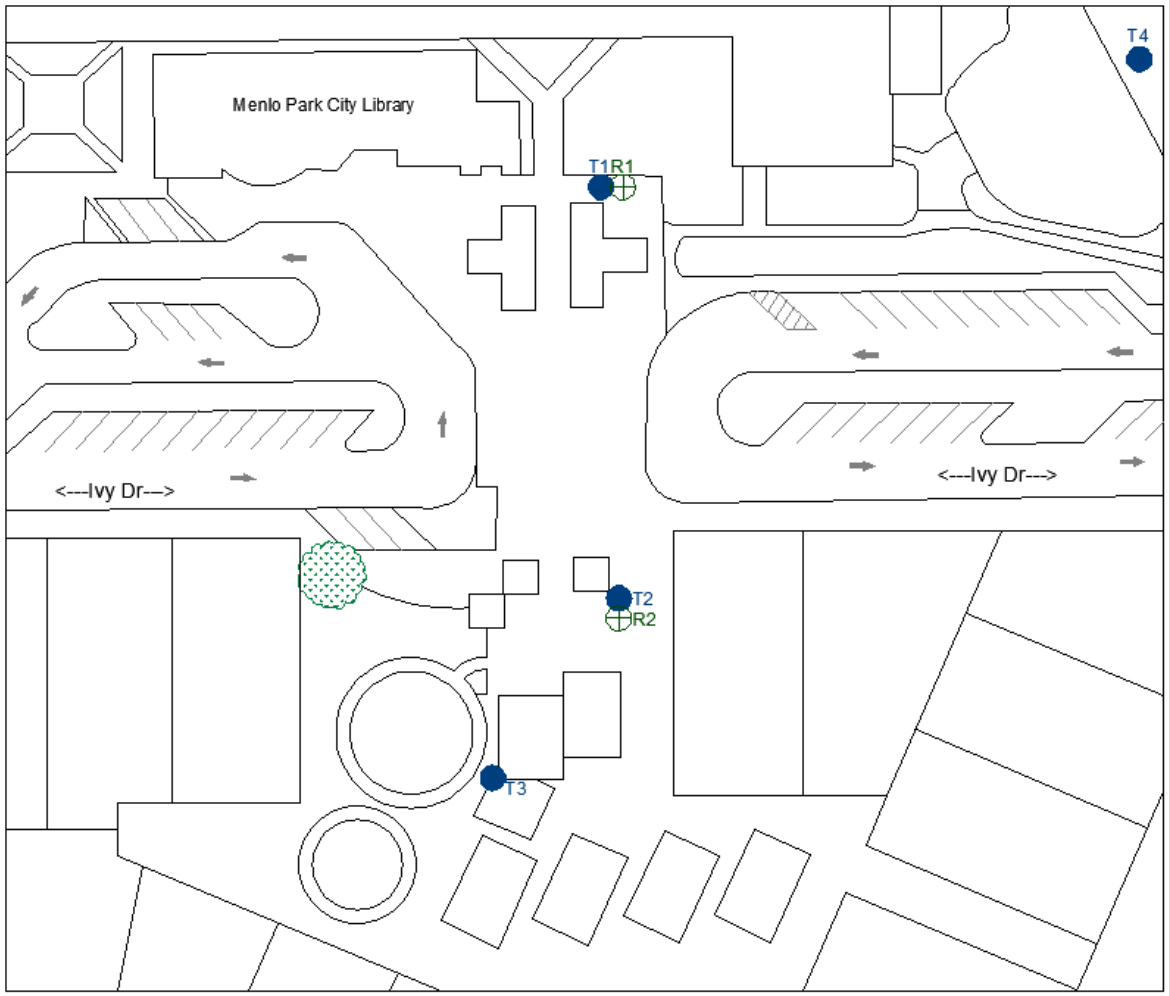
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701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

HAMILTON PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
16
OF 16 SHEETS
FROM NAME



IVY PLAZA, TOT LOT, AND BHCDC NOTES:

1. THERE ARE A TOTAL OF TEN (10) TRASH CANS AND SIX (6) RECYCLING BINS
2. T1 CAN BE PICKED UP FROM IVY DRIVE. THEN, T2 AND T3 CAN BE PICKED UP
3. T4 CAN BE PICKED UP FROM CHILCO STREET
4. R1 CAN BE PICKED UP FROM IVY DRIVE AND FROM THERE, PICK UP R2
5. ESTIMATED TRASH DISTANCE: 650 FEET
6. ESTIMATED RECYCLING DISTANCE: 450 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
ENGINEER OF:
SURVEYED BY:

APPROVED:

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CITY OF MENLO PARK

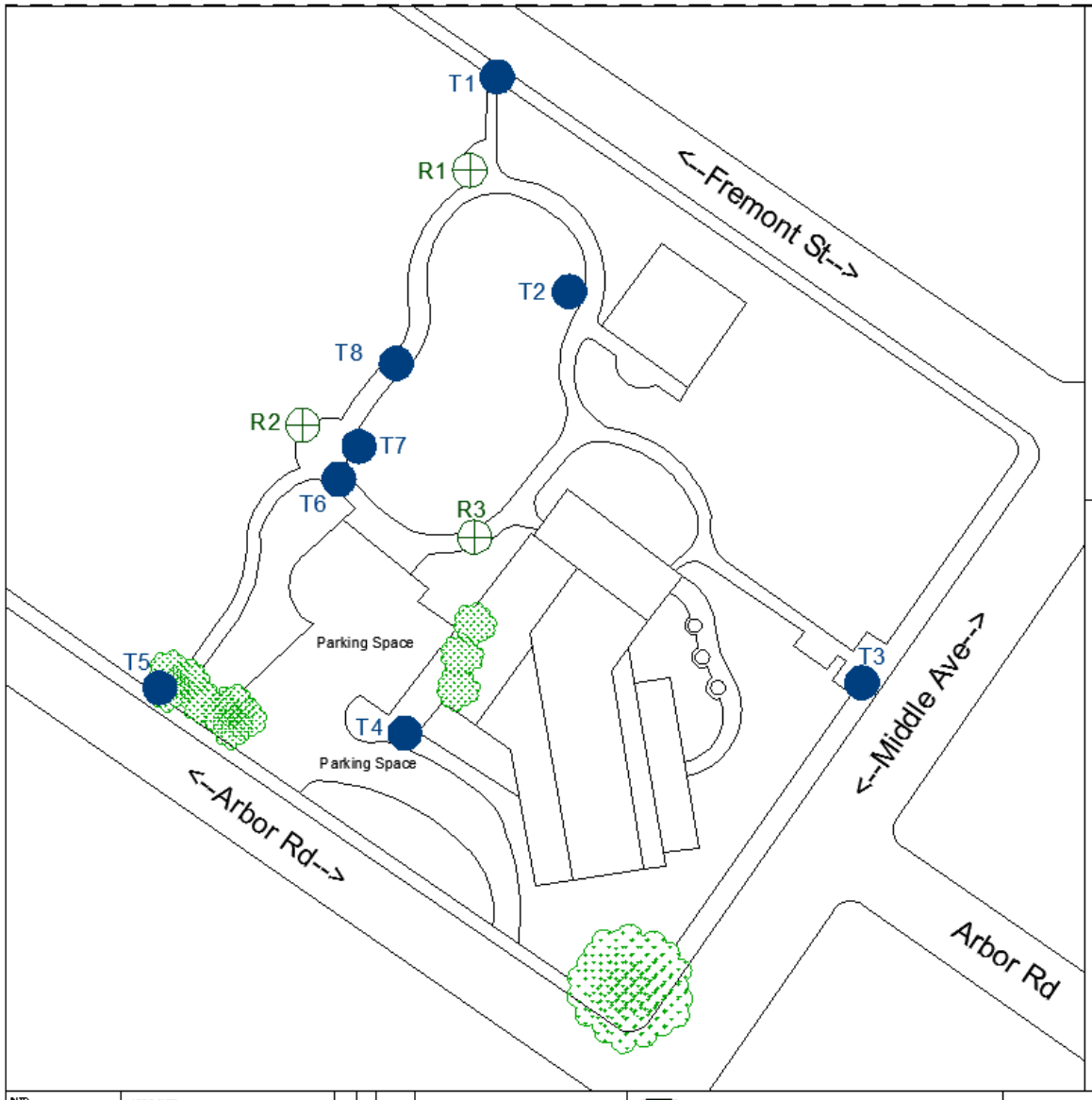
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IVY PLAZA, TOT LOT, AND BHCDC
TRASH AND RECYCLING BIN LOCATIONS

SHEET
9
OF 18 SHEETS
FINAL NAME



JACK LYLE PARK NOTES:

1. THERE ARE A TOTAL OF EIGHT (8) TRASH CANS AND THREE (3) RECYCLING BINS
2. T3 CAN BE PICKED UP FROM MIDDLE AVENUE, T1 FROM FREMONT STREET, T4 FROM THE PARKING SPACE, AND T5 FROM ARBOR ROAD
3. T2 CAN BE PICKED UP FROM FREMONT STREET.
4. T6 CAN BE PICKED UP FROM THE PARKING SPACE BY ARBOR ROAD. THEN T7 AND T8 CAN BE PICKED UP AFTER T6
5. R1 CAN BE PICKED UP FROM FREMONT STREET
6. R3 CAN BE PICKED UP FROM THE PARKING AREA BY ARBOR ROAD. THEN R2 CAN BE PICKED UP
7. ESTIMATED TRASH DISTANCE: 600 FEET
8. ESTIMATED RECYCLING DISTANCE: 300 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6
T7: TRASH CAN 7
T8: TRASH CAN 8

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2
R3: RECYCLING BIN 3

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

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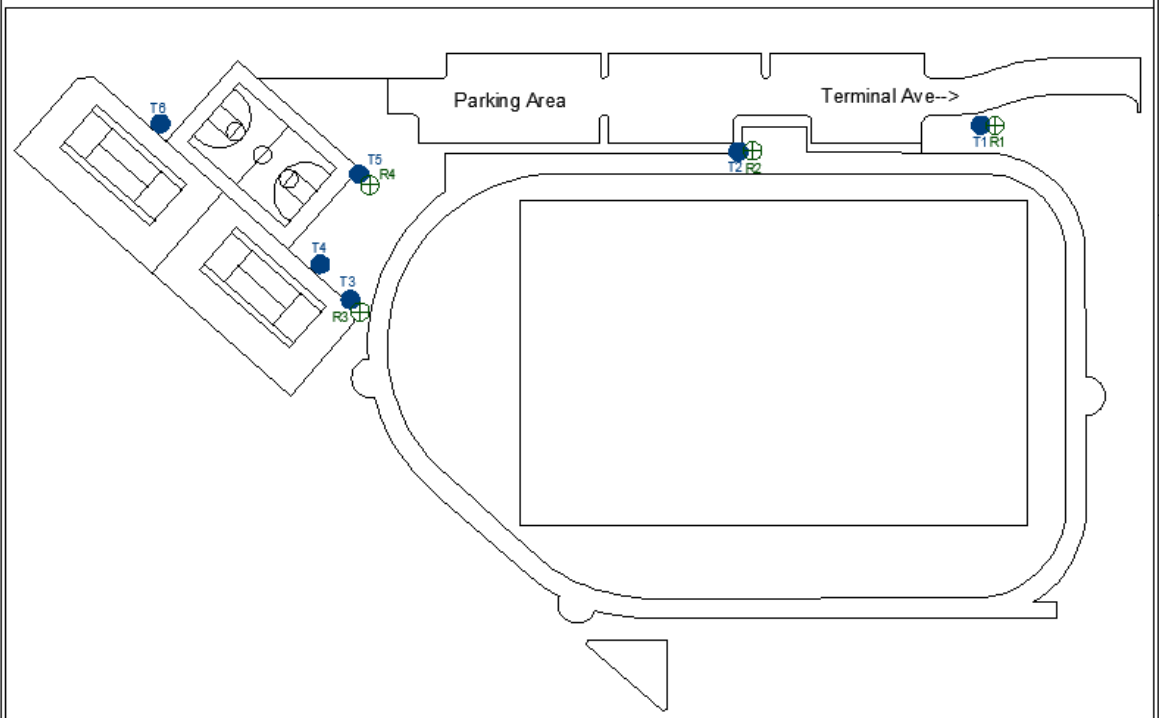
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JACK LYLE PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
6
OF 18 SHEETS
PROJ NAME



KELLY PARK NOTES:

1. THERE ARE A TOTAL OF SIX (6) TRASH CANS AND FOUR (4) RECYCLING BINS
2. T1, T2, R1, AND R2 CAN BE PICKED FROM THE PARKING AREA
3. T3 CAN BE PICKED UP FROM THE PARKING AREA ON TERMINAL AVENUE. FROM THERE T4, T5, AND T6 CAN ALSO BE PICKED UP
4. R3 CAN BE PICKED UP FROM THE PARKING AREA ON TERMINAL AVENUE, AND FROM THERE CONTINUE TO R4
5. ESTIMATED TRASH DISTANCE: 700 FEET
6. ESTIMATED RECYCLING DISTANCE: 300 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2
R3: RECYCLING BIN 3
R4: RECYCLING BIN 4

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
ENGINEER BY:
SURVEYED BY:

APPROVED:

