



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: September 17, 2024

\* = Mandatory, information must be provided

or Procurement Director Award: [ ]

\*Contractor/Vendor Name/Grantor (DBA):

Group A: Underwood Brothers Inc (Headquarters: Phoenix, AZ)
Group B: CDK Design, LLC (Headquarters: Tucson, AZ)

\*Project Title/Description:

Landscape Maintenance and Repair Services

\*Purpose:

Award: Supplier Contracts: See Below. These contracts are for an initial term of one (1) year in the total annual award amount of \$1,320,000.00 (including sales tax) and includes four (4) one-year renewal options.
Administering Department: Facilities Management.

Table with 3 columns: Group, Supplier Contract, Annual Award Amount. Rows include Underwood Brothers Inc and CDK Design, LLC.

\*Procurement Method:

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, Solicitation No. RFP-24000243 was conducted. Two (2) responses were received. Award is to the responsive and responsible Proposers based in the best interest of the County.

PRCUID: 527913

Attachments: Notice of Recommendation for Award and Supplier Contracts

\*Program Goals/Predicted Outcomes:

To provide professional commercial grade landscape services for Pima County properties including repairs to irrigation systems as needed.

\*Public Benefit:

Well maintained properties that are safe and visually appealing to the public who visit. The establishment of a maintenance contract with fixed pricing rates will be a cost-saving benefit to the County taxpayers. Routine testing and repairs to irrigation systems will prevent unnecessary waste of water resources.

\*Metrics Available to Measure Performance:

Facilities Management Contract Services division performs routine inspections and provides oversight for all landscaping requirements. Invoices will be checked for accuracy and compliance to contract pricing.

\*Retroactive:

No.

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: SC Commencement Department Code: PO Contract Number (i.e., 15-123): 24-2235 & 24-2236
Date: 09/17/24 Termination Date: 09/16/25 Prior Contract Number (Synergen/CMS):
Expense Amount \$ 1,320,000.00 \* Revenue Amount: \$

\*Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ % 100
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient?
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Amendment No.: AMS Version No.:
Commencement Date: New Termination Date:
Prior Contract No. (Synergen/CMS):
Expense Revenue Increase Decrease
Amount This Amendment: \$
Is there revenue included? Yes No If Yes \$
\*Funding Source(s) required:
Funding from General Fund? Yes No If Yes \$ %

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: Department Code: Grant Number (i.e., 15-123):
Commencement Date: Termination Date: Amendment Number:
Match Amount: \$ Revenue Amount: \$
\*All Funding Source(s) required:

\*Match funding from General Fund? Yes No If Yes \$ %
\*Match funding from other sources? Yes No If Yes \$ %
\*Funding Source:

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer: Ladd Lyons Digitally signed by Ladd Lyons Date: 2024.07.29 08:50:36 -07'00' Division Manager: Ana Wilber Digitally signed by Ana Wilber Date: 2024.07.31 14:56:30 -07'00'
Department: Procurement Director: Terri Spencer Digitally signed by Terri Spencer Date: 2024.08.01 08:24:36 -07'00' Telephone: 520-724-3730
Department Director Signature: Tony Cisneros Digitally signed by Tony Cisneros Date: 2024.08.01 09:22:54 -07'00' Date:
Deputy County Administrator Signature: Date: 8-22-24
County Administrator Signature: Date: 8-22-24



**NOTICE OF RECOMMENDATION FOR AWARD**

Date of Issue: August 1, 2024

The Procurement Department hereby issues formal notice to respondents to Solicitation No. RFP-24000243 for Landscape Maintenance and Repair Services that the following listed respondents will be recommended for award as indicated below. The award action is scheduled to be performed by the Board of Supervisors on or after August 19, 2024.

Award is recommended to the:

Responsive and Responsible Proposers based in the best interest of the County.

AWARDED

Group A - Underwood Brothers Inc

Group B - CDK Design, LLC

ANNUAL AWARD AMOUNT

\$1,000,00.00

\$320,000.00

OTHER RESPONDENT NAMES

None.

Issued by: Ladd Lyons, Procurement Officer

Telephone Number: 520-724-3730

This notice is in compliance with Pima County Procurement Code §11.12.020(C) and §11.20.010(C).

Copy to: Pima County SBE via e-mail at [SBE@pima.gov](mailto:SBE@pima.gov).

**PIMA COUNTY**

Pima County Procurement Department  
 150 W. Congress St. 5th Fl  
 Tucson AZ 85701

**Supplier Contract**

Contract Number	SC2400002235
Contract Start Date	09-17-2024
Contract End Date	09-16-2025
Payment Type	Warrant/Check
Buyer	Ladd Lyons
Phone Number	
Email	

Page

1 of 6

<b>Supplier:</b>	<b>Contract Name:</b>
<b>UNDERWOOD BROTHERS INC</b> 4742 N Romero Road Tucson, AZ 85705	Landscape Maintenance and Repair Services - Group A

<b>Supplier Contact and Payment Terms:</b>  <b>Phone:</b> +1 (520) 6960314 <b>Email:</b> v.verdin@aaalandscape.com <b>Terms:</b> <b>Days:</b>	<b>Shipping Method</b>	<b>Delivery Type</b>	<b>FOB</b>
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	<b>Currency</b>	<b>NTE Amount</b>	<b>Used Amount</b>
	USD	1,000,000.00	0.00

**Contract/Amendment Description:**

This Supplier Contract is for an initial term of one (1) year in the shared annual award amount of \$1,000,000.00 (including sales tax) and includes four (4) one-year renewal options.

Attachment: Offer Agreement

<b>Catalog Items:</b>					
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
1	Abrams Public Health Center 3950 S. Country Club	Each	288.00		
2	Adult Probation South 2695 E. Ajo Way	Each	416.00		
3	Arivaca Library 17050 W. Arivaca Rd Areas not including patio	Each	3,744.00		
4	Arivaca Library 17050 W. Arivaca Rd Patio	Each	256.00		
5	Chemical weed Control (Post Emergent) Outside of Regular Services Chemical weed Control (Post Emergent) Outside of Regular Services PER 10,000 SQ/FT	Square Foot	10.00		

**This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.**



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Page

2 of 6

**Catalog Items:**

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
6	Chemical weed Control (Pre Emergent) Outside of Regular Services PER 10,000 SQ/FT)	Square Foot	40.00		
7	Childrens Advocacy Center 2329 E. Ajo Way	Each	192.00		
8	Chilean Mesquite 5 gal.	Each	42.00		
9	Columbus Library 4350 E. 22nd St	Each	416.00		
10	Decomposed Granite 1/2" Apache Red or Equiv.	Ton	48.00		
11	Desert Marigold 1 Gal.	Each	5.00		
12	Desert Willow 10 Gal	Each	42.00		
13	East Clinic 6920 E. Broadway	Each	416.00		
14	Elections/Recorders Office 6550 S. Country Club	Each	192.00		
15	Esmond Station Library 10931 E. Mary Ann Cleveland Way	Each	832.00		
16	Fairy Duster 1 Gal.	Each	11.00		
17	Fleet Services 1291 S Mission Rd	Each	288.00		
18	Flowing Wells Library 1730 W. Wetmore Rd	Each	416.00		
19	Flowing Wells WIC clinic 4500 N. Old Romero Rd	Each	554.66		
20	Green Valley Government Center 601 N. La Canada	Each	192.00		
21	Green Valley Library 601 N. LaCanada	Each	384.00		
22	Green Valley Performing Arts 1250 W. Continental Rd.	Each	832.00		
23	Hardscape and Drainage Design Services	Hour	150.00		
24	Impact of Catalina 3535 E. Hawser	Each	192.00		

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Page

3 of 6

**Catalog Items:**

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
25	Irrigation Repair Specialist	Hour	75.00		
26	Juvenile County Attorney's Office 2235 E. Ajo Way	Each	416.00		
27	Juvenile Court - Irrigation Inspection Only	Each	1,248.00		
28	Juvenile Public Defenders	Each	416.00		
29	Kirk Bear Canyon Library 8959 E. Tanque Verde	Each	192.00		
30	Landscape Laborer	Hour	29.50		
31	Landscape Supervisor	Hour	46.37		
32	Lantana 1 Gal.	Each	4.00		
33	Large Parcel Cleanup. Brushing, Clearing and Trash/Debris	Hour	185.00		
34	Las Artes Center 23 W. 27th St.	Each	192.00		
35	Martha Cooper Library 1377 N. Catalina Ave Grounds	Each	416.00		
36	Martha Cooper Library 1377 N. Catalina Ave Lawn	Each	277.33		
37	Medical Examiners 2825 E. District St.	Each	416.00		
38	Mission Library 3770 S. Mission Rd	Each	416.00		
39	Nanini Library 7300 N. Shannon	Each	192.00		
40	Office of Childrens Council 2237 E. Ajo Way	Each	192.00		
41	Olive Fruit Treatment Per tree	Each	45.00		
42	Palm Tree Trimming services	Hour	155.00		
43	Parcel Cleanup. Brushing, Clearing and Trash/Debris Labor Rate	Hour	42.50		
44	PECOC 3434 E. 22nd St	Each	384.00		

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Page

4 of 6

**Catalog Items:**

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
45	Pima Animal Care Center 4000 N. Silverbell Rd	Each	288.00		
46	Pima County Jail 1270 W. Silverlake	Each	384.00		
47	PRTC Range 10001 S. Rita Rd Grounds	Each	576.00		
48	PRTC Range 10001 S. Rita Rd Lawn	Each	231.11		
49	Quincy Douglas Library 1585 E. 36th St	Each	256.00		
50	Records Warehouse 1640 E. Benson Hwy	Each	416.00		
51	Reject Sand	Ton	33.00		
52	Rip Rap Stone 6"+ -	Ton	54.00		
53	Sahuarita Library 670 W Sahuarita Rd	Each	640.00		
54	Salvia 1 gal.	Each	4.00		
55	Sam Lena Library 1607 S. 6th Ave	Each	416.00		
56	Sheriff Administration 1750 E. Benson Hwy	Each	256.00		
57	Sheriff Annex Bldg. 1650 E. Benson Hwy	Each	192.00		
58	Sheriff Hangar 1901 E Aero Park Blvd	Each	693.33		
59	Sheriff Mantis Yard 1620 E. Benson Hwy	Each	416.00		
60	Sheriff Materials Warehouse 1505 E. Apache Park Dr.	Each	416.00		
61	Sheriff Property and Evidence Warehouse 1600 E. Benson Hwy	Each	416.00		
62	Sheriff Substation Ajo 1249 N. Ajo Well Rd Ajo, AZ	Each	2,496.00		
63	Sheriff Substation Green Valley 601 N. La Canada	Each	416.00		
64	Sheriff Substation Nanini 7300 N. Shannon	Each	256.00		

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Page

5 of 6

**Catalog Items:**

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
65	Sheriff Substation Picture Rocks 6261 N. Sandario Rd.	Each	416.00		
66	Sheriff Substation Rincon 8999 E. Tanque Verde Grounds	Each	416.00		
67	Sheriff Substation Rincon 8999 E. Tanque Verde Lawn	Each	184.88		
68	Sheriff Substation Robles Junction 16140 W. Ajo Way	Each	416.00		
69	Sheriff Substation San Xavier 2545 E. Ajo Way	Each	554.67		
70	Sheriff Training Center 1270 W. Silverlake	Each	576.00		
71	Sullivan Jackson Employment Center 400 E. 26th St	Each	416.00		
72	T. Lee Clinic 1496 W. Commerce Ct.	Each	416.00		
73	TB Clinic 2980 E Ajo Way	Each	196.00		
74	Texas Ebony 5 Gal.	Each	18.00		
75	Texas Ranger 5 Gal.	Each	10.00		
76	Top Soil	Ton	21.00		
77	Tree Removal 16ft to 30 ft.	Each	2,250.00		
78	Tree removal 8ft or less	Each	895.00		
79	Tree removal 9ft to 15ft.	Each	1,675.00		
80	Tree Services Trimming and Thinning above 8'	Hour	65.00		
81	Valencia Library 202 W. Valencia	Each	416.00		
82	Veterans Memorial Plaza 3450 E Golf Links at Aviation	Each	416.00		
83	Walter Rogers Health Clinic/Lot 175 W Irvington Rd	Each	416.00		

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Page

6 of 6

**Catalog Items:**

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
84	Wheeler Taft-Abbett Library 7800 N. Schisler Dr	Each	554.66		
85	Wilmot Library 530 N. Wilmot	Each	256.00		
86	Woods Library 3455 N. 1st Ave	Each	256.00		
87	Yellow Bells 5 Gal.	Each	10.00		

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## OFFER AGREEMENT

### 1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractor(s) to provide Pima County ("County") with Landscape Maintenance and Repair Services on an "as required basis" by issue of Delivery Order ("DO") or Delivery Order Maximo ("DOM").

The established Supplier Contract will identify the Contractor to provide the required items as designated by the following groups:

Group A: Miscellaneous County Sites, Library Sites, and Sheriff Sites

- Group A1 - Misc. County Sites – REGULAR MAINTENANCE
- Group A2 - Misc. County Sites - NON-SCHEDULED SERVICES
- Group A3 - Misc. County Sites - PLANTS & MATERIALS
- Group A4 - Library Sites - REGULAR MAINTENANCE
- Group A5 - Library Sites - NON-SCHEDULED SERVICES
- Group A6 - Library Sites - PLANTS & MATERIALS
- Group A7 - Sheriff Sites - REGULAR MAINTENANCE
- Group A8 - Sheriff Sites - NON-SCHEDULED SERVICES
- Group A9 - Sheriff Sites - PLANTS & MATERIALS

Group B: Wastewater Facility Sites

- Group B1 - Wastewater Sites - REGULAR MAINTENANCE
- Group B2 - Wastewater Sites - NON-SCHEDULED SERVICES
- Group B3 - Wastewater Sites - PLANTS & MATERIALS

### 2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The Supplier Contract will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised Supplier Contract document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

### 3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page)**.

### 4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

#### 4.1. General Specifications

- A. See Exhibit A – Scope of Work (11 pages)
- B. See Exhibit B – Minimum Qualifications Verification (1 page)
- C. See Exhibit C – Questionnaire (1 page)
- D. See Exhibit D – References (2 pages)
- E. See Unit Prices – In Documents and Items tab on BidNet
- F. See Exhibit E – Group A Site Maps
- G. See Exhibit F – Group B Site Maps

### 5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing a Supplier Contract (recurring requirements) to be effective on the document's date of issue without further action by either party. The Supplier Contract will include the term of the contract.

Pursuant to the executed Supplier Contract, County departments requiring the goods or services described herein will issue a DO or DOM to the Contractor. County will furnish the DO or DOM to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

**Contractor must not supply materials or services that are not specified on the Supplier Contract and are not documented or authorized by a DO or DOM at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County DO or DOM.**

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

#### 6. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order DO or DOM will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

#### 7. COMPENSATION & PAYMENT

The Supplier Contract will establish the contractual Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract and cannot be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

##### 7.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

##### **Unit Prices – Complete in Documents and Items tab on BidNet.**

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

##### 7.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.



**7.3. Price Escalation**

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

**7.4. Living Wage**

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

**7.5. Additional Items and/or Services**

This following section is for items that Contractor did not list or price above but are within the scope of this contract. Contractor may provide these items under this contract. Contractor will submit Master Price List (MPL) documents, compact disc (CD) or USB flash drive and file names or identify website address, identifying all other items offered pursuant to this contract. The MPL or website address specifically designed for County must include the vendor's/manufacturer's or retail price list and the discount percentage off utilized to get to include Discounted Unit Price being offered to County i.e.  $\text{Manufacturer's List Price} - (\text{List price} \times \text{Discount } \%) = \text{Discounted Unit Price}$ . The resulting Unit Prices must be of similar discount off List Prices for those items specifically included above. Item Unit Prices above will govern in case of conflict with the Master Price List.

List MPL Document by Title, MPL Media & Filenames or MPL Internet Address and Title(s)	Qty of Pages	Dated	Percentage Discount (Mfr List Price - (List price x Discount %) = Discounted Unit Price)
Rock/Gravel <a href="https://www.pioneerco.com/">https://www.pioneerco.com/</a>			unit price x 0%=unit price
Plants and Trees <a href="https://civanonursery.com/">https://civanonursery.com/</a> or <a href="http://www.deserttreesnursery.com/">http://www.deserttreesnursery.com/</a>			unit price x 0%=unit price
Irrigation Parts <a href="https://www.sprinklerworld.com/">https://www.sprinklerworld.com/</a>			unit price x 0%=unit price

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

**7.6. Standard Payment Term**

Net (30), effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

**7.7. Optional Early Payment Discount Term**

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO or DOM to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: 1 % if payment tendered within 10 Days as indicated above.



**7.8. Invoicing**

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO or DOM document.

All Invoice documents will reference County's DO or DOM number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO or DOM document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO or DOM document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

**8. VENDOR RECORD MAINTENANCE**

**8.1. Pima County Record**

Contractor must establish and maintain a complete Pima County Vendor record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through <https://www.pima.gov/208/Vendor-Self-Service-System-VSS>.

**8.2. BidNet Record**

Contractor must establish and maintain an active BidNet Vendor record, The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

**9. DELIVERY**

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO or DOM document.