RUBEN R. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

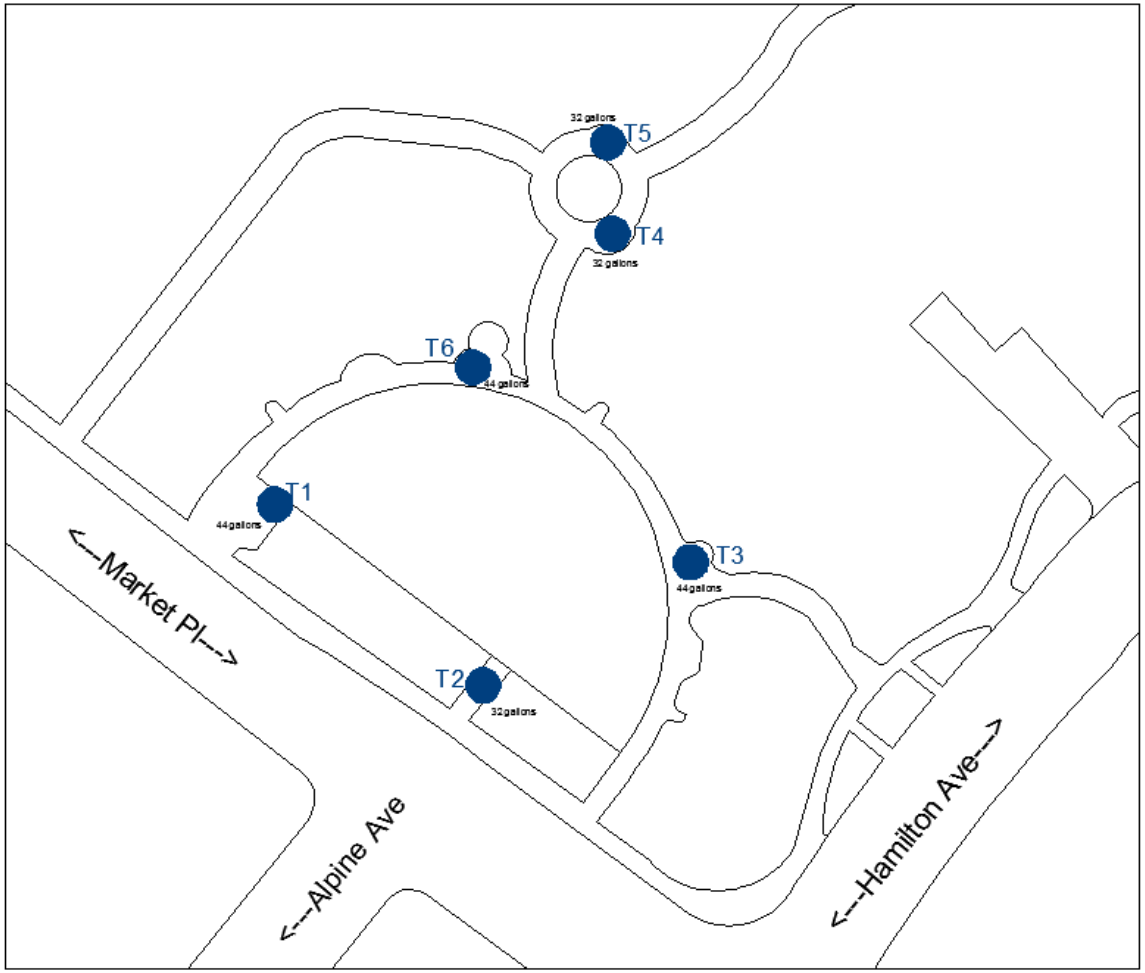
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KELLY PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
17
OF 18 SHEETS
PROJ. NAME



MARKET PLACE PARK NOTES:

1. THERE ARE A TOTAL OF SIX (6) TRASH CANS
2. T1 CAN BE PICKED UP FROM MARKET PLACE. FROM THERE, PICK UP T6, T4, T5, T2, AND T3
3. ESTIMATED TRASH DISTANCE: 850 FEET
4. ESTIMATED RECYCLING DISTANCE: 0 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

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CITY OF MENLO PARK

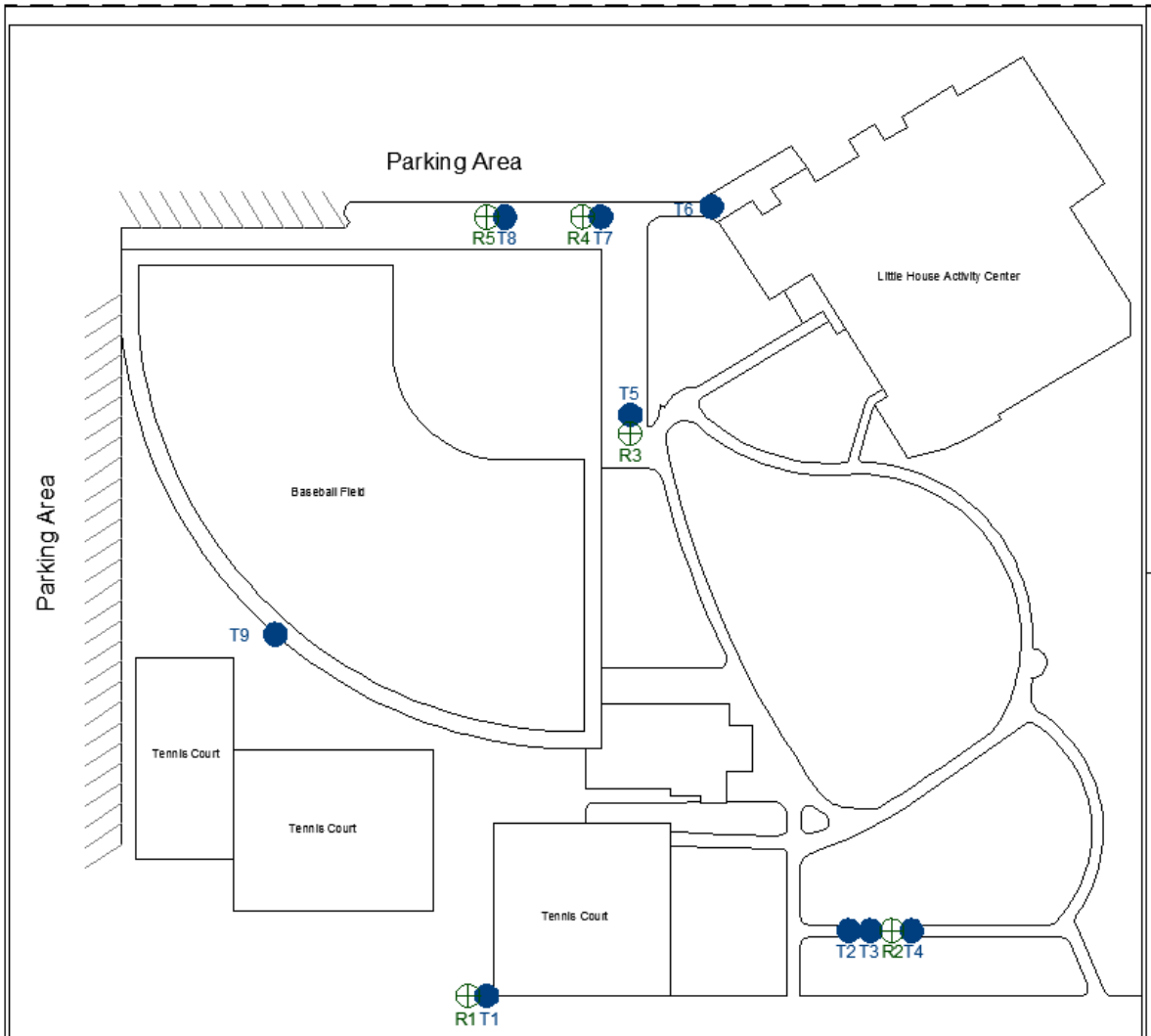
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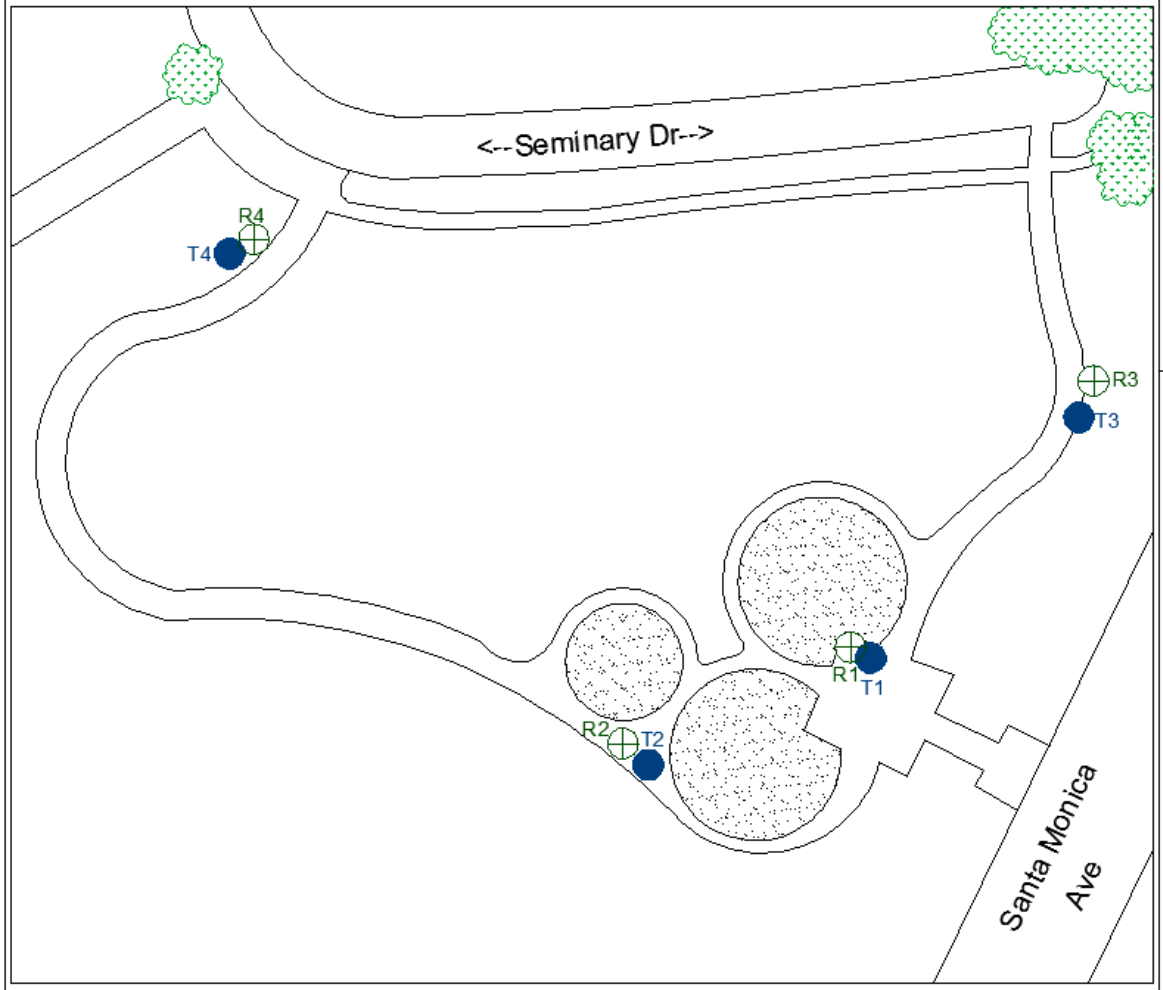
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MARKET PLACE PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
10
OF 18 SHEETS
PROJ NAME


Parking Area
R5 T8
R4 T7
T6
Little House Activity Center
T5
R3
Baseball Field
Parking Area
T9
Tennis Court
Tennis Court
Tennis Court
T2 T3 R2 T4
R1 T1
<---Middle Ave--->
NEALON PARK NOTES:
1. THERE ARE A TOTAL OF NINE (9) TRASH CANS AND FIVE (5) RECYCLING BINS
2. T1 AND R1 CAN BE PICKED UP FROM MIDDLE AVENUE. T6, T7, T8, R4 AND R5 CAN BE PICKED UP FROM THE PARKING SPACE.
3. T2, T3, AND T4 CAN BE PICKED UP FROM MIDDLE AVENUE.
4. T9 CAN BE PICKED UP FROM THE PARKING LOT BY THE TENNIS COURTS AND BASEBALL FIELD
5. T5 CAN BE PICKED UP FROM THE PARKING LOT BY THE LITTLE HOUSE ACTIVITY CENTER AND BASEBALL FIELD
6. R2 CAN BE PICKED UP FROM MIDDLE AVENUE.
7. R3 CAN BE PICKED UP FROM THE PARKING AREA BY THE LITTLE HOUSE ACTIVITY CENTER AND BASEBALL FIELD
8. ESTIMATED TRASH DISTANCE: 1050 FEET
9. ESTIMATED RECYCLING DISTANCE: 850 FEET
ABBREVIATIONS:
T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6
T7: TRASH CAN 7
T8: TRASH CAN 8
T9: TRASH CAN 9
R1: RECYCLING BIN 1
R2: RECYCLING BIN 2
R3: RECYCLING BIN 3
R4: RECYCLING BIN 4
R5: RECYCLING BIN 5
APPROVED:
CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497
NEALON PARK
TRASH AND RECYCLING BIN LOCATIONS
SHEET
1



SEMINARY OAKS PARK NOTES:

1. THERE ARE A TOTAL OF FOUR (4) TRASH CANS AND FOUR (4) RECYCLING BINS
2. T4 AND R4 CAN BE PICKED UP FROM SEMINARY DRIVE
3. T1 AND T2 CAN BE PICKED UP FROM SANTA MONICA AVENUE
4. T3 CAN BE PICKED UP FROM SEMINARY DRIVE
5. R1 AND R2 CAN BE PICKED UP FROM SANTA MONICA AVENUE
6. R3 CAN BE PICKED UP FROM SEMINARY DRIVE
7. ESTIMATED TRASH DISTANCE: 900 FEET
8. ESTIMATED RECYCLING DISTANCE: 200 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2
R3: RECYCLING BIN 3
R4: RECYCLING BIN 4

APPROVED:

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ENGINEERING DIVISION
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SEMINARY OAKS PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET 12



SHARON HILLS PARK NOTES:

1. THERE ARE A TOTAL OF SIX (6) TRASH CANS AND ONE (1) RECYCLING BIN
2. T4, T3 AND R1 CAN BE PICKED UP FROM TRINITY DRIVE. T5 CAN BE PICKED UP FROM VALPARAISO AVENUE, AND T6 CAN BE PICKED UP FROM ALTSCHUL AVENUE
3. T1 CAN BE PICKED UP FROM HALLMARK CIRCLE, AND FROM THERE PICK UP T2
4. ESTIMATED TRASH DISTANCE: 200 FEET
5. ESTIMATED RECYCLING DISTANCE: 0 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6