If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

**10. TAXES, FEES, EXPENSES**

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

**11. OTHER DOCUMENTS**

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. RFP-24000243 including the RFP, Offer Agreement, Standard Terms and Conditions, solicitation amendments, Contractor's proposal, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

**12. INSURANCE**

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of

Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

**12.1. Minimum Scope and Limits of Insurance**

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

**12.1.1. Commercial General Liability (CGL)**

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

**12.1.2. Business Automobile Liability**

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

**12.1.3. Workers' Compensation (WC) and Employers' Liability**

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

*Sole Proprietor: The Workers' Compensation requirement shall not apply to a Contractor that is exempt under A.R.S. § 23-901, and when such Contractor executes the appropriate "Pima County Sole Proprietor/Independent Contractor Waiver Form".*

**12.2. Additional Insurance Requirements**

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

**12.2.1. Claims-Made Insurance Requirements**

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

**12.2.2. Additional Insured Endorsement**

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

**12.2.3. Subrogation Endorsement**

The General Liability, Business Automobile Liability, and Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

**12.2.4. Primary Insurance Endorsement**

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

**12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.**

**12.2.6. Subcontractors**

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

**12.3. Notice of Cancellation**

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

**12.4. Verification of Coverage**

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

**12.4.1.** All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

**12.4.2.** All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

**12.5. Approval and Modifications**

County's Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County's failure to obtain a required insurance certificate or endorsement, County's failure to object to a non-complying insurance certificate or endorsement, or County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

**13. PERFORMANCE BOND**

Not applicable to this contract.

**14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS**

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date
Amendment 01	07/01/2024				

**15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION**

Is your firm SBE certified as defined by the solicitation's Instructions to Proposers Section 7.1.1? Yes  No

(select one)

If Yes, have you included your certification document? Yes  No

(select one)

**NOTE:** If you do not submit the SBE Certification document with your proposal, County will not apply the SBE Preference.



16. PROPOSAL/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: Underwood Bros. Inc.

BUSINESS ALSO KNOWN AS: AAA Landscape

MAILING ADDRESS: 4742 N. Romero Road

CITY/STATE/ZIP: Tucson

REMIT TO ADDRESS: 4742 N. Romero Road

CITY/STATE/ZIP: Tucson, AZ 85705

CONTACT PERSON NAME/TITLE: Jeff Hatfield, Tucson Branch Manager, J.hatfield@aaalandscape.com

PHONE: (520) 696-3223 FAX: (520) 696-0314

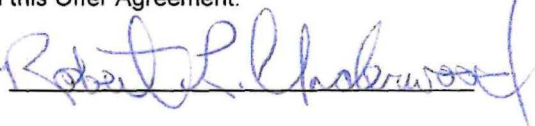
CONTACT PERSON EMAIL ADDRESS: Jeff Hatfield, J.hatfield@aaalandscape.com

EMAIL ADDRESS FOR ORDERS & CONTRACTS: Jeff Hatfield, J.hatfield@aaalandscape.com

CORPORATE HEADQUARTERS ADDRESS: 3747 E. Southern Ave, Phoenix, AZ 85040

WEBSITE: https://www.aaalandscape.com/

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements "Non-Responsive" and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of a Supplier Contract document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE:  DATE: 7-8-24

Robert L Underwood, CEO  
PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: (602) 437-2690 rlu@aaalandscape.com

County Attorney Contract Approval "As to Form".

**PIMA COUNTY STANDARD TERMS AND CONDITIONS****1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

**2. PACKING**

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

**3. DELIVERY**

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

**4. SPECIFICATION CHANGES**

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

**5. INSPECTION**

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

**6. ACCEPTANCE OF MATERIALS AND SERVICES**

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

**7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT**

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the Supplier Contract or Purchase Order ("PO") and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels a Supplier Contract, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

**8. FRAUD AND COLLUSION**

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed

by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Proposer in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

#### **9. COOPERATIVE USE OF RESULTING CONTRACT**

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the Supplier Contract, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

#### **10. INTELLECTUAL PROPERTY INDEMNITY**

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any Supplier Contract, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

#### **11. INDEMNIFICATION**

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any Supplier Contract, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

#### **12. UNFAIR COMPETITION AND OTHER LAWS**

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

#### **13. COMPLIANCE WITH LAWS**

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

#### **14. ASSIGNMENT**

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.



**15. CANCELLATION FOR CONFLICT OF INTEREST**

This contract is subject to cancellation pursuant to A.R.S. §§38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

**16. NON-DISCRIMINATION**

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

**17. NON-APPROPRIATION OF FUNDS**

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

**18. PUBLIC RECORDS**

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential, Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

**19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT**

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

**20. AMERICANS WITH DISABILITIES ACT**

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

**21. NON-EXCLUSIVE AGREEMENT**

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.



**22. TERMINATION**

County may terminate any contract and any Supplier Contract, PO, Delivery Order, DOM or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

**23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS**

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: Supplier Contract or PO; DO or DOM; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an Supplier Contract, PO, DO or DOM, if applicable; any other solicitation documents.

**24. INDEPENDENT CONTRACTOR**

Contractor is an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

**25. BOOK AND RECORDS**

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

**26. COUNTERPARTS**

The parties may execute the Supplier Contract or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the Supplier Contract and PO, the signed proposal of Contractor and the signed acceptance of County are each an original and together constitute a binding Supplier Contract, if all other requirements for execution are present.

**27. AUTHORITY TO CONTRACT**

Contractor warrants its right and power to enter into the Supplier Contract or PO. If any court or administrative agency determines that County does not have authority to enter into the Supplier Contract or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the Supplier Contract or PO.

**28. FULL AND COMPLETE PERFORMANCE**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any Supplier Contract, PO, DO or DOM to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

**29. SUBCONTRACTORS**

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

**30. SEVERABILITY**

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

**31. LEGAL ARIZONA WORKERS ACT COMPLIANCE**

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

**32. CONTROL OF DATA PROVIDED BY COUNTY**

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

**33. ISRAEL BOYCOTT CERTIFICATION**

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

**34. FORCED LABOR OF ETHNIC UYGHURS**

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

**35. ENTIRE AGREEMENT**

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

**END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS**

**Exhibit A: SCOPE OF WORK****1. SCOPE OF WORK:**

1.1. Contractor will furnish all supervision, labor, material, equipment, tools, chemicals, and transportation required to maintain Pima County landscapes in a professional, attractive, and healthy condition throughout the year as specified herein. Routine scheduled landscape maintenance shall be performed as called for in this Scope of Work. Additional services will be provided upon request for additional compensation to Contractor. Services should be provided Monday through Friday excluding County observed holidays. Weekend and holiday work may be scheduled under special circumstances when necessary.

**2. TECHNICAL SPECIFICATIONS:****2.1. TREE AND SHRUB CARE**

2.2. Tree and shrub pruning up to eight (8) feet in height will be Contractor's responsibility under this contract and will be performed as part of the normal monthly maintenance. Pruning over eight (8) feet will be considered an additional service. Additional services will be required to provide a quote and be invoiced at the contracted rates. Contractor will maintain all trees and shrubs in a healthy, growing condition by performing all necessary operations, including but not limited to the following:

2.2.1. Maintain a large enough water basin around plants so that enough water can be applied to establish moisture throughout the major root zone. During the rainy seasons, Contractor will open basins to allow surface draining away from the root crown where excess water may accumulate.

2.2.2. Fertilize established plants with soluble nitrate fertilizer once in early spring, and once in late spring, or upon request by Facilities Management. CONTRACTOR WILL REPORT ALL FERTILIZATION ACTIVITIES TO PIMA COUNTY FACILITIES MANAGEMENT IN WRITING AND EITHER ATTACHED TO, OR NOTED ON, THE MONTHLY INVOICE WHEN SUCH ACTIVITIES ARE COMPLETED.

2.2.3. Maintain insect and disease control with a legally approved chemical and applied by certified landscape applicators (as approved by the State of Arizona Structure Pest Control Board).

2.2.4. Prune trees to select and develop permanent scaffold branches that are smaller in diameter than the trunk or branch to which they are attached, which have vertical spacing from the 18 to 48 inches and radial orientation so as not to overlay one another; to eliminate diseased or damaged growth; to reduce toppling and wind damage by thinning out crowns; to maintain growth within space limitations; to maintain a natural appearance; to balance crown with root and move deep foliage.

2.2.5. Under no circumstances will the stripping of lower branches (a raising up of young trees) be permitted. Lower branches will be retained in a tipped back or pinched condition with as much foliage as possible to promote caliper trunk growth (tapered trunk). Lower branches can be stub cut at the trunk only after the tree is able to stand erect without staking or other support.

2.2.6. Evergreen trees will be thinned out and shaped when necessary to prevent wind and storm damage. The primary pruning of deciduous trees will be completed during the dormant season.

2.2.7. All palm trees under eight (8) feet will be trimmed as needed only after flowering in June.

2.2.8. Parking lots will have all branches removed that interfere with the parking of vehicles at each site visit. Contractor will remove all debris.

- 2.2.9. All pruning cuts will be made to lateral branches, stub cuts are not allowed at the trunk or at a lateral branch.
- 2.2.10. Staking and Guying: Contractor will perform a test removal of existing stakes and guys when trees attain a trunk caliper of four (4) inch diameter. If tree is unstable at this time, Contractor will recommend replacement in writing to the County with specific remedy suggestions. Stakes will be installed at an angle to ensure stability. Guy wire must be 1/8" in diameter with turn buckle type coupler and rubber protection where wire is attached to the tree. All stakes will be positioned in a tri-pod pattern for trunks over 1" in diameter and a bi-pod for younger trees, placed approximately three (3) feet from trunk. *Stakes and guy wires on existing trees are not billable items.*
- 2.2.11. Shrubs will be pruned in the same manner as trees. Shrubs will not be clipped into balled or boxed forms unless specifically requested. In late winter/early spring (after potential of freeze/frost has passed), all shrubs will be cut down and thinned to a level appropriate for the site or by the shrub type or as requested by County Facilities Management. Shrubs will be cut to 24" above grade unless otherwise specified by Pima County Contract Services personnel. At no time will shrubs be allowed to be taller than 60" in height. This will be considered part of the regular maintenance plan and is not chargeable beyond the regular monthly maintenance charges. Special requests for removal or thinning of shrubs beyond normal maintenance as determined by Pima County Facilities Management will be made on an as needed basis and will be done as an additional service which is chargeable at the contracted rates.
- 2.2.12. Tree(s)/Shrub(s) in a state of decline will be brought to the attention of the County immediately. Contractor will submit a *bid proposal to County for replacement.*
- 2.2.13. Remove all debris and trash within the site areas to include street curbs, parking lots, or driveways. This includes weeds/grass growing through cracks in concrete or asphalt or gaps in these areas.
- 2.2.14. Contractor will immediately notify County Contract Services Manager of any homeless camp activity, when discovered. This may be initiated by email or phone call for immediate remedy while Contractor is at the site to avoid having to make an additional trip. Small items such as food, clothing, food/drink packaging that can be gathered into a 55-gal trash container should be removed at no additional cost and considered part of regular maintenance. Large amounts of items (exceeding what would fit into a 55-gal trash container) will be chargeable at the contracted rates. Additional charges for this type of cleanup will be allowable once an estimate from Contractor is provided and approved by County. Contractor will take extra precautions and have staff sufficiently trained to work safely in these situations.
- 2.2.15. Tree removal will include removal and disposal of all tree material, grinding of stump below grade, and chemical treatment of stump to prohibit future growth. The contractor will invoice tree removal based on size of tree per contracted rates. All tree removals will require approval from the Contract Services Manager.
- 2.2.16. Contractor will provide a quote for tree trimming above eight (8) feet including palm tree trimming by the man-hour according to the contracted price established. Quotes must include cost of all equipment and services (lift, special tools, disposal, etc.).
- 2.2.17. Removal of trees larger than 30 ft tall will be as an open bid. County reserves the right to obtain multiple bids from other Landscape Contractors in this situation.

### 2.3. GROUND COVER

- 2.3.1. At all sites, including locked enclosure areas and open terrain, will be kept in a healthy well-maintained condition. Areas in a state of decline will be brought to the attention of the County Contract Services Manager and appropriate measures will be implemented to correct the issue(s). Weeds will be controlled with pre/post-emergent herbicides (see Section 2.4) or removed manually at each site visit. Pre/post-emergent herbicide is not a billable item except at sites not specially listed in the agreed upon contract. Contractor will provide a quote to County for weed control for sites not listed on monthly maintenance contract. If approved, County will provide notice to proceed in writing; only then will Contractor proceed with services. Weeds and undesirable plants will be removed and chemically treated within the boundaries for each site (see Exhibit E – Group A Site Maps & Exhibit F – Group B Site Maps) this will include easement areas up to and including the sidewalk and curb areas adjacent to County property as well as all fence lines to enhance the overall appearance of each property.
- 2.3.2. Contractor will apply four (4) pounds of nitrogen per 1,000 square feet in two (2) or four (4) applications during the first year of a new growth or if ground cover is nitrogen starved (at County's discretion, Facilities Management shall exercise this determination if Contractor fails to ascertain nitrogen starved conditions). One application should be in early spring when growth begins. Reduce to three (3) pounds nitrogen in following years or as needed to maintain vigorous growth and good color.
- 2.3.3. Contractor will water enough that moisture penetrates throughout the root zone, and only as frequently as necessary to maintain healthy growth. A ground-cleared circle of 18" to 24" in diameter should be maintained at base of trees to reduce competition for nutrients by ground cover.
- 2.3.4. Contractor will edge ground cover to keep in bounds and off walkways and sidewalks, and trim top growth as necessary to achieve overall even appearance. Every two-years ground cover will be trimmed to four (4) inches above ground level to renew growth and improve density and attractiveness.
- 2.3.5. Contractor will control insects and diseases as necessary, using approved chemicals. List of chemicals will be provided to Contract Services Manager upon request. Contractor will keep shrubs, bushes, hedges and other plants clear of spider webs and any other insects that can hinder healthy growth. Contractor will clear the entire area of dead foliage under shrubs, trash and any undesirable plant or weeds at each site visit.
- 2.3.6. Contractor will bring ground cover in a state of decline to the attention of the County immediately, in writing. Failure of Contractor to document and communicate such decline to County, with subsequent death of ground cover will be Contractor's responsibility to replace dead ground cover and bring it to a condition acceptable to County.

#### 2.4. LAWNS

- 2.4.1. Contractor will mow upright grasses such as Bluegrass and Ryegrass to a maximum height of two inches in warm weather and one and one-half inches (1 ½") during the rainy season. Other grasses such as Bermuda grass, will be mowed to a height of one and one-half (1 ½"). Mowing will be done at least every seven days during Spring and Summer seasons and as needed during other seasons. Contractor will trim lawn edges at least twice monthly or as needed for a neat appearance. Grass clippings from mowing will NOT be caught and removed unless they are too unsightly for the location or are lying in swaths which might damage the lawn.
- 2.4.2. Contractor will water lawns at such frequency as weather conditions require to replenish soil moisture below the root zone. Watering schedules should be set for nighttime watering. Normally, a total of two inches of water are needed weekly in hot weather, but not to be watered all at one time. Where possible, water runoff across pavements and onto gutters

must be avoided. ADJUST WATERING SCHEDULE SEASONALLY AND REPORT ADJUSTMENTS TO THE COUNTY IN WRITING EACH TIME.

- 2.4.3. Contractor will hand clip or power weed around sprinkler heads to allow for proper watering. Lawn edging will be performed at each site visit at the edges of sidewalks, walkways, paving block, or landscape separators (concrete curbing, brick, bender board, etc. that separates lawn from other landscape growth or granite).
- 2.4.4. Contractor will fertilize lawns at no additional cost to County with a total of four (4) to six (6) pounds of actual nitrogen per 1,000 square feet of area each year. The number of applications will be dependent on the type of nitrogen used, e.g. one to two applications of a slow-release fertilizer and four to six applications for readily soluble fertilizers such as ammonium nitrate (33-0-0), calcium nitrate (15-0-0), or ammonium sulfate (21-0-0). Lawn fertilizer that contains pre-emergent can be used on County lawns. Contractor must provide a fertilization schedule to County. REPORT ALL FERTILIZATION ACTIVITIES TO COUNTY IN WRITING WHEN SUCH ACTIVITIES ARE COMPLETED. Lawn care will include a one-time per year aeration of lawns in early spring or as recommended by Contractor's lawn care experts. Manual or machine aeration is acceptable. Contractor will provide additional aeration of lawns upon request at additional cost to County. County will request a quote from Contractor for additional services. Damages to irrigation system in any way during this process will be the responsibility of Contractor to correct solely at Contractor's cost and to the full satisfaction of County.
- 2.4.5. Contractor will keep lawns full and healthy. When sparse, Contractor will institute corrective measures by seeding, fertilization, and supplemental watering. Exception to this requirement are areas where grass is unable to grow, such as highly shaded areas. County reserves the right to verify this condition upon notification by Contractor. *Seasonal lawns should be kept full and healthy during the months of April to October or until dormant period begins.*
- 2.4.6. If needed, Contractor will control broadleaf weeds with approved herbicides. Contractor will provide a list of herbicides and the application rates upon request. In areas where weeds have infested a lawn, Contractor will apply a selective post emergent herbicide as soon as possible. Contractor will be responsible for the removal of weeds from all lawns.
- 2.4.7. Contractor will include over seeding of lawns in Winter (perennial rye) if requested by County. Winter lawns will be required in rare circumstances. See Section 2.10.1

## 2.5. WEED CONTROL

- 2.5.1. Contractor will be responsible for weed control at all sites. This will include the chemical treatment of, AND the physical removal of all weeds located in and around the site including public easement areas such as sidewalks and street curbs (including in cracks and seams of sidewalks and street curbs). Weed growth will be monitored by Contractor on each of their regularly scheduled site visits and appropriate action taken.
- 2.5.2. County defines Weeds as: A plant that is not valued where it is growing and is usually of aggressive growth; one that tends to overgrow or choke out more desirable plants. Examples are, but not limited to; grass that is overgrown in and around a small shrub, grass or weeds coming through cracks or edges of asphalt, any culvert, basin, or drainage channel within the property boundaries. Nut grass, foxtail, spurge, or dandelion growing in granite areas or grass areas are considered weeds. Tamarisk (salt Cedar) is an invasive species and should reported to County and removed any time they are encountered.
- 2.5.3. Contractor will provide current SDS sheets to Pima County Contract Services for any chemical used at/on County sites. Due to DEQ requirements, all chemicals applied to

RWRD (Wastewater) Treatment Facilities be provided in advance for approval. Contractor will submit the list including current SDS to the County for approval prior to application.