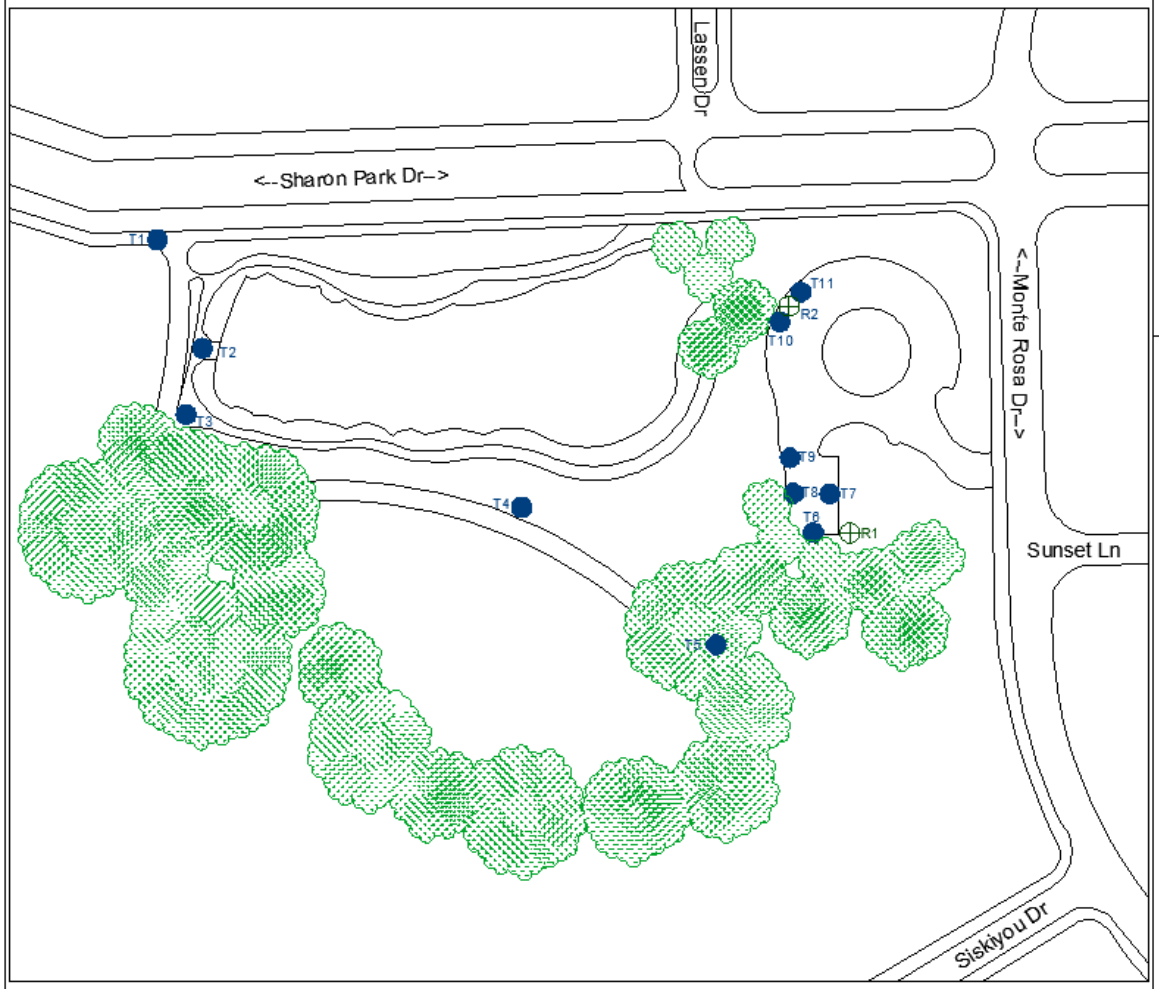
R1: RECYCLING BIN 1

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SHARON HILLS PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
11



SHARON PARK NOTES:

1. THERE ARE A TOTAL OF NINE (9) TRASH CANS AND ONE (1) RECYCLING BIN
2. T1 CAN BE PICKED UP FROM SHARON PARK DRIVE. T6, T7, T8, T9, T10, T11, R1, AND R2 CAN BE PICKED UP FROM THE PARKING AREA BY MONTE ROSA DRIVE
3. T5 CAN BE PICKED UP FROM THE PARKING AREA, AND FROM THERE PICK UP T4
4. T2 CAN BE PICKED UP FROM SHARON PARK DRIVE, AND FROM THERE PICK UP T3
5. ESTIMATED TRASH DISTANCE: 1050 FEET
6. ESTIMATED RECYCLING DISTANCE: 0 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6
T7: TRASH CAN 7
T8: TRASH CAN 8
T9: TRASH CAN 9
T10: TRASH CAN 10
T11: TRASH CAN 11

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
APPROVED BY:

APPROVED:

RUBEN R. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

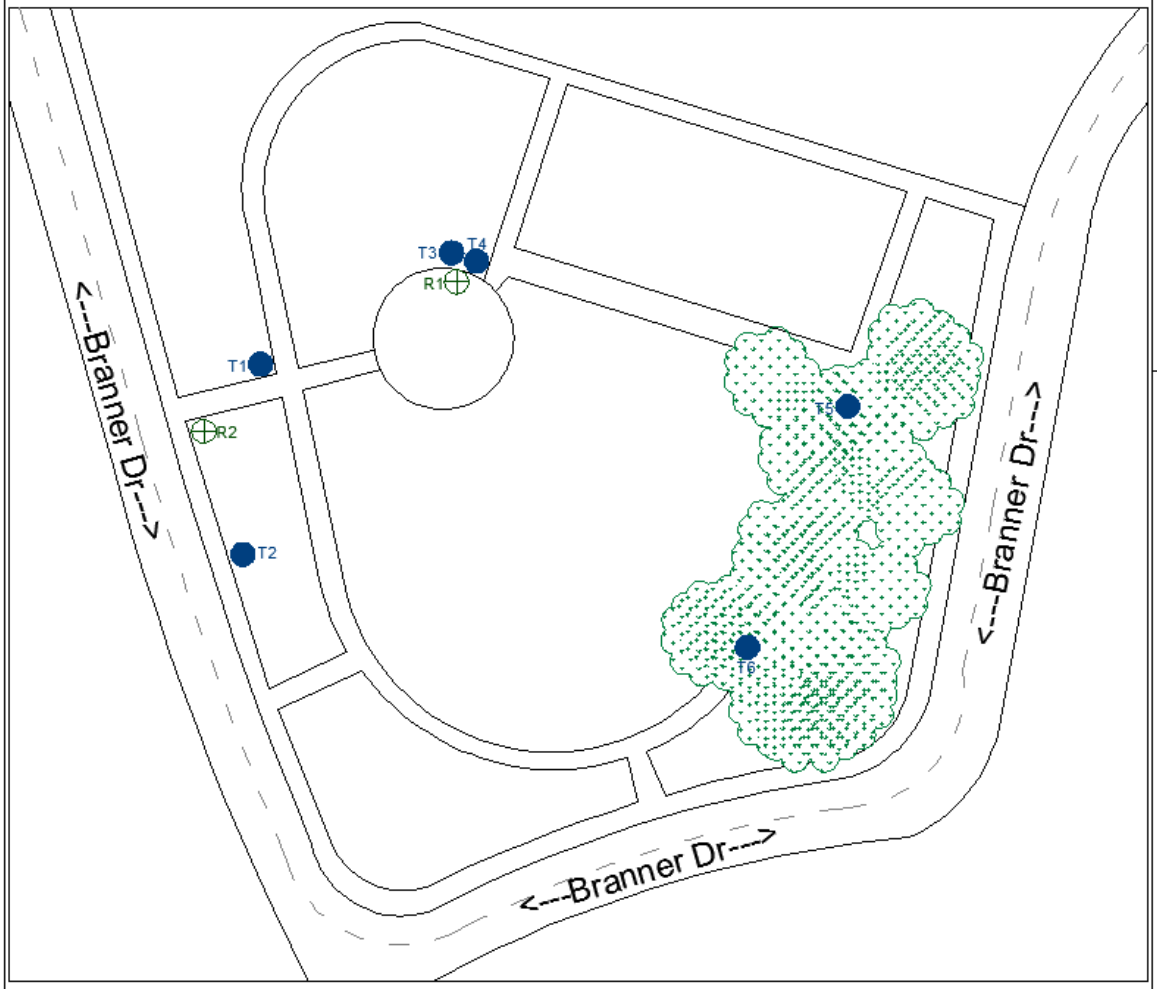
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SHARON PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
4
OF 18 SHEETS
FINAL NAME
@AVE



STANFORD HILLS PARK NOTES:

1. THERE ARE A TOTAL OF SIX (6) TRASH CANS AND ONE (2) RECYCLING BINS
2. T2 AND R2 CAN BE PICKED UP FROM BRANNER DRIVE
3. T1 CAN BE PICKED UP FROM BRANNER DRIVE. THEN MOVE ON TO PICK UP T3, AND T4, AND FROM T4 BACK TO BRANNER DRIVE
4. T5 CAN BE PICKED UP FROM BRANNER DRIVE
5. T6 CAN BE PICKED UP FROM BRANNER DRIVE
6. R1 CAN BE PICKED UP FROM BRANNER DRIVE
7. ESTIMATED TRASH DISTANCE: 850 FEET
8. ESTIMATED RECYCLING DISTANCE: 350 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
ENGINEER BY:
SURVEYED BY:

APPROVED:

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CITY OF MENLO PARK

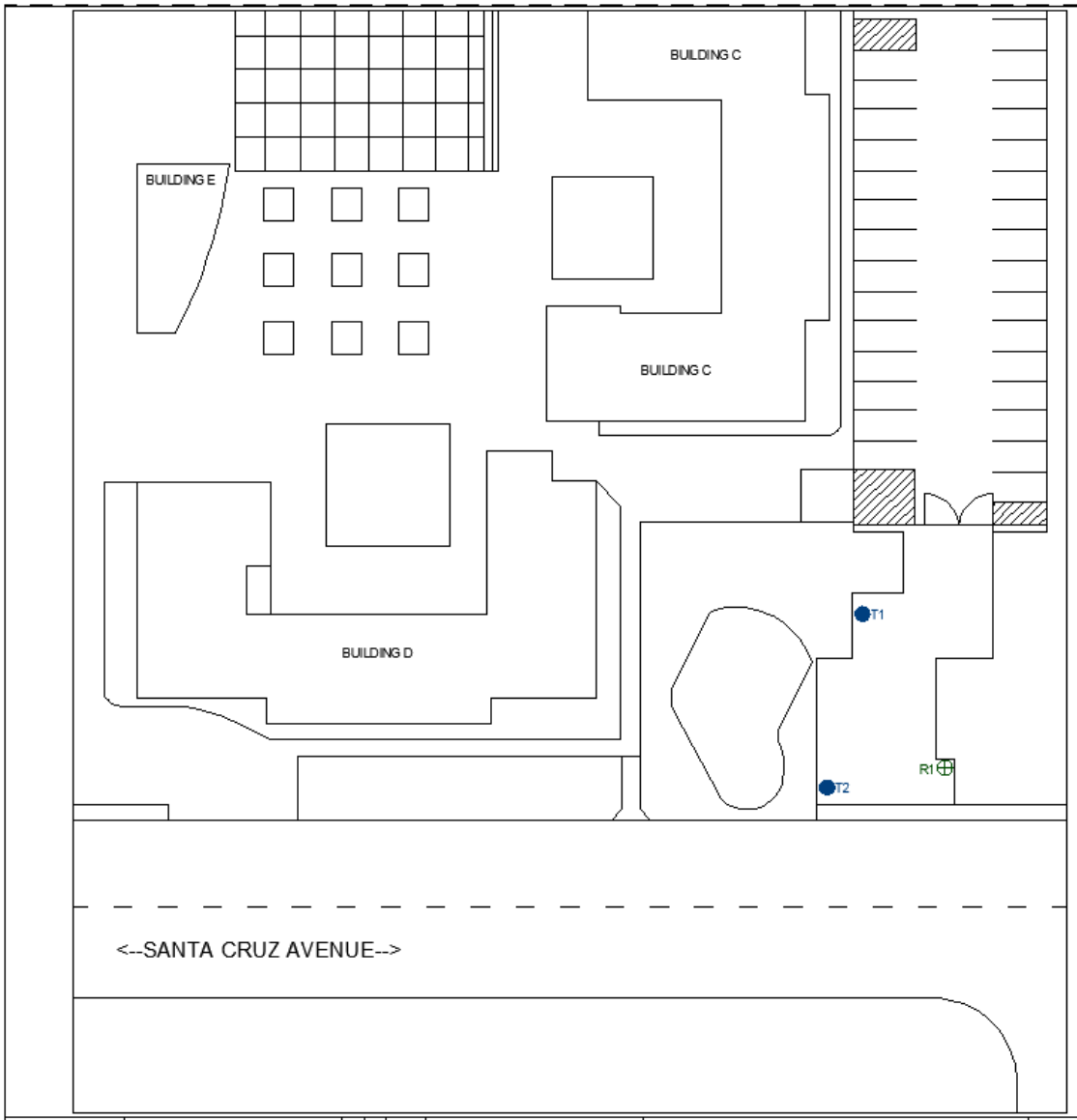
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STANFORD HILLS PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
3
OF 18 SHEETS
PROJ. NAME



TINKER PARK NOTES:

1. THERE ARE A TOTAL OF TWO (2) TRASH CANS AND ONE (1) RECYCLING BIN
2. T1, T2, AND R1 CAN BE PICKED UP FROM SANTA CRUZ AVENUE
3. ESTIMATED TRASH DISTANCE: 200 FEET
4. ESTIMATED RECYCLING DISTANCE: 80 FEET

ABBREVIATIONS:

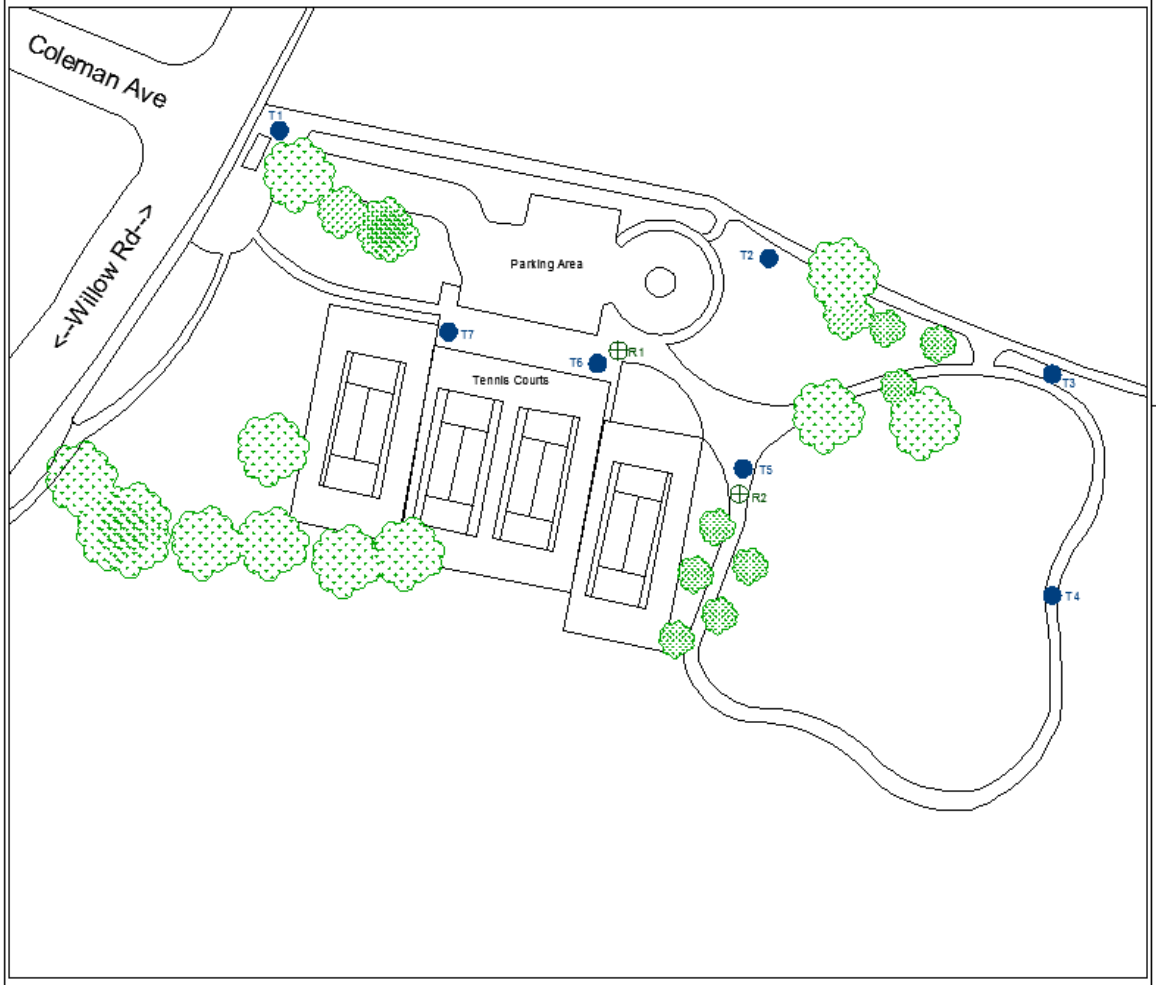
T1: TRASH CAN 1
T2: TRASH CAN 2
R1: RECYCLING BIN 1

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TINKER PARK
TRASH AND RECYCLING BIN LOCATIONS
NEAR HILLVIEW MIDDLE SCHOOL

SHEET 18



WILLOW OAKS PARK NOTES:

1. THERE ARE A TOTAL OF SEVEN (7) TRASH CANS AND TWO (2) RECYCLING BINS
2. T1 CAN BE PICKED UP FROM WILLOW ROAD
3. T7 CAN BE PICKED UP FROM THE PARKING AREA.
4. T6 CAN ALSO BE PICKED UP FROM THE PARKING AREA. FROM THERE T5, T3, AND T4 CAN BE PICKED UP
5. T2 CAN BE PICKED UP FROM THE PARKING AREA
6. R1 CAN BE PICKED UP FROM THE PARKING AREA. THEN, R2 CAN BE PICKED UP FROM R1
7. ESTIMATED TRASH DISTANCE: 1100 FEET
8. ESTIMATED RECYCLING DISTANCE: 300 FEET

ABBREVIATIONS:

T1: TRASH CAN 1
T2: TRASH CAN 2
T3: TRASH CAN 3
T4: TRASH CAN 4
T5: TRASH CAN 5
T6: TRASH CAN 6
T7: TRASH CAN 7

R1: RECYCLING BIN 1
R2: RECYCLING BIN 2

DATE:
SCALE:
DRAWN BY:
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

RUBEN P. NINO, ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

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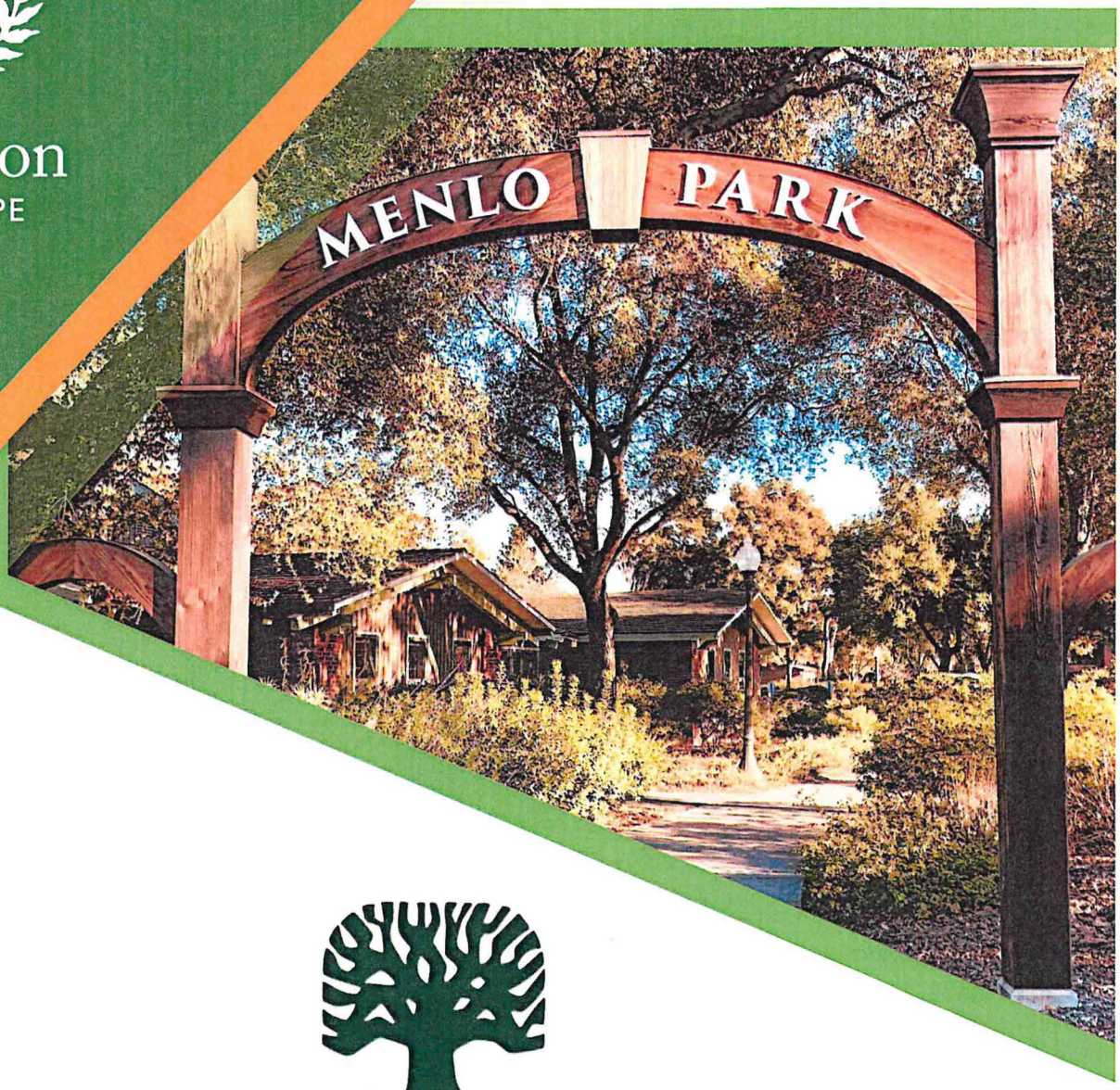
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WILLOW OAKS PARK
TRASH AND RECYCLING BIN LOCATIONS

SHEET
5
OF 18 SHEETS
PROJ NAME

Medallion
LANDSCAPE



CITY OF
MENLO PARK

PROPOSAL FOR

Median and Right of Way Landscape Maintenance Services

Prepared for:
City of Menlo Park

Public Works Department
701 Laurel Street
Menlo Park, CA 94025

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Medallion

Medallion
LANDSCAPE

WWW.MLMI.COM

10 San Bruno Avenue
Morgan Hill, CA 95037

669.270.7095
raitis@mlmi.com

September 16, 2026

Mr. Douglas Monterrosa
CITY OF MENLO PARK
Public Works Department
701 Laurel Street
Menlo Park, CA 94025

Dear Mr. Monterrosa,

On behalf of Medallion Landscape Maintenance, I would like to thank you for considering our company for your landscape and irrigation needs for Median and Right of Way Landscape Maintenance Services as listed and described in **the RFP** that was provided by the City of Menlo Park. Our company is a California corporation with the legal name of Medallion Landscape Management, LLC with I am currently the President and CEO of the corporation.

We have been providing comprehensive landscape management programs to customers in the Bay Area for over 30 years. Medallion specializes in servicing large commercial & municipal clients that have multiple locations and our current portfolio includes The City of Morgan Hill, California Water, The Irvine Company, City of Concord and Alameda County Water District as well as various homeowner associations and commercial customers throughout the Bay Area. We are a quality-oriented company that offers full service for your complete landscaping needs. By formulating a Pro-Active Maintenance Plan, directed by knowledgeable supervision, we feel we can provide the City of Menlo Park with a highly detailed maintenance and water management program at a competitive price that will ensure a neat and professional appearance of the landscape areas throughout all your locations covered by this RFP.

Some of the benefits you will receive by using the services of Medallion Landscape are:

- An experienced and knowledgeable staff with an average tenure of over 15 years
- A Team of Highly Experienced Landscape Experts including on staff Horticulturist, Arborist, Licensed Pest Control Manager and Certified Irrigation Manager
- Excellent communication and strong management of personnel
- 24 hours, 7 days a week emergency service
- Specialized departments to assist onsite crew including:
  - A management team that is familiar with city staff and that has recently installed 20 smart irrigation controllers for the City of Menlo Park earlier this year
  - Spray and Pest Control Department
  - Irrigation Department overseen and trained by Certified Irrigation Manager
  - Enhancement Department that provides innovative ideas for landscape and irrigation improvements at no additional charge to the district

We intend to make every effort possible to exceed your customer service and work quality expectations within your budget. If our plan does not meet your needs, we would appreciate the opportunity to meet with you to further refine our approach. If you have any questions about this proposal or would like to arrange a meeting with the management team that will be responsible for your properties, please call me **(669)270-7095** or e-mail me raitis@mlmi.com.

We look forward to working with you as your business partners.

Sincerely,

Raitis Raisian
CEO

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Staffing And Qualifications

A. Key Personnel:

Here is a list and brief resume of the key staff that would be involved with this contract if chosen as your landscape maintenance company for the RFP for Median and Right of Way Landscape Maintenance Service for the City of Menlo Park.



Raitis Raisian - CEO

4 years with Medallion and 25+ years in the industry

Raitis is currently responsible for the overall operation of the company and collaborates with branch managers to execute the organization's vision. With over two decades of commercial landscape experience, he has vast experience overseeing the landscape maintenance at **dozens of municipalities throughout California**. He values relationships and mentors' teams, emphasizing integrity and excellence while ensuring top client experiences.



Ildefonso (Fonsie) Bettencourt - Vice President of Operations

25 Years with Medallion and 35+ years in the industry

Fonsie, a landscape expert with 35+ years of Bay Area experience, oversees Medallion's landscape maintenance and tree divisions. He manages daily operations, trains teams, ensures quality, and liaises with clients, all with a passion for excellence. Fonsie's deep industry knowledge and commitment have made him a customer favorite and valuable Medallion team member for over 25 years.



Ian Scott – Project Manager and Regional Irrigation Manager

13 Years with Medallion and 25+ years in the industry

With over a decade at Medallion, Ian leads the water management division, holding the Certified Water Manager designation. He manages daily irrigation operations and guides the irrigation teams for the company establishing Medallion as a top landscape service provider with his expertise and commitment to responsible water practices and conservation. He will be involved with overseeing the repairs and controller settings for this Contract with the City.

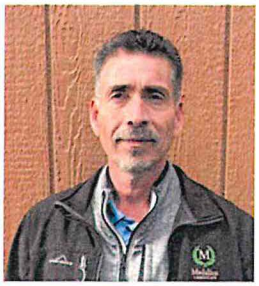


Mike Herrera - Branch Manager

10 Years with Medallion and 20+ years in the industry

Mike has almost 20 years of experience in the nursery and landscape industry in the Northern California area and is responsible for the overall operation of the Medallion Landscape Maintenance Branch that would service the City of Menlo Park. This facility currently serves over 150 accounts and specializes in providing high quality work to various commercial properties, luxury apartments, Homeowner Associations and municipalities throughout the Bay Area.

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Juan Armenta – Account Manager

14 Years with Medallion and 25+ years in the industry

Juan is a seasoned manager with over two decades in landscaping and serves as an Account Manager at Medallion Landscape. He ensures quality and quick response for all his clients and his success hinges on his excellent communication with clients and accountability focus with employees. He also enforces the company's safety policies, reducing preventable injuries and positively impacting Medallion's success and would oversee the crews that would service the City of Menlo Park.



Tim Fitzgerald – Horticulturist, Arborist and Senior Account Manager

20 Years with Medallion and 40+ years in the industry

Tim has a bachelor's degree in Ornamental and Environmental Horticulture from Cal Poly State University, boasts over 40 years in the industry. As a licensed Pest Control Operator in California and an ISA Certified Arborist, he leads Pest Management where his expertise in pest control and arboriculture drives the development of safe, environmentally friendly pest management strategies that maintain healthy landscapes.

Total number of staff assigned to City of Menlo Park

The following staff would be involved with the City of Menlo Park contract:

1 - CEO
1 - Vice President of Operations
1 - Account Manager
1 - Irrigation Manager
1 - Production Manager
6 - Landscape Crew Members
1 - Irrigation Technicians
1 - Spray Technician

Support Staff (as needed)
1 – Arborist & Horticulturist
1 – Enhancement Manager
3 – Enhancement Crews
1 – Safety Manager
1 – Landscape Designer
3 – Office/Admin Staff

B. Company Experience:

Medallion Landscape is one of the largest landscape management companies operating throughout in Northern California, with over 30 years industry knowledge and experience providing landscape and grounds maintenance services. Medallion Landscape is headquartered in Morgan Hill but serves it's more than 1000 clients through 5 locations that are located throughout the SF Bay Area. With over 250 employees and 120 vehicles, Medallion has the necessary resources to ensure that required equipment and employees are obtained before the start date of any large contract such as the City of Menlo Park. The Medallion branch that will be servicing the City of Menlo Park is located in San Carlos, CA.

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Describe management personnel's experience with accounts of similar size and scope, company structure, and staff assigned to the resulting agreement.

In addition to working with the City of Morgan Hill for the past 3 years, Medallion Landscape has been an expert provider of top-notch landscape services and exceptional customer service to the Bay Area for over 30 years and during this time has serviced hundreds of private clients with many of these accounts being in similar size and scope to what is required for the City of Menlo Park. Medalion Landscape CEO Raitis Raisian has vast experience working with municipalities throughout California and during his 25+ year career has provided landscape services to **over 50 municipalities** including various cities, counties, school districts, utility agencies and military bases. Medalion VP of Operations Fonsie Bettencourt has also worked with local municipalities over the last 25 years including the City of Concord, City of Fremont, Los Altos School District, Mt. Diablo School District and California Water Services. As a leading commercial landscape contractor in the region, Medallion offers a full range of services, including municipal and commercial properties. With a reputation for consistent quality and commitment to going above and beyond for our customers, Medallion has established itself as the standard for excellence in the industry and believes it can do the same for the City of Menlo Park.

Please see the proposal for more detailed information on our proposed approach to provide the required services in a cost effective and timely manner service the City of Menlo Park.

- Proposed Service Approach and Detailed Staffing Plan
- List of Tools and Equipment
- Maintenance Transition Plan
- Traffic Control Plan
- Communication Plan (Including On Call and Emergency Response Process)
- Quality Control Plan

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DEPARTMENT OF CONSUMER AFFAIRS
CONTRACTORS STATE LICENSE BOARD

Consumers | Licensees | Applicants | Or

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Contractor's License Detail for License # 713234

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- Arbitrations are not listed unless the contractor fails to comply with the terms.
- Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Business Information

MEDALLION LANDSCAPE MANAGEMENT LLC
10 SAN BRAUNO AVE
MORGAN HILL, CA 95037
Business Phone Number:(408) 782-7500

Entity Ltd Liability
Issue Date 10/03/1995
Reissue Date 09/22/2021
Expire Date **09/30/2027**

License Status

This license is current and active.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE

License Number 713234 Entity LLC

Business Name MEDALLION LANDSCAPE
MANAGEMENT LLC

Classification(s) C27

Expiration Date 09/30/2027 www.cslb.ca.gov

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2026
EXPIRES: December 31, 2027

Pest Control Business - Main
LICENSE

LICENSE NO. 45980

Invalid if insurance and/or qualified person(s) lapse before expiration date.

Mailing Address:
MEDALLION LANDSCAPE MANAGEMENT, LLC
10 SAN BRUNO AVE
MORGAN HILL, CA 95037

Business Location
MEDALLION LANDSCAPE MANAGEMENT, LLC
10 SAN BRUNO AVE
MORGAN HILL, CA 95037

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE – ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

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3. If you lose your license, then you may request a new one for a $20 fee.
4. Please refer to the license number located in the middle of the page when contacting us.
5. For more information, please contact us at (916) 445-4038 or at <licensemail@cdpr.ca.gov>. Or you may write to

Department of Pesticide Regulation
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015

DEPARTMENT OF PESTICIDE REGULATION
LICENSING/CERTIFICATION PROGRAM

QAL

QUALIFIED APPLICATOR LICENSE

LICENSE #: 102499 **EXPIRES: 12/31/2026**
Categories: B Issued: 1/1/2025

TIM FITZGERALD
4837 RIVERVALE DR
SOQUEL, CA 95073

This License must be shown to any representative of the Director or Commissioner upon request.

ReScape

Certificate of Completion

This declares that

Jose Quinonez

has successfully met the requirements to become a ReScape Qualified Professional (RQP) by taking the

Regenerative Landscape Maintenance Qualification Training (MQT) - September 2025



Milena Fiore

Milena Fiore, Executive Director

Issued: 2025-09-25

nmiuta514v

landscape industry certified

Ian Scott

Has met all of the requirements necessary to achieve the status of

LANDSCAPE INDUSTRY CERTIFIED TECHNICIAN

Turf and Ornamental Maintenance, Irrigation

Landscape Industry Certified PLANET

In partnership with:
California Landscape Contractors Association

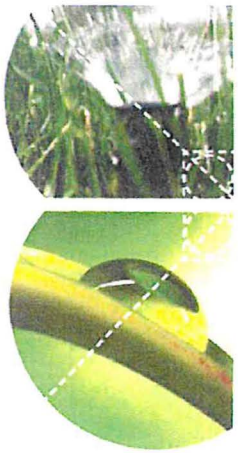
Michael Becker

Landscape Industry Certified Manager
Chairman, International Certification Council

QUALIFIED • CONFIDENT • RECOGNIZED

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Irrigation ASSOCIATION™



IRRIGATION ASSOCIATION

Certifies that

Ian Scott

Has earned the designation of

Certified Landscape Irrigation Auditor

Certification ID # 007675

Tom Wyatt

Tom Wyatt, CID, CIC, CLIA, CGIA
Chair, Certification Board

After December 31, 2012 this certificate is valid only when accompanied by a current renewal card.

WORK REFERENCES

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

CITY OF MENLO PARK

Background	
Provide locations and contact information regarding at least three (3) projects or services that have been completed by your company in the last five (5) years within the San Francisco Bay Area. Examples are to be of a similar type of work you are bidding on and with a public agency. Please provide a list of references on a separate sheet of paper if different than the ones listed below.	
Project I	
Agency name and location:	City Of Menlo Park
Contact person's name:	Ryan Bernal - Senior Civil Engineer
Contact phone number:	650-330-6713
Contact email address:	rkbernal@menlopark.gov
Year performed:	2026
Type of work performed:	Installation of 20 Smart Irrigation Controllers in response to RFP
Contract amount:	$278,000
Project II	
Agency name and location:	City of Morgan Hill
Contact person's name:	Keri Russell - Maintenance Manager
Contact phone number:	408-310-4057
Contact email address:	keri.russell@morganhill.ca.gov
Year performed:	2022 - present
Type of work performed:	landscape maintenance of medians, parks, facilities & downtown
Contract amount:	$325,000
Project III	
Agency name and location:	City of Concord
Contact person's name:	Richie Buchan - Landscape Division Supervisor
Contact phone number:	925-671-3342
Contact email address:	Richard.Buchan@cityofconcord.org
Year performed:	2026
Type of work performed:	Recently awarded the contract to provide city-wide median landscape maintenance services
Contract amount:	$100,000
Signature	
Print name: Raitis Raisian	
Signature: Raitis Raisian	
Date: September 16, 2026	

MEDALLION LANDSCAPE

Experience and List of References

In addition to servicing over 600 job sites for hundreds of clients in the Northern California market, Medallion currently also manages the landscape for municipalities and HOA's throughout the Bay Area with most of the following being currently served by the branch and staff that would be servicing the city of Scott Valley. We encourage you to contact the following clients that are all located within 30 miles of the city and ask questions regarding the level of service we are able to provide on a consistent level.

1. Name: California Water Service (Cal Water)
   Address: 949 B Street
   City, State, Zip: Los Altos, CA 94024
   Telephone /Email: (650) 390-0284 x74201 / Mschmidt@calwater.com
   Contact Person and Role: Melinda Schmidt, Superintendent II
   Brief Description: Weekly, monthly & quarterly landscape maintenance of 48 locations including water tanks, reservoirs & pump stations

2. Name: City of Morgan Hill
   Address: 100 Edes Court
   City, State, Zip: Morgan Hill, CA 95037
   Telephone /Email: 408.310.4057 / Keri.Russell@morganhill.ca.gov
   Contact Person and Role: Keri Russell, Maintenance Coordinator
   Brief Description: Landscape maintenance of 17 locations including city hall, Aquatics Center, fields, trails & native habitat areas

3. Name: Irvine Company
   Address: 5451 Great America Pkwy., 2nd Flr.
   City, State, Zip: Santa Clara, CA 95054
   Telephone /Email: 408-330-0106 / mbettercourt@irvinecompany.com
   Contact Person and Role: Michael Bettencourt, Senior Landscape Manager
   Brief Description: Landscape maintenance of over 3,000,000 sq ft. of landscape at 25 locations throughout the Bay Area

4. Name: Prometheus Real Estate Group, Inc.

Address: 1 North B Street, Suite 4000

City, State, Zip: San Mateo, CA 94401

Telephone /Email: 669-369-8636 / JLee@prometheusreg.com

Contact Person and Role: Jonathan Lee, Landscape Manager

Brief Description: Landscape maintenance of over 2,500,000 sq ft. of landscape at 18 locations throughout the Bay Area

5. Name: Sares-Regis Group

Address: 520 S El Camino Real #200

City, State, Zip: San Mateo, CA 94402

Telephone /Email: 650-349-3200 / RMatos@Sares-Regis.com

Contact Person and Role: Roxana Matos, Community Manager

Brief Description: Landscape Maintenance at 12 locations totaling over 1,000,000 sq. ft. located throughout the Bay Area

MEDALLION LANDSCAPE

Staffing and Work Plan

Proposed Staffing Plan

Should Medallion be selected as your landscape, we would immediately assign the following employees that would visit the city weekly and service all the landscaped areas listed in the RFP on the frequency schedule as outlined on Attachment C. We feel this staff will be able to provide excellent service and the following personnel would be allocated to the City of Menlo Park on a weekly basis:

1	- Account Manager	16 hours
1	- Production/Service Supervisor	16 hours
1	- Branch Manager	4 hours
1	- Irrigation Technician	20 hours
2	- Foreman/Crew Leader	80 hours
4	- Gardeners/Laborers	140 hours
1	- Spray Tech	4 hours
	TOTAL AVG. WEEKLYY HOURS	**280 hours**

The Account Manager and his Production Supervisor visit and drive the property on a regular basis and their main responsibility is to ensure that the staff is following the pre-established maintenance program to the highest quality standards. They would also be responsible for meeting and communicating with the City representatives on a regular basis and filling out any reports or forms that are required as part of the landscape maintenance contract. Whenever on site, all members of our management staff will note any deficiencies that need to be corrected and report them to the Account Manager to plan out the fastest plan of action to remedy the deficiency. On a regular basis, the Account Manager will also do a thorough inspection of all the sites (with or without City representative) and fill out punchlist of all locations noting conditions and required work needed. The necessary work tasks & service requests will be scheduled for completion as soon as possible. As a last step to ensure quality, the Account Manager and the Branch Manager will also conduct inspections of designated key landscaped areas at least monthly (preferably with City representative) to insure that contract guidelines are being followed and that quality horticultural practices are being followed and performed.

A trained Irrigation Technician will be on-site on a daily basis help inspect and make repairs to the irrigation system. The Irrigation Technician's primary duty will be to repair the irrigation system whenever needed. Controller settings will be adjusted seasonally as-needed in order to provide the most efficient use of water and ensure optimum plant health.

The Foreman and Laborers would be in the city every day visiting all sites weekly to visually inspect them and to perform landscaping maintenance duties on a rotational basis to ensure all sites are serviced per designated frequencies so that there is an improvement in the level of service that all the landscaped areas are currently receiving and the level of landscape maintenance specifications outlined in the RFP are met, specifically including:

- **EVERY site visit**: Police all turf and landscape areas being serviced for trash, weeds, or other issues such as vandalism or irrigation breaks
- **Monthly**: Weed, mow, edge, detail perennials and deadhead flowers in all the highly visible areas such as monument corners and high traffic areas as well as fully detail, edge, trim, etc. medians and planter beds
- **Throughout the year**: Follow the Frequency Schedule in Attachment C to make sure that all tasks are completed per the specification outlined in the Contract

Medallion
LANDSCAPE

Project Approach / Execution Plan

A. Scope Coverage

Medallion Landscape Management is one of the largest regional landscape companies in Northern California and can provide all requested services listed in the Scope and Frequency of Services outlined in the RFP. All work will be self-performed with Medallion employees and no subcontractors will be used to service this contract. Here are answers to some common questions we frequently get about abilities and experience of Medallion Landscape

Describe your previous experience providing landscape maintenance services at like-sized public and/or private facilities with similar scopes of work.

Medallion Landscape Management currently maintains the landscape and grounds of hundreds of properties throughout the Bay Area. In addition to the landscape services provided to City of Morgan Hill for its parks and city facilities, the best example might be the properties we maintain for California Water where we maintain the landscape and irrigation at over 60 sites and locations in Santa Clara and San Mateo counties that include their office buildings, maintenance yards, pump stations, water tanks, trails, and other open space areas. Medallion also maintains millions of sq ft of landscaped, hardscape and parking lots for large private clients such as The Irvine company (over 30 sites) and Prometheus Real Estate (over 30 sites) that have been long time clients Work includes turf care (mowing, edging, fertilization, weed control, irrigation checks, etc.) as well as planter bed maintenance (shrub & groundcover trimming, weed & pest control, fertilization) and a full irrigation management program that includes repairs and full oversight (monitoring and programming) of irrigation controllers at each property.

Describe your systems' approach for managing irrigation systems. What is your plan for maintaining irrigation systems and preventative measures to be taken to assure maximum efficiency and water conservation. Discuss experience with any and all centralized irrigation systems.

Medallion Landscape Management has extensive experience in the installation, programming, and maintenance of weather-based irrigation systems like the WeatherTrak controllers we installed for the city of Menlo Park and Morgan Hill. We have installed and currently maintain hundreds of web-based irrigation controllers for various clients, and we are committed to providing ongoing support for the systems we install. Led by Ian Scott, our team has the knowledge and expertise needed to ensure that your irrigation system operates efficiently and effectively, and we are always available to provide support and assistance as needed. With Medallion Landscape Management, you can trust that your irrigation system will be in good hands, both during and after installation.

Service Philosophy: Discuss what your company believes to be the most important component of the landscape services you provide and explain.

Service Philosophy

Medallion Landscape is a client-focused, horticultural organization. Our mission is to cultivate long-term, mutually beneficial relationships with our clients and our employees. Success in our mission will promote enhancement of our client's landscape and create more opportunities for our company and our employees.

To fulfill our mission, we strive to:

- Meet and exceed our client's expectations.
- Remain the industry's leader in quality, technology, and service innovation.
- Provide a full range of cost-effective solutions for our clients.

Operational Priorities

- Identify and actively seek clients who value our level of commitment.
- Design our systems to meet the needs of our clients and operate with the highest productivity.
- Help our clients create and sustain value through their landscapes.
- Select, train and retain employees capable of executing our mission, and reward and promote superior performance.