2.5.4. Contractor must comply with applicable federal, state, and local laws, regulations, standards, and ordinances pertaining to health, safety and environmental protection for all chemicals, application techniques and processes.

## 2.6. IRRIGATION SYSTEMS

2.6.1. Contractor is required to manually cycle all sprinkler/irrigation systems at least once a month using the controller at each of the county sites as listed. This will ensure the system is operational, and leaks or defects to the system are identified. This will also require a walk of the site, checking sprinkler heads, emitters, and bubblers. All heads are to be adjusted for unimpeded coverage. Contractor will be given keyed access to control boxes.

2.6.2. If a site utilizes manual valves for the irrigation system. Contractor may be asked to submit a cost to convert the system to automatic for approval.

2.6.3. If during testing of an irrigation system it is discovered that repairs are needed, Contractor is automatically approved to make repairs if cost is not expected to exceed \$150.00. Contractor must provide a before and after photo of all irrigation repairs that fall under the \$150.00 preauthorized limit or invoice may not be approved for payment. In the event estimated costs exceed this amount, Contractor must notify the Contract Services Manager with an estimate for repairs. Estimates will provide a breakdown of parts and estimated labor. All repairs exceeding this amount will require written authorization from County prior to Contractor performing the repair.

2.6.4. All irrigation repairs will be invoiced separate from the regular monthly invoice and will include before and after photos, itemized part list and labor breakdown to include dates and times. Any repair invoices that do not include the required photos will be sent back to Contractor and the invoice date will be adjusted to the date Contractor sends revised invoice to County. County reserves the right to perform irrigation repairs using County employees, at the County's sole discretion.

## 2.7. SERVICES NOT INCLUDED AS REGULAR MAINTENANCE:

2.7.1. Repairs or replacement of losses and/or damages beyond Contractor's control including but not limited to, storm damage, vandalism, landscape replanting etc. will be by request and accompanied by a separate purchase order number (PO) and written approval by the Contract Services Manager.

## 2.8. WEEKLY/MONTHLY ROUTINE WORK:

2.8.1. Contractor will:

2.8.1.1. Maintain grass to approximately 1-1/2 inches in height.

2.8.1.2. Trim around planters, sprinkler heads, trees, and along sidewalks.

2.8.1.3. Vacuum or blow sidewalks clear, *pick-up trash and debris from landscaped areas including parking lots adjacent to landscaped islands.*

2.8.1.4. Hand water as required. This includes but is not limited to manual hand watering if an irrigation system should be down for repairs and/or renovation, or if there is not any in-ground system.

2.8.1.5. Remove all clippings and debris from County property. All clippings to be hauled away by Contractor and not deposited into County trash containers.



- 2.8.1.6. Police areas around buildings, entryways, outside benches and furniture (if applicable) for trash.
  - 2.8.1.7. Rake granite to an even pattern.
  - 2.8.1.8. Trim all ground cover and small shrubs, *remove trash from inside plants and shrubs.*
  - 2.8.1.9. Trim all tree branches and trunks from the ground level to a maximum eight (8) feet. Exceptions to this are young trees that are under (10) feet tall. Also, trees overhanging walkways, which should be trimmed from ground level to a minimum of eight (8) feet in height. Trim all trees away from buildings so that branches/leaves are not touching or hanging on roofs, windows, walls, or cars in parking spaces.
  - 2.8.1.10. Remove weeds as needed (see Section 2.4 – Weed Control).
  - 2.8.1.11. Remove cigarette butts located in and around planters and landscape areas.
  - 2.8.1.12. Manually cycle sprinkler system controller through all phases at least once a month (refer to 2.5 – Irrigation Systems).
- 2.9. SEASONAL ROUTINE WORK:
- 2.9.1. Contractor will:
    - 2.9.1.1. Apply legally approved herbicide, fertilizer, and summer grass seed and dressing as needed. seeding for winter grass if requested.
    - 2.9.1.2. Treat granite areas with pre-emergent chemicals with dye just prior to seasonal rains in summer and winter to control new growth. **SUBMIT SCHEDULES TO COUNTY IN WRITING, AT LEAST TWO WEEKS PRIOR TO TREATMENT, AND REPORT IN WRITING WHEN SUCH ACTIVITIES ARE COMPLETED.**
    - 2.9.1.3. Maintain reasonable control for insect and disease with legally approved chemicals.
- 2.10. NON-SCHEDULED PROJECT WORK
- 2.10.1. All non-scheduled work will be done at the sole direction of Facilities Management Department. Contractor shall be called upon to estimate and perform various types of non-scheduled work including but not limited to, removing fallen/dead trees, major/minor repairs to sprinkler systems, spreading granite, rip rap or fill dirt; planting lawns, trees, shrubs, decorative plants, hardscape services, large lot clearing and trash removal. This will require the issuance of a Purchase Order from the Facilities Management Department allowing Contractor to proceed with non-scheduled project work at the pre-established contracted rates. Contractor will not proceed with non-scheduled work (except in emergency situations such as downed trees due to storm damage) without a Delivery Order or Purchase Order. All non-scheduled work must be invoiced separately, and itemization of all labor, supplies, equipment, or parts used is required.
  - 2.10.2. In most cases new plantings will be provided by Pima County, Parks and Recreation department. Contractor will be responsible for retrieving new plantings from the Native Plant Nursery at 3500 W River Rd and plant them as directed by County.
- 2.11. SPECIAL REQUIREMENTS
- 2.11.1. The following locations require Winter Rye grass planting and care: PRTC at 10001 S. Rita Road, Sheriff Training Facility at 1270 W Silverlake Rd., Martha Cooper Library at 1377 N. Catalina and Sheriff Rincon Substation at 8999 E. Tanque Verde Road.

2.11.2. Wastewater Sites, Detention Facilities and other high security facilities may require Contractor's employees submit to a background check. County will notify Contractor when this is required.

### 3. REQUIREMENTS FOR WASTEWATER RECLAMATION FACILITIES Group B

#### 3.1. TRES RIOS WASTEWATER TREATMENT FACILITY

3.1.1. This facility has been divided into four sections due to the size of the site which cannot be serviced in a single visit. Each section will be completed on a weekly basis. Weed control is the primary focus for large areas of this site. Volunteer trees and other undesirable bushes and shrubs must be removed. Overflow basins in section 4 will require monthly post emergent herbicide treatment. Additionally, two times per year, prior to Summer and Winter rains, Contractor is required to apply pre-emergent. Proper protective gear must be worn at all times while on site.

3.1.2. Contractor's employees are required to sign in with the Regional Wastewater Reclamation Department Plant Site Administration Office and notify their presence to the Pima County employee designated as the Point of Contact. At Sub-regional facilities they must sign in with the operator in charge. Unmanned sites will have a call box that can be used to obtain access. When issued, Contractor's employees must always wear the ID pass while on plant site and return the ID pass at the end of each day to Regional Wastewater Reclamation Department Plant Site Administration Office.

3.1.3. Upon leaving the plant site the vendor's employees must check out with the Pima County designated Point of Contact.

3.1.4. Contractor will be required to provide their own Personal Protective Equipment (PPE) and wear the required plant site PPE. PPE may include but not limited to hard hats, safety boots, safety vest, eye protection and hearing protection.

3.1.5. Vendor vehicles must be clearly marked on the outside or windshield of the vehicle. The use of decals/magnets identifying the Contractor name or a sign displayed in the front window no smaller than 8.5 inches by 11 inches will be acceptable.

3.1.6. All Vendor personnel shall be designated by an easily identifiable company shirt or badge worn at all times personnel is on-site.

3.1.7. Contractor is to leave a clean work site once the inspection or repair work is completed. Any chemical or fluid spills are to be immediately reported to County Employee designated as the Point of Contact. All debris shall be disposed of by the vendor at the vendor's expense. All materials, tools, equipment, etc., shall be removed or safely stored.

3.1.8. Pima County is not responsible for theft or damage to vendor's property.

3.1.9. All potential safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each workday. Security fencing and barricades will be required for any open holes or trenches.

3.1.10. Contractor must provide all their own equipment and/or tools to perform the necessary services at no additional cost to Pima County.

3.1.11. Contractor must utilize safe lock-out/tag-out procedures at all times.

3.1.12. Contractor will be responsible for the safety of their employees at all times.

3.1.13. RWRD site entry is restricted to authorized persons with proper identification such as driver's license, commercial driver's license or a passport.