Medallion Landscape takes a practical, customer-focused approach to delivering landscape services. We pride ourselves on:

- ***Delivering on our promises***. Satisfying customers is at the core of everything Medallion Landscape does. Medallion is fanatical about measuring and improving the way it creates and delivers upon client expectations.
- ***Personal service based upon specific client needs.*** Medallion trains, empowers, and provides incentives to managers and employees to make the decisions necessary to service and completely satisfy our customers. We strive to fully understand the needs of our customers and to address those needs with a personal level of service.
- ***Anticipating and resolving problems before they arise.*** With over 30 years years in the landscape industry, a highly tenured workforce, and the best training in the business, Medallion prides itself on bringing the right expertise to bear on landscape problems and resolving problems right the first time.

Medallion Landscape has an unrivalled reputation in the private and public sector working successfully with superintendents, municipal staff, maintenance directors, developers, and property managers to maintain and improve their landscape.

MEDALLION LANDSCAPE

List of Tools and Equipment

Should Medallion be selected as your landscape contractor for the City of Menlo Park, the following equipment would be allocated to the crews servicing all the medians, right of ways and facilities located throughout the City of Menlo Park:

1. Trucks
   a. 2 crew trucks and trailers for 2 separate crews
   b. 1 fully stocked irrigation truck to inspect and make repairs to irrigation system
   c. Spray Truck as necessary
   d. Account Manager Hybrid Maverick Truck used for landscape inspections

2. Mowers & Edgers
   a. 1 - 52" Toro Riding Mowers
   b. 1 - 36" walk behind Mower
   c. 2 - 30" mowers
   d. 2 - Edgers

3. Other Power Equipment
   a. 3 - BATTERY POWERED hedge-trimmers
   b. 3 - BATTERY POWERED extension hedge-trimmers
   c. 3 - BATTERY POWERED weed eaters
   d. 4 - BATTERY POWERED Blowers
   e. 1 - BATTERY POWERED Chainsaws

4. Hand Tools
   a. Backpack Sprayer for herbicides
   b. Backpack Sprayer for pesticides
   c. Hedge Shears and Loppers
   d. Pole Pruners for trees
   e. Hand Pruners for each crew member
   f. Shovels, rakes, brooms, and associated hand tools
   g. Manual Spreaders for fertilizer application
   h. Safety clothing and gear for all workers

5. Aerator, roto-tiller, trencher and other specialized equipment as needed

6. Traffic Control Cones & Signage, Safety Equipment and PPE for All Workers

In general, Medallion Landscape will and has all of the equipment necessary to fully meet the specifications and complete all necessary work at all the locations as outlined in the RFP

MEDALLION LANDSCAPE

Maintenance Transition Plan for the City of Menlo Park

The transition or "Ramp-up" plan is an important element anytime we take over highly visible sites such as the ones that are part of this RFP for the City of Menlo Park. From past experience we have learned that preparation is vital to ensure that there is a smooth transition without any problems. Since Medallion will be using experienced staff from existing projects, we feel there will be a minimum amount of time required to train our work crews on proper landscape maintenance techniques. Our entire team of employees (managers, foremen, work crews and support staff) all play an important part in the transition process and will be involved throughout this period.

If awarded the contract, Medallion proposes the following weekly schedule for the transition plan to be completed BEFORE we begin service at NO additional charge:

Week One (Four weeks before beginning service)

Identify key personnel that will be transferred and assigned to project
Order any necessary equipment
Begin preparing maintenance schedules for all areas
Prepare and sign all documentation for contract
Exchange contact information with the City
Contact city representative and update on progress

Week Two (Three weeks before beginning service)

Hire any additional necessary employees
Prepare laminated maps of all areas for all personnel
Begin gathering maps & information for the irrigation systems
Contact city representative and update on progress

Week Three (Two weeks before beginning service)

Train all employees on maintenance techniques for synthetic turf
Provide the City with the final work schedule
Work with Pest Control Department to identify any problems
Meet with current contractor to identify any key issues to ensure a smooth transition
Contact city representative and update on progress

Week Four (One week before beginning service)

Tour entire landscape areas with all employees that will be involved in project
Assemble and prepare all required equipment
Final update to city representatives
Tour with City Representative to discuss the following:

A. Trimming style desired by city
B. Monthly Rotational Maintenance Plan
C. Schedule and implementation of Fertilization Program
D. Any additional findings or requests from the city

MEDALLION LANDSCAPE

TRAFFIC CONTROL

Medallion Landscape has vast experience working safely along roadways & medians, and currently performs this work for several clients in Northern California including the City of Morgan Hill, Alameda County Water District, City of Concord as well as various commercial properties that have medians in high traffic areas. All employees are trained to set up work zones per the most current version of California's Work Area Traffic Control Handbook (WATCH). Setting up temporary traffic control consists of "Men Working Ahead" signs several hundred feet prior to the work area (based on distances from the WATCH), and cones alongside the curb placed at two times the speed limit (# of signs and cones varies depending on the posted speed limit of the medians and roads we are working in).

1. All Medallion employees will be/have been trained in:
    a. The hazards of working in or around active traffic lanes
    b. Measures for protecting themselves and the public within a Temporary Traffic Control (TTC) zone
    c. The proper procedures for setting up and taking down TTC devices within a TTC zone
2. All TTC applications will be based on both the most current version of the Manual on Uniform Traffic Control Devices (MUTCD) and all applicable traffic control standards for the state of California.
3. All TTC devices will be approved under the most current version of the Manual on Uniform Traffic Control Devices (MUTCD) and all applicable traffic control standards for the state of California.
4. All devices will be inspected daily or as often as necessary throughout the work day; they will be maintained continually and will be repaired or replaced as needed.
5. All traffic control safety procedures will conform to standards and regulations required of the California Occupational Safety and Health Act (CAL OSHA), the Federal Occupational Safety and Health Act (OSHA), the California Division of Industrial Safety Orders (CDIS), the State of California Manual of Traffic Controls, and any other applicable governmental law or regulations.

MEDALLION LANDSCAPE

Medallion's Quality Control Plan

Our goal is to consistently offer the best value for our clients by providing unmatched service, a customized approach focused on your specific priorities and a well maintained landscape you are proud of – all while meeting your predetermined budget parameters. Medallion Landscape will conduct regularly scheduled inspections of your property to ensure that all contract specifications are followed. On a regular basis, the Account Manager will inspect designated locations and do a thorough punch list noting conditions and required work needed. The necessary work tasks will be scheduled for completion as soon as possible with consideration to contract specified guidelines. The Account Manager and/or the Branch Manager are also available to conduct inspections as needed with any City representative. This will ensure that contract scope of service guidelines and quality horticultural practices are being followed and performed.

A **Quality Site Assessment** (QSA) Punchlist System is Medallion's program that helps standardize the quality audit process. Implementing the QSA system will allow us to perform Landscape Quality Evaluations with efficiency and integrity while providing our customers and management a tool to monitor our performance. This Quality Evaluation process has proven to be a very effective tool:

- To communicate with customers on a regular basis - monthly, quarterly, or yearly, based on customer preferences and the size of the account.
- To provide proactive suggestions for improvement through corrective actions and enhancements proposals.
- To continuously measure the performance of our team on the job sites.
- To create greater customer loyalty.

Medallion instills a passion for quality in every member of our team, and we make it easy for them to provide this quality with systems and processes to support them at every level. We know that the quality of our labor force has the greatest impact on the quality of our work and the cost of maintaining a site. That is why Medallion takes such pride in our work force, and why we put so much emphasis on training, motivating and retaining them. Every level of our leadership, from Account Manager to Branch Manager to General Manager/CEO, sets the tone for quality by maintaining a regular schedule of site walk-through meetings. Our field supervisors use standardized check sheets and site punch list reports to ensure proactive maintenance and communication with their clients. Our field force takes pride in ownership of each job and is continuously trained to focus on the details that make a site worthy to be called a Medallion site.

The final piece of our Quality Control Plan is **Proactive Communication:** We believe it is our job to anticipate the needs of our customers and to ensure that we communicate with them on a regular and frequent basis, so that issues are addressed long before they can become problems. Through our site evaluation processes, site supervisors and branch managers walk the entire site to identify any areas of concern, and to evaluate the overall appearance of the site. Proactive communication also allows us to be highly responsive to emergencies, special requests and acts of nature since we are available emergencies 24/7. We hope that taking all these items in consideration will lead you to the conclusion that Medallion strives to not only provide top quality on a consistent basis but to also monitor our progress and continue to always improve.

Medallion
LANDSCAPE

Communication Plan

Describe the systems your company uses to communicate between supervisors, office staff and field staff. Also describe the systems you use to assign, track, and evaluate work performed by your employees.

To ensure a successful partnership, communication is one of our top priorities. The following will highlight our continued plan to stay proactively involved and communicate at all levels:

Physical Property Inspections: Our Medallion Account Manager will tour the city with your representative to identify new opportunities and address areas of improvement on a regular basis (our preference is weekly or monthly). In addition to this, our senior leadership management team will conduct monthly site inspections to ensure complete contract compliance. Our primary goal will be to improve our quality of work and solve your problems. This can be achieved through these dedicated walk-thru inspections which are followed up with detailed written reports.

Best Communication Methods: We have found that one point of contact from Medallion to handle all customer concerns is what works best for most of our clients. Your Account Manager, **Ian Scott**, will be the one point that will be able to resolve all questions and will be available 24 hours a day to respond to all questions and concerns from any city staff and representatives. As a back-up to the account manager, the Branch Manager and CEO are also available to assist with any tasks and ensure there is enough communication to satisfy all city staff. In addition to our in-person meetings that will occur on a daily basis, we have a few preferred methods of "live" communication that seem to work well that our company uses to communicate between supervisors, office staff and field staff.

- **Apple iPhone:** Key Medallion staff members (including crew leaders) are equipped with smartphones allowing us to respond immediately to any questions or arising issues.
- **E-mails:** All Medallion Management staff members are equipped with smartphones and laptop computers to better understand client issues while on site, allowing us to respond immediately to arising issues.

24-Hour Emergency Contact Protocol: The purpose of this plan is to provide a cascade of personnel to ensure a prompt response to your after-hour needs. The first phone call should be made to the Account Manager who will dispatch appropriate personnel to deal with the emergency landscape issue the city is experiencing. An Irrigation Service Technician is available on call 24 hours/day (including weekends) and will be familiar with the sites and have access to irrigation maps for any irrigation emergencies that might occur during non-working hours.

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All Medallion work is tracked and logged using Field Reports that are filled out by employees on a regular basis and then tracked by the account manager and office support staff to ensure that all tasks have been completed and nothing has fallen through the cracks. A sample of this Field report can be seen in section #5 of this proposal.

Describe your existing customer service program, how you would monitor customer satisfaction and how will complaints be resolved. Describe your plan for quality control.

Customer Service Process: Medallion Landscape Maintenance uses Aspire Software, which includes a work order system that allows us to track service requests and follow up with our clients. All customer service issues can be e-mailed or called in to our Account Manager and/or office support staff at which time they will assign them to our work crews and follow up to ensure that the work is completed at which time the client is notified that the issue has been resolved. All customer service requests are logged at the branch and double checked on a regular basis to ensure that nothing has fallen through the cracks and all work has been completed. Account Managers will always follow up with City Staff once the service request or issue is completed and resolved.

Plan for Quality Control: High standards for service excellence and landscaping are an area where "perfection" must be the goal. Our focus and attention to the details will ensure we are delivering the highest level of service possible at all times. You will therefore see quality inspections, comprehensive crew training, a detailed process to support this training, focused attention from an Account Manager, and our encouragement of greater participation from you to ensure that the detail consistently meets your expectations.

Medallion Landscape will conduct weekly or monthly inspections of the sites to ensure that contract specifications are followed. On a regular basis, the Production Manager will visit all sites and note any deficiencies that need to be corrected and report them to the Account Manager to plan out the fastest plan of action to remedy the deficiency. On a weekly basis, the Account Manager will visit all the sites and make a thorough punch list of all locations noting conditions and required work needed. The necessary work tasks will be scheduled for completion as soon as possible with consideration to contract specified guidelines. The Account Manager and the VP of Operations can also conduct inspections weekly or monthly with the City's Representative. This will ensure that contract guidelines are being followed and that quality horticultural practices are being followed and performed. Copies of our inspections can be submitted to the city for review via e-mail and will be filed at our office. This report can be turned in to the city along with all other monthly reports such as the Irrigation Test Report, Pesticide Use Report, Seasonal Irrigation Schedule Form, and the Maintenance Schedule for the following month.

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10 San Bruno Avenue Morgan Hill, CA 95037
P: 669.270.7095 / E: raitis@mlmi.com

Describe your communication plan to ensure proper communication between your representative and the City's representative.

At Medallion Landscape, we believe in a true partnership and communication is essential to creating that partnership. We customize our communication plan and method to each customer based on the preference desired by the client which can include phone calls, emails and in person visits. Our managers are available 24/7 and can assist with any emergencies or urgent landscape-related matters that can be immediately addressed due to the fact that our office/yard is located within the city of Morgan Hill. Our goal is to interact and meet with City representatives not only during times when there are issues or problems, but also during regularly scheduled and reoccurring meetings that are held on a weekly or monthly basis between Medallion managers and the City representatives. These meetings are recommended to be held at landscaped locations that are covered by this contract so that the work can be evaluated, and expectations are met. Each visit will result in reports that will be shared with the City representative so that there is a written record of items that were discussed and issues that were resolved.

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Medallion Landscape
Quality Control Plan

Medallion Landscape is committed to providing its clients with the best value for their money by delivering unparalleled service and a personalized approach tailored to their specific needs. The company's primary objective is a well-maintained landscape that both the clients and the community can be proud of while still adhering to predetermined budget limits.

To ensure that the contract specifications are met, Medallion Landscape carries out routine inspections of the properties served. The Account Manager conducts a comprehensive check each property each on a regular basis, noting any issues that need attention. The necessary tasks are then scheduled to be completed as soon as possible, with consideration for the contract-specified guidelines. Additionally, the Account Manager or Branch Manager can perform inspections as required by the property managers. Copies of the punch list reports can then be shared with the relevant parties for review and filed in the company's office for future reference.

A Quality Site Assessment (QSA)

To standardize the quality audit process, Medallion Landscape has implemented a Quality Site Assessment (QSA) program. The QSA system enables the company to perform landscape quality evaluations with efficiency and integrity, providing the customers and management with a tool to monitor their performance.

- To communicate with customers on a regular basis - monthly, quarterly, or yearly, based on customer preferences and the size of the account
- To provide proactive suggestions for improvement through corrective actions and enhancements proposals
- To continuously measure the performance of our team on the job sites
- To create greater customer loyalty
- To even out the peaks and valleys in our service

Medallion Landscape instills a passion for quality in every team member, and they make it easy for them to provide this quality by providing support at every level. Regular site walk-through meetings are held by every level of leadership, from Account Manager to Branch Manager to General Manager/CEO, to set the tone for quality. Field supervisors use standardized check sheets and site punch list reports to ensure proactive maintenance and communication with clients. The field force is proud of their work and is continuously trained to focus on the details that make a site worthy of being called a Medallion site.

Proactive Communication

The final component of Medallion's Quality Control Plan is proactive communication. Medallion strives to not only provide top quality on a consistent basis but to also monitor our progress and continue to always improve.

- Anticipate customer needs and communicate regularly to prevent issues
- Site Evaluation: Identify concerns and assess site appearance for quality control
- Emergency Response: Available 24/7 for emergencies, special requests, and acts of nature
- Continuous Improvement: Monitor progress and improve processes for top-quality service
- Customer Satisfaction: Prioritize communication and site evaluations for customer satisfaction

QUALITY CONTROL IS OUR TOP PRIORITY

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Medallion
LANDSCAPE

Work Plan

Describe how the proposed frequencies will prevent service decline across all locations, not just the worst locations.

We believe that the Staffing Plan we have provided will provide sufficient staffing levels to meet all scope requirements and ensure there are not service declines across all locations.

Explain route sequencing and how crews will avoid falling behind when a location requires catch-up work.

From servicing other similar properties, we are familiar with how to schedule and assign staff to ensure all scope requirement are met. If needed, Medallion has over 250 employees so can designate additional staff as needed during times where we might be falling behind schedule.

Identify high-risk, high-visibility, or currently distressed locations and explain the startup/catch-up plan

We believe high priority tasks and locations like the trash/recycling bins and downtown streetscape & plazas should be visited daily while other medium, and low priority locations are visited weekly or monthly to ensure proper maintenance.

Identify assumptions, exclusions, recommended changes, or locations where the City's expected service level may exceed the published not-to-exceed budget

If our proposed price is above the city's budget, we suggest removing the provision to provide 1000 yards of mulch annually since eliminating that line item would reduce our price by over $30K annually. Eliminating the inclusion of materials for irrigation repairs could also reduce our cost by $25K annually since we are assuming the system has been neglected and will require lots of repair. We suggest including the labor as part of the contract but having contractor bill for actual materials as they are used each month.

Provide staffing, supervision, backup staffing, equipment, communication, quality control, and reporting plans.

Please see the following pages on more detailed information on our proposed approach to provide the required services in a cost effective and timely manner to the City of Menlo Park.

- Proposed Service Approach and Detailed Staffing Plan
- List of Tools and Equipment
- Maintenance Transition Plan
- Traffic Control Plan
- Communication Plan (Including On Call and Emergency Response Process)
- Quality Control Plan

MEDALLION LANDSCAPE

SPECIAL PROVISIONS AND DOCUMENTATION

Response to questions under special Provisions section of the RFP:

• *Prevailing Wage and Department of Industrial Relations(DIR) compliance:*

Medallion Landscape pays all its employees at rates above the current wage scale as determined by the Department of Industrial Relations (DIR). Medallion is currently registered with DIR under #1001118453 with the a registration date that ends on 6/30/28.

Contractors

1001118453 Clear Search

Results for: 1001118453

PWCR	Legal Entity Name	Doing Business As (DBA)	Business Structure	Contractor Status	CSLB	Registration Start Date	Registration End Date
1001118453	Medallion Landscape Management LLC	Medallion Landscape Management LLC	Limited Liability Company (LLC)	DIR Approved		2026-07-08	2028-06-30

Rows 1 - 1 of 1

• *Contractor shall obtain a City of Menlo Park Business License prior to work start*

Medallion Landscape currently holds a Menlo Park Business License #78951

BUSINESS LICENSE

The person, firm or corporation named herein is hereby granted license as shown hereon, pursuant to City ordinances. To verify the validity of this Business License, please contact the City of Menlo Park. Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications/

BUSINESS NAME: Medallion Landscape Management LLC

BUSINESS OWNER: Medallion Landscape Management LLC

BUSINESS LOCATION: 10 SAN BRUNO AVE MORGAN HILL, CA 95037-9214

MEDALLION LANDSCAPE MANAGEMENT LLC
10 SAN BRUNO AVE
MORGAN HILL, CA 95037-9214

TO BE POSTED IN A CONSPICUOUS PLACE

CITY OF MENLO PARK

Civic Center • 701 Laurel Street • Menlo Park, CA 94025
Phone: (650) 330-6642 • FAX (650) 327-5391

BUSINESS PHONE NO: (408) 782-7500

BUSINESS DESCRIPTION: General Contractors-single-family Houses

PLEASE DISPLAY THIS LICENSE AS PROOF OF BUSINESS LICENSE. A BUSINESS LICENSE EXPIRES AT THE END OF EACH CALENDAR YEAR. FEES MUST BE PAID EACH YEAR TO RENEW THIS BUSINESS LICENSE. THIS LICENSE IS NOT VALID UNTIL FEES ARE PAID.

Business License Number: 78951
Effective Date: 1/1/2026
Without Annual Renewal This License Expires December 31st each year.
Code Section No.: 5.12

NOT A SOLICITOR'S LICENSE - THIS LICENSE IS NON TRANSFERABLE

• *A listing of any lawsuit or litigation and the result of that action resulting form (a) any public project undertaken by the contractor or by its sub-contractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the contractor or its insurers within the last five years.*

Medallion Landscape does not and has not had litigation or lawsuits in the past 5 years. Medallion has also not had any projects where claims or settlements were paid by the contractor or it insurers within the last 5 years.

• *Contractors should disclose existing contracts as identified in the request for proposals. These contracts will not preclude a contractor from working with the City.*

Medallion Landscape does not have any existing contracts as identified in the RFP

SERVICE FREQUENCIES AND MAINTENANCE COSTS FOR MENLO PARK MUNICIPAL WATER RESERVOIRS

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

Instructions

- The service frequencies have been pre-populated and must not be changed (shown as "X" below).
- Contractors are required to enter only the maintenance cost for each item.
- Verify that all required cost fields are completed before proceeding.

For fiscal year 2026-27, the maintenance costs should be prorated to 8 months and the subsequent years should be the full year amount.

Service area - Menlo Park Municipal Water reservoirs (Medium priority)

Service description	Daily	Weekly	Every other week	Monthly	Every other month	Quarterly	Twice a year	Annually	Seasonal adjustments / notes	Monthly cost per location	Fiscal year 2026-27 cost Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	Fiscal year 2027-28 cost July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	Fiscal year 2028-29 cost July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2026-27)
Weed management													
Weed control	-	-	-	-	-	X	-	-		1621.32	$ 12,970.56	$ 20,037.52	$ 20,640.72
Subtotal A - Menlo Park Municipal Water reservoirs											**$ 12,970.56**	**$ 20,037.52**	**$ 20,640.72**

SERVICE FREQUENCIES AND MAINTENANCE COSTS FOR VACANT LOT, MEDIAN, RIGHT-OF-WAY, VINTAGE OAKS NEIGHBORHOOD LOCATIONS

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

Instructions

•Contractors are required to enter both the proposed service frequencies and the corresponding maintenance costs. For each service task, mark an “X” to indicate the proposed service frequency and mark "N/A" if the contractor is unable to perform the task.
•For the Vintage Oaks neighborhood, the service frequencies have been pre-populated and must not be changed (shown as "X" below).
•The total proprated amount for this tab for fiscal year 2026-27 must not exceed $186,370.67.
•Ensure all entries are complete and accurately reflect your proposed maintenance schedule and costs.

The not-to-exceed amounts for vacant lot at 1283 Willow Rd, median, right-of-way, and Vintage Oaks neighborhood locations are outlined in Row 133.

Service area - Vacant lot at 1283 Willow Rd. (Low priority)

Service description	Daily	Weekly	Every other week	Monthly	Every other month	Quarterly	Twice a year	Annually	Seasonal adjustments / notes	Monthly cost per location	Fiscal year 2026-27 cost Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	Fiscal year 2027-28 cost July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	Fiscal year 2028-29 cost July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2026-27)
Weed Management													
Weed control				X						$ 648.53	$ 5,188.24	$ 8,015.83	$ 8,256.31
Subtotal B - Vacant lot at 1283 Willow Rd.											**5188.24**	**8015.83**	**8256.31**

Service area - Medians (Low priority)

Service description	Daily	Weekly	Every other week	Monthly	Every other month	Quarterly	Twice a year	Annually	Seasonal adjustments / notes	Monthly cost per location	Fiscal year 2026-27 cost Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	Fiscal year 2027-28 cost July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	Fiscal year 2028-29 cost July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2026-27)
Irrigation maintenance													
Controller programming						X				$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Repairs		X								$ 1,167.35	$ 9,338.80	$ 14,428.45	$ 14,861.30
Testing			X							$ 466.94	$ 3,735.52	$ 5,771.38	$ 5,944.52
Turf maintenance													
Mowing/trimming		X								$ 233.47	$ 1,867.76	$ 2,885.69	$ 2,972.26
Edging			X							$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Weed control				X						$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Clipping removal		X								$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Fertilize						X				$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Aerate/thatch/seed								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Pest control								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Renovation								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Visual inspection		X								$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Planters & ground cover maintenance													
Edging				X						$ 583.68	$ 4,669.44	$ 7,214.28	$ 7,430.71
Trimming		X								$ 2,334.70	$ 18,677.60	$ 28,856.89	$ 29,722.60
Mulching								X		$ 583.68	$ 4,669.44	$ 7,214.28	$ 7,430.71
Weed control				X						$ 1,517.56	$ 12,140.48	$ 18,757.04	$ 19,319.75
Fertilize						X				$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Pest control								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Shrub maintenance													
Weed control				X						$ 700.41	$ 5,603.28	$ 8,657.07	$ 8,916.78
Trimming		X								$ 700.41	$ 5,603.28	$ 8,657.07	$ 8,916.78
Pruning		X								$ 700.41	$ 5,603.28	$ 8,657.07	$ 8,916.78
Fertilize						X				$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Pest control								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Tree maintenance													
Trim							X			$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Fertilize							X			$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Re-stake/Check								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Pest control								X		$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19

Hardscape maintenance													
Blow/sweep hardscape and litter removal		X								$ 583.57	$ 4,668.56	$ 7,212.93	$ 7,429.31
Weed removal in cracks/joints				X						$ 116.74	$ 933.92	$ 1,442.91	$ 1,486.19
Subtotal C - Medians											**$ 93,388.00**	**$ 144,284.46**	**$ 148,612.99**
Service area - Right-of-way (ROW) locations (Medium priority)													
Service description	**Daily**	**Weekly**	**Every other week**	**Monthly**	**Every other month**	**Quarterly**	**Twice a year**	**Annually**	**Seasonal adjustments / notes**	**Monthly cost per location**	**Fiscal year 2026-27 cost** Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	**Fiscal year 2027-28 cost** July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	**Fiscal year 2028-29 cost** July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2026-27)
Irrigation maintenance													
Controller programming						X				$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Repairs		X								$ 875.51	$ 7,004.08	$ 10,821.30	$ 11,145.94
Testing			X							$ 350.20	$ 2,801.60	$ 4,328.47	$ 4,458.33
Turf maintenance													
Mowing/edging/trimming		X								$ 262.65	$ 2,101.20	$ 3,246.35	$ 3,343.74
Weed control				X						$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Clipping removal		X								$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Fertilize						X				$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Aerate/thatch/seed								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Pest control								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Renovation								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Visual inspection		X								$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Planters & ground cover maintenance													
Edging				X						$ 437.76	$ 3,502.08	$ 5,410.71	$ 5,573.04
Trimming		X								$ 1,751.02	$ 14,008.16	$ 21,642.61	$ 22,291.89
Mulching								X		$ 437.76	$ 3,502.08	$ 5,410.71	$ 5,573.04
Weed control				X						$ 1,138.17	$ 9,105.36	$ 14,067.78	$ 14,489.81
Fertilize						X				$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Pest control								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Shrub maintenance													
Weed control				X						$ 525.31	$ 4,202.48	$ 6,492.83	$ 6,687.62
Trimming		X								$ 525.31	$ 4,202.48	$ 6,492.83	$ 6,687.62
Pruning		X								$ 525.31	$ 4,202.48	$ 6,492.83	$ 6,687.62
Fertilize						X				$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Pest control								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Tree Maintenance													
Trim							X			$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Fertilize							X			$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Re-stake/check								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Pest control								X		$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Hardscape maintenance													
Blow/sweep hardscape and litter removal		X								$ 437.77	$ 3,502.16	$ 5,410.84	$ 5,573.16
Weed removal in cracks/joints				X						$ 87.55	$ 700.40	$ 1,082.12	$ 1,114.58
Subtotal D: ROW locations											**$ 70,040.96**	**$ 108,213.28**	**$ 111,459.68**
Service area - Vintage Oaks neighborhood (Medium priority)													
Service description	**Daily**	**Weekly**	**Every other week**	**Monthly**	**Every other month**	**Quarterly**	**Twice a year**	**Annually**	**Seasonal adjustments / notes**	**Monthly cost per location**	**Fiscal year 2026-27 cost** Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	**Fiscal year 2027-28 cost** July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	**Fiscal year 2028-29 cost** July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2026-27)
Irrigation maintenance													
Controller programming	-	-	-	-	-	X	-	-		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Repairs	-	X	-	-	-	-	-	-		$ 194.56	$ 1,556.48	$ 2,404.76	$ 2,476.90
Testing	-	-	X	-	-	-	-	-		$ 77.82	$ 622.56	$ 961.86	$ 990.71
Turf maintenance													
Mowing/edging/trimming	-	-	-	-	X	-	-	-	minimal or no turf	$ 58.37	$ 466.96	$ 721.45	$ 743.10
Weed control	-	-	-	-	-	X	-	-	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Clipping removal	-	-	-	-	-	X	-	-	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Fertilize	-	-	-	-	-	-	-	X	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Aerate/thatch/seed	-	-	-	-	-	-	X	-	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Pest control	-	-	-	-	-	-	-	X	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Renovation	-	-	-	-	-	-	-	X	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Visual inspection	-	-	-	-	-	X	-	-	minimal or no turf	$ 19.46	$ 155.68	$ 240.53	$ 247.74
Planters & ground cover maintenance													
Edging	-	-	-	-	-	X	-	-		$ 97.28	$ 778.24	$ 1,202.38	$ 1,238.45