#### 4. CONTRACTOR REQUIREMENTS:

##### 4.1. LICENSES AND PERMITS

4.1.1. Contractor will comply with all requirements for licenses and permits as governed by the State of Arizona. Contractor must have at the time of bid submission, and maintain throughout the term of the Contract, a State of Arizona Commercial Landscape License C-21 or CR-21 and Office of Pest Management (OPM) Licenses, Class E weed control and Class F turf and ornamental. Contractor will pay all charges and fees necessary and incidental to the lawful conduct of their business. Contractor will keep fully informed of existing and future Federal, State and Local laws, ordinances and regulations which may, in any manner, affect the fulfillment of this contract and will comply with same. A copy of each permit/license listed above must accompany bid package. Contractor's licenses must be registered to the Contractor, and sub-contracting for the purpose of applying chemicals using another vendor is not allowed.

4.1.2. Contractor's employees who will be assigned the task of landscape chemical applications are required to be State of AZ Department of Agriculture applicator certified. Contractor must submit copies of these certifications at the post award conference and update them every six (6) months.

##### 4.2. EMERGENCY SERVICE REQUESTS

4.2.1. Emergency requests, either during or after business hours, will be responded to on-site within three (3) hours of Contractor receiving the request. This may include but is not limited to: Sprinkler line breakage or related water problems; downed trees; storm debris/damage; or safety related landscape matters. Contractor must call back within two hours of the originating call. The emergency after-hours telephone number must be available to the County 24/7 to accept messages. Call back for emergency requests should occur within 30 minutes.

##### 4.3. DAMAGE TO COUNTY FACILITIES OR PROPERTY

4.3.1. Contractor will provide services in such a manner that does not damage County property. Contractor will be responsible for any damages incurred to the facilities, underground sprinkler systems, trees, bushes, shrubs and/or any exterior portion of a building including windows. Damage to County vehicles or personal vehicles must be immediately reported to County Contract Services Manager. Damage to private vehicles while on County property will be left to the Contractor and vehicle owner to navigate.

4.3.2. In the event damage occurs to County property, or an adjacent property by reason of any landscape operations performed under this contract, Contractor will replace or repair the same at no cost to County. If damage caused by Contractor must be repaired or replaced by County, the cost of such work will be deducted from monies owed to the Contractor.

##### 4.4. REPEAT WORK

4.4.1. All costs for repeat work or repairs due to failure of specific work or repairs, will be the sole cost to and responsibility of the Contractor.

##### 4.5. SAFE WORK PRACTICES

4.5.1. Contractor and their employees will exercise safe industry-standard work practices. All work will be in compliance with appropriate OSHA, Federal, State, County, and Local municipalities' ordinances and regulations. Fertilizers and chemicals shall be transported in containers, which will ensure proper protection on the job site. Contractor will take steps to prevent abnormal dust conditions.

##### 4.6. CONTRACTOR'S EQUIPMENT

4.6.1. All equipment and PPE (Personal Protective Equipment) used by Contractor to perform the specifications herein must be in good working condition and must also conform to OSHA

standards. Pima County reserves the right to request the replacement of defective or unsafe equipment.

#### 4.7. TIME AND MANNER OF WORK

4.7.1. All work will be performed during the daylight hours, Monday through Friday, except emergencies or special work orders. ALL WORK MUST BE DONE AT A TIME AND IN A MANNER THAT WILL NOT INTERFERE WITH THE NORMAL ACTIVITIES OF THE FACILITY. Contractor will perform the work in a way that will minimize disruption to the normal operation of the building tenants.

#### 4.8. WORK SCHEDULE:

4.8.1. At the post-award conference Contractor will provide a proposed work schedule to accomplish the services pursuant to this contract. This schedule will be set on a standard calendar year and will identify the tasks and frequency of work. This schedule will be subject to Facilities Management Department approval. Thereafter, changes in this schedule must be submitted in writing to the Facilities Management Department Contract Administrator for approval prior to implementation. Sites can and will be added during the term of this contract. Frequency of visits will also be adjusted as needed. All changes and additions will be submitted in writing by County Facilities Management department to Contractor for review and approval by both parties. Cost adjustments will be submitted by Contractor and approved before implementation occurs. County Procurement department will add agreed upon items to the contract and an updated copy will be forwarded to Contractor.

4.8.2. Contractor will adhere to the approved work schedule and will complete all routine work during the calendar week in which it is scheduled unless circumstances occur that are beyond the control of Contractor such as weather.

4.8.3. Due to the nature of unforeseen wind/rain/dust storms which cause much debris to be strewn about a site, Contractor may be notified by County to immediately perform emergency services to clean-up said debris including the removal of fallen trees. The request for this emergency service shall be billed to County and will require a Delivery Order or Purchase Order. Delivery Order or Purchase Order will be issued on the next business day in order not to delay the response time.

4.8.4. There will be no additional cost to County if the work is done on Contractor's scheduled service day unless there are fallen trees that would require chain saws and/or a debris trailer, this instance would be considered an additional service.

#### 4.9. CLEAN-UP AND DEBRIS REMOVAL

4.9.1. Upon completion of the work, Contractor is responsible for removing all debris, materials, and equipment associated with the work performed. Debris is not to be placed into County trash containers or stockpiled on County property.

#### 4.10. CONTRACTOR CONSULTATION

4.10.1. Contractor will be required to provide free of charge, training, consultation, and expertise to County to ensure the proper maintenance of all County landscapes and assist in the efficiency of the overall program.

#### 4.11. EMPLOYEE IDENTIFICATION

4.11.1. County reserves the right to require security screening of all employees performing work at any County site. County may issue a temporary Contractor identification badge that will be returned each day.

4.11.2. Contractor must furnish County a current employee register upon the issuance of the contract and provide updated information upon request.

4.11.3. ALL CONTRACTOR EMPLOYEES MUST HAVE, AT ALL TIMES WHILE ON COUNTY PROPERTY, A PICTURE IDENTIFICATION CARD IN THEIR POSSESSTION AND MUST WEAR A COMPANY UNIFORM (SHIRT or VEST AND HAT) WITH THE COMPANY NAME OR LOGO.

4.12. ACCESS TO PIMA COUNTY FACILITIES

4.12.1. No one except authorized employees of Contractor are allowed on the premises of Pima County facilities. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor. Failure of Contractor to meet this requirement will result in permanent removal of the employee from County buildings.

4.13. EXPERIENCED, RESPONSIBLE EMPLOYEES

4.13.1. Contractor agrees to use only experienced, responsible and capable people in the performance of the work. County may require that Contractor remove from the job covered by this contract, any employee who endangers persons or property or whose continued employment under this contract is inconsistent with the interest of Pima County.

4.13.2. Contractor will furnish personnel who are trained and qualified to perform to the specifications of the contract.

4.14. RESOURCES: EQUIPMENT, SUPPLIES AND PERSONNEL

4.14.1. All equipment, PPE and supplies furnished by Contractor are Subject to prior approval by County. Contractor will provide sufficient equipment, supplies, and personnel to complete the work within the designated time frames. For example, if the schedule indicates that a site is to be serviced on the third Thursday of the month, the work should be completed on that day and not extended to subsequent days because of a lack of resources. Failure to fully complete landscape services per the schedule will be considered a failure to perform (See #39 of PC Standard Terms and Conditions). Contractor will have sufficient tools and supplies on hand to complete the work as required.

4.15. INSPECTIONS AND CONTRACT MONITORING

4.15.1. Each site shall be inspected by a Contract Services Department Representative within five (5) business days of the last service. A County representative shall inspect the site to ensure contract requirements are being met. An inspection report will be provided to Contractor by Contract Services personnel indicating the site has been inspected and is found to be acceptable or unacceptable. If found to be unacceptable, the Contractor shall be notified as to what deficiencies exist along with photo evidence of the inspection. Contractor will be provided with a 48 Hr. notice to correct the conditions. A follow-up inspection following the 48 Hr. notice will be performed to verify the corrections have been completed and the site complies with contractual requirements. If the site still does not meet the minimum requirements the site will not be eligible for payment for that month. Considerations shall be given to Contractor for the timeline after Contractor has visited the site due to windy or storm conditions or damages beyond the Contractors control. The successful Offeror will be closely monitored for contract compliance.

4.15.2. In the event the service performed remains unsatisfactory for more than a month, or is not in accordance with the specifications, County reserves the right to complete the work to its satisfaction in house or by another Contractor and deduct the cost from monies owed.