Trimming	-	-	-	-	-	-	X	-		$ 389.12	$ 3,112.96	$ 4,809.52	$ 4,953.81
Mulching	-	-	-	-	-	-	-	X		$ 97.28	$ 778.24	$ 1,202.38	$ 1,238.45
Weed control	-	-	-	-	-	X	-	-		$ 252.93	$ 2,023.44	$ 3,126.21	$ 3,220.00
Fertilize	-	-	-	-	-	-	X	-		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Pest control	-	-	-	-	-	-	-	X		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Shrub maintenance													
Weed control	-	-	-	-	-	X	-	-		$ 116.73	$ 933.84	$ 1,442.78	$ 1,486.07
Trimming	-	-	-	-	-	-	X	-		$ 116.73	$ 933.84	$ 1,442.78	$ 1,486.07
Pruning	-	-	-	-	-	-	X	-		$ 116.73	$ 933.84	$ 1,442.78	$ 1,486.07
Fertilize	-	-	-	-	-	-	X	-		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Pest control	-	-	-	-	-	-	-	X		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Tree maintenance													
Trim	-	-	-	-	-	-	X	-		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Fertilize	-	-	-	-	-	-	X	-		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Re-stake/check	-	-	-	-	-	-	-	X		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Pest control	-	-	-	-	-	-	-	X		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Hardscape maintenance													
Blow/sweep hardscape and litter removal	-	-	-	X	-	-	-	-		$ 97.21	$ 777.68	$ 1,201.52	$ 1,237.56
Weed removal in cracks/joints	-	-	-	-	X	-	-	-		$ 19.46	$ 155.68	$ 240.53	$ 247.74
Subtotal E: Vintage Oaks neighborhood											**$ 15,564.64**	**$ 24,047.37**	**$ 24,768.79**

Maintenance proposal			
Subtotals	**Fiscal year 2026-27 cost** Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	**Fiscal year 2027-28 cost** July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	**Fiscal year 2028-29 cost** July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2026-27)
Subtotal B – Vacant lot at 1283 Willow Rd.	$ 5,188.24	$ 8,015.83	$ 8,256.31
Subtotal C – Medians	$ 93,388.00	$ 144,284.46	$ 148,612.99
Subtotal D – ROW locations	$ 70,040.96	$ 108,213.28	$ 111,459.68
Subtotal E – Vintage Oaks neighborhood	$ 15,564.64	$ 24,047.37	$ 24,768.79
Total annual maintenance cost	**$ 184,181.84**	**$ 284,560.94**	**$ 293,097.77**
	Total shall not-to-exeed $186,370.67	**Total shall not-to-exeed $287,942.68**	**Total shall not-to-exeed $296,580.96**

SERVICE FREQUENCIES AND MAINTENANCE COSTS FOR DOWNTOWN, PARKING PLAZAS, AND TRASH/RECYCLING BIN LOCATIONS

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

Instructions

•The service frequencies have been pre-populated and must not be changed (shown as "X" below).
•Contractors are required to enter only the maintenance cost for each item.
•Verify that all required cost fields are completed before proceeding.

For fiscal year 2026-27, the maintenance costs should be prorated to 8 months and the subsequent years should be the full year amount.

Service area - Downtown streetscape (Medium priority)

Service description	Daily	Weekly	Every other week	Monthly	Every other month	Quarterly	Twice a year	Annually	Seasonal adjustments / notes	Monthly cost per location	Fiscal year 2026-27 cost Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	Fiscal year 2027-28 cost July 1, 2027 to June 30, 2028	Fiscal year 2028-29 cost July 1, 2028 to June 30, 2029
Irrigation maintenance													
Controller programming	-	-	-	-	-	X	-	-		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Repairs	-	X	-	-	-	-	-	-		$ 129.71	$ 1,037.68	$ 1,603.22	$ 1,651.31
Testing	-	-	X	-	-	-	-	-		$ 51.88	$ 415.04	$ 641.24	$ 660.47
Planters & ground cover maintenance													
Edging	-	-	-	X	-	-	-	-		$ 64.85	$ 518.80	$ 801.55	$ 825.59
High level pruning/leaf removal, etc.	-	X	-	-	-	-	-	-		$ 259.41	$ 2,075.28	$ 3,206.31	$ 3,302.50
Mulching	-	-	-	-	-	-	X	-		$ 64.85	$ 518.80	$ 801.55	$ 825.59
Weed control	-	-	-	X	-	-	-	-		$ 233.47	$ 1,867.76	$ 2,885.69	$ 2,972.26
Fertilize	-	-	-	-	-	X	-	-		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Pest control	-	-	-	-	-	-	-	X		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Shrub maintenance													
Weed control	-	-	-	X	-	-	-	-		$ 103.76	$ 830.08	$ 1,282.47	$ 1,320.95
Trimming/pruning	-	X	-	-	-	-	-	-		$ 194.56	$ 1,556.48	$ 2,404.76	$ 2,476.90
Fertilize	-	-	-	-	-	X	-	-		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Pest control	-	-	-	-	-	-	-	X		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Tree maintenance													
Trim	-	-	-	-	-	-	X	-		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Fertilize	-	-	-	-	-	-	X	-		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Tree well maintenance	-	X	-	-	-	-	-	-		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Re-stake/check	-	-	-	-	-	-	-	X		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Pest control	-	-	-	-	-	-	-	X		$ 12.97	$ 103.76	$ 160.31	$ 165.12
Hardscape maintenance													
Santa Cruz Ave: Blow hardscape	X	-	-	-	-	-	-	-		$ 64.87	$ 518.96	$ 801.79	$ 825.85
Subtotal F: Downtown streetscapes											**$ 10,376.48**	**$ 16,031.66**	**$ 16,512.61**

Service area - Parking plazas (Medium priority)

Service description	Daily	Weekly	Every other week	Monthly	Every other month	Quarterly	Twice a year	Annually	Seasonal adjustments / notes	Monthly cost per location	Fiscal year 2026-27 cost Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	Fiscal year 2027-28 cost July 1, 2027 to June 30, 2028	Fiscal year 2028-29 cost July 1, 2028 to June 30, 2029
Irrigation maintenance													
Controller programming	-	-	-	-	-	X	-	-		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Repairs	-	X	-	-	-	-	-	-		$ 453.97	$ 3,631.76	$ 5,611.07	$ 5,779.40
Testing	-	-	X	-	-	-	-	-		$ 181.59	$ 1,452.72	$ 2,244.45	$ 2,311.79
Planters & ground cover maintenance													
Edging	-	-	-	X	-	-	-	-		$ 226.99	$ 1,815.92	$ 2,805.60	$ 2,889.76
High level pruning/leaf removal, etc.	-	X	-	-	-	-	-	-		$ 907.94	$ 7,263.52	$ 11,222.14	$ 11,558.80
Mulching	-	-	-	-	-	-	X	-		$ 226.99	$ 1,815.92	$ 2,805.60	$ 2,889.76
Weed control	-	-	-	X	-	-	-	-		$ 817.15	$ 6,537.20	$ 10,099.97	$ 10,402.97

Fertilize	-	-	-	-	-	X	-	-		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Pest control	-	-	-	-	-	-	-	X		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Shrub maintenance													
Weed control	-	-	-	X	-	-	-	-		$ 363.10	$ 2,904.80	$ 4,487.92	$ 4,622.55
Trimming/pruning	-	X	-	-	-	-	-	-		$ 680.96	$ 5,447.68	$ 8,416.67	$ 8,669.17
Fertilize	-	-	-	-	-	X	-	-		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Pest control	-	-	-	-	-	-	-	X		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Tree maintenance													
Trim	-	-	-	-	-	-	X	-		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Fertilize	-	-	-	-	-	-	X	-		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Tree well maintenance	-	X	-	-	-	-	-	-		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Re-stake/check	-	-	-	-	-	-	-	X		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Pest control	-	-	-	-	-	-	-	X		$ 45.40	$ 363.20	$ 561.14	$ 577.98
Hardscape maintenance													
Miscellaneous asphalt and concrete	X	-	-	-	-	-	-	-		$ 227.01	$ 1,816.08	$ 2,805.84	$ 2,890.02
Subtotal G: Parking plazas											**$ 36,317.60**	**$ 56,110.69**	**$ 57,794.01**
Service area - Trash and recycling bins (High priority)													
Service Description	**3 times a week**	**Weekly**	**Bi-monthly**	**Quarterly/As needed**					**Seasonal adjustments / notes**	**Monthly cost per location**	**Fiscal year 2026-27 cost** Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	**Fiscal year 2027-28 cost** July 1, 2027 to June 30, 2028	**Fiscal year 2028-29 cost** July 1, 2028 to June 30, 2029
Prep trash/recycling bins for pickup	X	-	-	-						$ 7,334.85	$ 58,678.80	$ 90,658.75	$ 93,378.51
Clean trash/recycling bins	-	-	X	-						$ 337.23	$ 2,697.84	$ 4,168.16	$ 4,293.21
Replace liners in trash cans	-	-	-	X						$ 168.62	$ 1,348.96	$ 2,084.14	$ 2,146.67
Replace bins in storage areas	-	X	-	-						$ 590.16	$ 4,721.28	$ 7,294.38	$ 7,513.21
Subtotal H: Trash/recycling bins											**$ 67,446.88**	**$ 104,205.43**	**$ 107,331.60**
Maintenance proposal													

Subtotals	**Fiscal year 2026-27 cost** Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	**Fiscal year 2027-28 cost** July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of Fiscal year 2026-27)	**Fiscal year 2028-29 cost** July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of Fiscal year 2027-28)
Subtotal F – Downtown streetscape	$ 10,376.48	$ 16,031.66	$ 16,512.61
Subtotal G – Parking plazas	$ 36,317.60	$ 56,110.69	$ 57,794.01
Subtotal H – Trash/recycling bins	$ 67,446.88	$ 104,205.43	$ 107,331.60
Total annual maintenance cost	**$ 114,140.96**	**$ 176,347.78**	**$ 181,638.22**

MAINTENANCE COSTS SUMMARY

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6740

CITY OF MENLO PARK

Instructions

•Enter the subtotal amounts from Tabs 1, 2, and 3 into the corresponding fields.
•Verify that the total for Subtotals B, C, D, and E does not exceed $186,370.67 for fiscal year 2026-27; $287,942.68 for fiscal year 2027-28; and $296,580.96 for fiscal year 2028-29
•Mechanical weeding for fiscal year 2026-27 has a prorated not-to-exceed amount of $133,346.67; $206,020.60 in fiscal year 2027-28; and $212,201.22 in fiscal year 2028-29. This service maintanence cost has been pre-populated and cannot be changed.
•Verify that all subtotals are entered correctly.
•Review the final totals to ensure they accurately reflect the information provided in the previous tabs before submitting the workbook.

For fiscal year 2026-27, the maintenance costs should be prorated to 8 months and the subsequent years should be the full year amount.

Maintenance cost summary

Subtotals	**Fiscal year 2026-27 cost** Nov. 1, 2026 to June 30, 2027 (prorated for 8 months)	**Fiscal year 2027-28 cost** July 1, 2027 to June 30, 2028 (not to exceed 3% over 12 month cost of fiscal year 2026-27)	**Fiscal year 2028-29 cost** July 1, 2028 to June 30, 2029 (not to exceed 3% over 12 month cost of fiscal year 2027-28)
Subtotal A – Menlo Park Municipal Water reservoirs	$ 12,970.56	$ 20,037.52	$ 20,640.72
Subtotal B – Vacant lot at 1283 Willow Rd.	$ 5,188.24	$ 8,015.83	$ 8,256.31
Subtotal C – Medians	$ 93,388.00	$ 144,284.46	$ 148,612.99
Subtotal D – ROW locations	$ 70,040.96	$ 108,213.28	$ 111,459.68
Subtotal E – Vintage Oaks neighborhood	$ 15,564.64	$ 24,047.37	$ 24,768.79
Subtotal F – Downtown streetscape	$ 10,376.48	$ 16,031.66	$ 16,512.61
Subtotal G – Parking plazas	$ 36,317.60	$ 56,110.69	$ 57,794.01
Subtotal H – Trash/recycling bins	$ 67,446.88	$ 104,205.43	$ 107,331.59
Mechanical weeding	$ 133,346.67	$ 206,020.60	$ 212,201.21
Total annual maintenance cost	**$ 444,640.03**	**$ 686,966.84**	**$ 707,577.91**

MAINTENANCE FREQUENCIES

Public Works
701 Laurel St., Menlo Park, CA
650-330-6740

Background		
This document compares the maintenance frequencies between the previous Request for Proposal (RFP) and the current one.		
Service area: Vintage Oaks subdivision		
Irrigation maintenance	**2018 RFP**	**2026 RFP**
Controller programming	Quarterly	Quarterly
Repairs	Weekly	Weekly
Testing	Every other week	Every other week
Turf maintenance	**2018 RFP**	**2026 RFP**
Mowing/edging/trimming	Weekly	Every other month
Weed control	Monthly	Quarterly
Clipping removal	Weekly	Quarterly
Fertilize	Quarterly	Annual/as needed
Aerate/thatch/seed	Three times per year	Semi-annually
Pest control	Annually/as needed	Annually/as needed
Renovation	Annually/as needed	Annually/as needed
Visual inspection	Weekly	Quarterly
Planters and ground cover maintenance	**2018 RFP**	**2026 RFP**
Edging	Monthly	Quarterly
Trimming	Quarterly	Twice a year
Mulching	Semi-annually	Annually/as needed
Weed control	Monthly	Quarterly
Fertilize	Quarterly	Twice a year
Pest control	Annually/as needed	Annually/as needed
Shrub maintenance	**2018 RFP**	**2026 RFP**
Weed control	Monthly	Quarterly
Trimming	Quarterly	Twice a year
Pruning	Quarterly	Twice a year
Fertilize	Quarterly	Twice a year
Pest control	Annually/as needed	Annually/as needed
Tree maintenance	**2018 RFP**	**2026 RFP**
Trim	Three times per year	Semi-annually
Fertilize	Three times per year	Semi-annually

Re-stake/check	Annually/as needed	Annually/as needed
Pest control	Annually/as needed	Annually/as needed
Hardscape maintenance	**2018 RFP**	**2026 RFP**
Blow/sweep hardscape and litter removal	Weekly	Monthly
Weed removal in cracks/joints	Monthly	Quarterly