4.15.3. County shall, at its option, monitor Contractor's employee performance on a random and unannounced basis, to verify the proficiency of Contractor's staff by:

4.15.3.1. Observation

- 4.15.3.2. Audit of Performance
  - 4.15.3.3. Asking questions of Contractor's Supervisory personnel.
  - 4.15.3.4. Additionally, Contractor's representative will meet with County representatives upon request to review landscape performance.
  - 4.15.3.5. Current Representatives are:
    - Stacy Smith, Contract Services Manager - 520-724-8319
    - Jacob Vega, Landscape Supervisor - 520-724-3054
    - Robert LaBlue, Operation Manager - 520-724-9523
5. GENERAL SPECIFICATIONS:
- 5.1. SUB-CONTRACTING
    - 5.1.1. The County will allow for sub-contracting of the Sheriff Substation in Ajo, AZ ONLY. No other site locations may be sub-contracted out.
  - 5.2. ADDITIONS/DELETIONS OF SERVICE AND/OR SITES
    - 5.2.1. County reserves the right to add or stop service sites to this contract. Should additional services be required from this contract, prices for any additions will be negotiated between Contractor and County *and will be proportionate with average per sq ft costs of similar facilities already contractually agreed upon.*
  - 5.3. ADEQUACY OF RECORDS
    - 5.3.1. If Contractor's records and other documents relevant to this contract are not sufficient to support and document that services were provided, Contractor will reimburse County for services not performed to the full satisfaction of County.
  - 5.4. AUDIT DISALLOWANCES
    - 5.4.1. If at any time it is determined by County that charges for which payment has been made and is not within the terms of this contract, County shall notify Contractor in writing of the wrongful billed item(s) and payment. County will detail the required course of action, which will be at sole discretion of County. County may explore options such as but not limited to, adjustment of any future invoice submitted by Contractor OR repayment of the disallowed amount by Contractor issuing a check payable to Pima County.
  - 5.5. OFFSET FOR DAMAGES
    - 5.5.1. In addition to all other remedies owed to County by Law, County reserves the right to choose to offset from any money due to Contractor by any amount(s) Contractor owes to County for damages resulting from breach or deficiencies in performance under this contract.

**End of Exhibit A Scope of Work**

**EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)**

**PROPOSER'S NAME:**

Underwood Bros. Inc., dba AAA Landscape

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may cause for the Proposer's proposal to be rejected as **"Non-Responsive."**

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications and indicate what/if attachments are submitted. Proposer must include a copy of the Licenses requested.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	The Contractor must possess and maintain and AZ ROC license; C-21 or CR-21 Hardscaping and Irrigation Systems	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contractors Licenses 1 Page
2	The Contractor will have and maintain personnel possessing certified applicator licenses "PUC" by the AZ Department of Agriculture to perform herbicide, pesticide, and fertilizer applications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Applicator Licenses 1 Page
3	The Contracting firm must have been in business performing commercial landscape services for a minimum of five (5) years including the current year.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type text here Local Letter 1 Page

SIGNATURE: Robert L Underwood DATE: 7-8-24

Robert L Underwood, CEO  
 PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

**END OF EXHIBIT B**

Contractors Licenses  
Exhibit B: ITEM 1



LICENSES

LICENSE EFFECTIVE THROUGH:  
STATE OF ARIZONA March 31, 2025  
**Registrar of Contractors** CERTIFIES THAT



Underwood Bros Inc  
A A A Landscape

CONTRACTORS LICENSE NO. ROC 096971 CLASS CR-21

Specialty Dual  
Hardscaping and Irrigation Systems

THIS CARD MUST BE  
PRESENTED UPON DEMAND

  
Martin J. Quezada, Director

LICENSE EFFECTIVE THROUGH:  
STATE OF ARIZONA December 31, 2024  
**Registrar of Contractors** CERTIFIES THAT



Underwood Bros Inc  
A A A Landscape

CONTRACTORS LICENSE NO. ROC 081595 CLASS A

General Commercial  
General Engineering

THIS CARD MUST BE  
PRESENTED UPON DEMAND

  
JEFF FLEETHAM, DIRECTOR

LICENSE EFFECTIVE THROUGH:  
STATE OF ARIZONA November 30, 2024  
**Registrar of Contractors** CERTIFIES THAT



Underwood Bros Inc  
A A A Landscape

CONTRACTORS LICENSE NO. ROC 250648 CLASS B-1

General Commercial  
General Commercial Contractor

THIS CARD MUST BE  
PRESENTED UPON DEMAND

  
JEFF FLEETHAM, DIRECTOR



Applicator Licenses

EXHIBIT B: ITEM 2

**KATIE HOBBS**  
Governor

**Arizona Department of Agriculture**  
**Pest Management Division**  
 1110 W. Washington St #450 , Phoenix, AZ 85007  
 Phone: 602-542-3578 Fax: 602-542-0466  
<https://agriculture.az.gov>


Jeff Grant  
Interim Director

**BUSINESS LICENSE**

**Non-Transferable**

**AAA LANDSCAPE**  
**Business License Number: 4216**

Has been licensed since 02/13/1985, and is authorized to provide pest management services in Arizona through the last day of May 2026.



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Printed: 06/26/2024  
Printed By: 4216

Count	Last Name	First Name	Certified Applicator #	Certified Qualified
	ALVARADO	OSCAR	<a href="#">120680</a>	N/A
1	ANGULO	MIGUEL ANTONIO	<a href="#">200480</a>	N/A
2	ARMENTA	JUAN A	<a href="#">180733</a>	N/A
3	ARRIETA	RUBEN YBARRA	<a href="#">120371</a>	31515
4	BARRAZA	RAMON EDUARDO	<a href="#">161023</a>	N/A
6	CASTANEDA	ALBERT JOE	<a href="#">80283</a>	N/A
7	CHAVEZ	JORGIE GABRIEL	<a href="#">190991</a>	N/A
	CODNER	MICHAEL DEAN	<a href="#">230397</a>	N/A
8	GARCIA	ILSE	<a href="#">221004</a>	N/A
9	GERRY	JOSHUA DAVID	<a href="#">140612</a>	N/A
10	HATFIELD	JEFFREY DAVID	<a href="#">71188</a>	N/A
11	JARAMILLO	ADRIAN J	<a href="#">130402</a>	N/A
12	KETCHEM	DALE A	<a href="#">150633</a>	N/A
15	MICKELSON	KARL J	<a href="#">140797</a>	N/A
	MURRIETA	CHRIS A	<a href="#">240038</a>	N/A
16	PULIDO, JR	GILBERTO H	<a href="#">130775</a>	N/A
	RAMOS-ALVARADO	ROSARIO ARTURO	<a href="#">191242</a>	N/A
	RAMIREZ	JOSE R	<a href="#">80919</a>	N/A
17	RIVERA	MATTHEW JAVIER	<a href="#">200423</a>	N/A
18	ROMO	MARCO ANTONIO	<a href="#">220041</a>	N/A
19	SANCHEZ	JEREMY AARON	<a href="#">210346</a>	N/A
21	ZAMORA	JAMES A	<a href="#">130842</a>	N/A

RFP 24000243  
Local Letter  
EXHIBIT B: ITEM 3



*We Beautify the World*

July 5, 2024

Re: RFP-24000243  
Landscape Maintenance and Repair Services

To whom it may concern,

AAA Landscape has been in Tucson, Arizona since its inception in 1975. Since 1997, AAA Landscape has been located at 4742 N. Romero Road, Tucson, AZ 85705.

Throughout the period of this contract, AAA Landscape will maintain an office and an authorized managing agent in the Tucson Metropolitan area available twenty-four (24) hours a day seven (7) days a week. Jeff Hatfield will serve as the point of contact for AAA Landscape and will be located in Tucson

Respectfully,

Robert L. Underwood  
CEO

Phoenix Office  
3747 E. Southern Ave  
Phoenix, AZ 85040  
P 602 437 2690

Tucson Office  
4742 N. Romero Rd  
Tucson, AZ 85705  
P 520 696 3223

[aaalandscape.com](http://aaalandscape.com)

**EXHIBIT C: QUESTIONNAIRE (1 PAGE)**

**PROPOSER'S NAME:**

Underwood Bros. Inc., dba AAA Landscape

Department evaluation team will develop questions that when answered/submitted by Proposers will allow evaluators to evaluate, differentiate & score Proposers' proposals as defined by the published evaluation criteria. The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

**7.1. Cost (0 to 30 points)**

Will be evaluated and scored by the Procurement Department.

**7.2. Contractor Qualifications (0 to 30 points)**

- a) **Recruitment/ Development Efforts:** Provide an overview of the Contractor's approach/methodology to hiring, developing, and maintaining a quality labor force. Provide example(s) of Contractors method of attracting and hiring local personnel. Minimum of one example.
- b) **Unique Qualifications:** Describe the Contractor's ability to provide services defined within the scope of work on a high-quality consistent basis. Describe your approach to how your firm would manage the various locations.
- c) **Specialized Programs:** Provide steps that will be taken to ensure all services are completed per the scope of services in a safe, timely and efficient manner.
  - Safety training programs.
  - Employee training and performance evaluations.
  - Quality Assurance Programs.

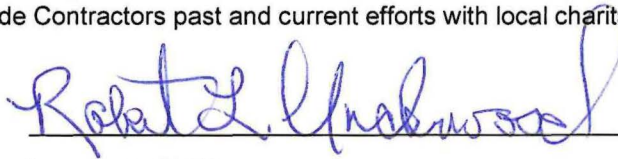
**7.3. Key Personnel (0 to 20 points)**

- a) **Organizational Chart:** Provide details of key personnel and describe their individual roles. Identify each team member's years of experience and any special training or certifications that are applicable to services being provided. The contractor's organizational chart must include all the afore-mentioned information to be considered complete.
- b) **Account Managers:** Identify the primary and secondary Account Managers that will be working directly with Pima County.
- c) **Accounting/Billing:** Provide an overview of the firm's accounting processes including the timeline for both monthly invoicing and turnaround time for corrected invoices or credits. Identify the current accounting Manager and support staff and any specialized degrees or certifications they possess.
- d) **Employment Level:** Provide the total number of current employees AND the estimated number of employees that will be required to successfully execute this contract with an explanation of how you arrived at this number. This can be either essay, chart form or a combination of both.

**7.4. References (0 to 20 points)**

- a) **Reference Statements:** Provide three (3) reference letters demonstrating the Contractor's ability to provide services on a scale equal or greater to what is requested in the RFP for Pima County. Include definition of tasks performed, general frequency of tasks, type of business and total years providing landscape services to the selected references. Provide this information individually. Reference surveys as indicated in Exhibit D are still required but do not substitute as the response to this criterion.
- b) **Community Involvement:** Provide a statement addressing the Contractor's presence in the local area. Include Contractors past and current efforts with local charitable organization and/or community involvement.

SIGNATURE:



DATE:

7-8-24

Robert L Underwood, CEO

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

**END OF EXHIBIT C**





## 7.1 Cost

Submitted on Bidnet Direct Portal as per requirements.

## 7.2 Contractor Qualifications

### a.) Recruitment:

AAA Landscape has a human resources team that only hires 100% legally documented workers. We perform E-Verify, background checks and drug screen all employees, along with conducting a field physical to make sure all employees are physically capable of performing the required duties in order to reduce the risk of injury. AAA Landscape has a Zero tolerance drug policy ensuring that our team members work in a safe environment.

AAA Landscape uses various recruitment methods that have successfully allowed us to be consistently staffed.

Local recruitment is achieved using Indeed and LinkedIn. AAA Landscape also partners with community outreach programs such as Pima County-One Stop, Pima County-Arizona at Work, Second Chance Tucson.

AAA Landscape uses the Federal H2B Program which allows nonimmigrant program permits employers to temporarily perform nonagricultural labor or services in the United States.

As a forward-thinking company, AAA Landscape consistently recruits in different local regions and discovers creative methods to fill all positions.

These staffing approaches have enabled us to maintain diversity in our hiring and keep our workforce well-staffed.

### b.) Unique Qualifications:

AAA Landscape was founded in 1975 in Arizona. While it ranks among the top 100 largest commercial landscape contractors in the United States, AAA Landscape remains a local Arizona company. AAA Landscape employs nearly 661 team members and operates offices in both Phoenix and Tucson. Additionally, there are several satellite offices and yards across various locations throughout Arizona to assist in managing the vast portfolio. AAA Landscape has built an excellent reputation, known for its strong client relationships, extensive product knowledge, and successful project delivery.

Of importance when considering our application is the combined experience & expertise in the landscape, irrigation & nursery industry that our team brings to the project. The team has over 49 years of experience in construction, landscape management and pest management. The size and



Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



scope of our projects have expanded throughout the years, ranging from ¼ acre sites to upwards of 300-acre sites, as well as miles roadways. AAA Landscape has acted as the General Contractor and managed as many as 14 subcontractors on multi-million-dollar sites to securing work as a subcontractor on billion-dollar sites.

AAA Landscape's national affiliation in the green industry and its local knowledge has been inestimable in consulting with landscape architects, government entities, municipalities, engineering, reclaimed water distribution, fertigation systems, and a variety of irrigation systems such as turf, drip, flood irrigation, smart controller systems, etc. In conjunction, AAA Landscape has also salvaged native plants and trees, setting up temporary nurseries and relocating the material.

Communication is part of our overall package. As a client, you will have direct communication with your manager via cellphone, text, and email. If any concerns arise, your manager will review them for resolution. If additional support is needed, the entire team can assist, and protocols are in place to handle concerns promptly.

Due to AAA Landscape's size, we have the capability to mobilize a crew within a 5-day' notice.

#### **Arizona Contractor Licenses**

- Commercial License B-01 #250648
- ROC General Engineering License Class A-01 #081595
- ROC General Engineering License Class CR-21 #096971
- Office of Pest Management License #4216



**Fleet**

Our fleet is set up based on contractual needs. This example is for a larger scale property with three dedicated trucks and one for the Account Manager. This contract would be similar to this crew concept

**TRUCKS**

Equipment #	Brand	Type	Model	Sage EQ #
TLM002	FORD	250	F250	VEH-134-2008
TLM032	FORD	250	F250	VEH-097-2006
TLM019	FORD	RNG	RANGER	VEH-052-2004
TLM065	FORD	250	F250	VEH-042-2003

**TRAILERS**

Equipment #	Brand	Type	Sage EQ #
TLMT095	APC	TRL	TRL-102-2006
TLMT117	LOAD TRAILER	TRL	TRL-087-2004

**EQUIPMENT**

Type	# of Pieces	
BPB	Backpack Blower	5
CHS	Chainsaw	2
GAT	Gator	1
HHB	Handheld Blower	1
HTR	Hedge Trimmer	2
PCS	Pole Chainsaw	1
PMW	Push Mower	1
RMW	Riding Mower	1
STE	Stick Edger	
WDE	Weedeater	5
Equipment Total		



Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



**Approach:** Each day, the crew gathers for “Stretch and Flex.” During this time, they discuss a Daily Toolbox Topic, covering areas like heat stress, lifting techniques, and defensive driving. The crew also reviews the Job Safety Analysis (JSA), addressing work being completed that day and potential hazards and prevention strategies. Crews are supervised by Crew Leader who in turn reports to Superintendent will be directed by Pima County Representative. Teams meet in the central yard and clock into MJOB (GPS-based timekeeping system). This time keeping software allows us to control hours and ensures crews are where they are supposed to be. Crews travel to work sites, clock in at job sites, perform work and then travel back yard. Dump trucks travel to landfill and then head back to yard.

The Landscape Supervisor is actively involved in all aspects of the morning routine, including providing direction to Crew leads based on the scheduled areas or emergency work assignments and locations communicated by the Pima County Representative. Ensure that all work is completed in a high-quality manner. This person is also responsible for managing, contract, all personnel, schedules, equipment, PPE, submitting all necessary reports, signing off on work and ensuring it was completed according to contract, approving invoices from vendors, and job costs associated with the portfolio.

Our approach to this contract will be distinctive and highly efficient. We will allocate dedicated crews to specific properties, ensuring consistency and specialized attention. Additionally, other crews already operating in various areas may have properties added to their portfolios, optimizing resource utilization across the board.

Every property has been thoroughly quantified and allocated specific timeframes for maintenance. This meticulous planning ensures that each site receives the necessary care and attention. To keep track of this, we will provide a detailed cycle map that outlines all the sites and their maintenance schedules.

To streamline communication and management, Pima County will have one designated Landscape Supervisor. This supervisor will oversee all properties within the county, serving as the single point of contact. This arrangement will simplify communication, enhance coordination, and ensure that Pima County's needs are met promptly and efficiently.



**Project Samples:**

**1. Pima County Transportation and Flood Control**



**Role of AAA Landscape:** General  
Maintenance of Roadsides and flood control areas throughout Pima County  
**Contract Value:** \$ 2,044,318.00  
**Construction Dates:** August 2009 – On-going  
**Project Owner:** Pima County

The extensive coordination and weekly team meetings between Pima County Administrators and our onsite Supervisor to review field issues and scheduling, contribute to the successful implementation of this large project. Work completed, daily chemical used, and any irrigation repairs are submitted regularly as a part of the weekly process. Monthly calculations are based and matched to each and every item on reports.

Daily and weekly coordination takes place between Pima County Administration and AAA Landscape to ensure contract requirements are being met.





Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



## 2.City of Tucson JOC #41476 Parks and Recreation



<b>Role of AAA Landscape:</b>	General Contractor
<b>Project Owner:</b>	City of Tucson
<b>Contract Value:</b>	\$200,000 Per Project
<b>Construction Dates:</b>	2019 -Present
<b>Project Contact:</b>	Traci Shepherd

Through the City bonds issued, Parks are being revitalized and updated. AAA Landscape was one of the contractors awarded to install this work through the city's JOC program.

These projects are bid individually based on their own scope of work and budget. With extensive coordination and weekly partnership meetings, AAA Landscape is able to facilitate field issues and scheduling, contribute to value engineering, and allow for a successful project.

AAA Landscape uses local suppliers, as much as possible, to ensure that whether from plant to irrigation materials will thrive within the arid climate. We constantly consult our local suppliers about product knowledge and application to be able to use the best product for our clients. The company also utilizes local subcontractors because we trust their expertise and their command of their trade in accordance to the constructability against local conditions.



Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



### 3.Rancho Sahuarita Community Association



<b>Role of the AAA Landscape:</b>	Contractor
	Maintenance of common areas, amenities including clubhouse, parks, dog parks and roadways.
<b>Annual Contract Amount:</b>	\$722,636.64
<b>Construction Dates:</b>	2001 -Present
<b>Project Owner:</b>	Rancho Sahuarita Community Association

The master planned community of Rancho Sahuarita has received many awards for its daring and challenging vision that was created at the onset with the lake in the desert. AAA Landscape maintains the common areas, adjacent roadways and amenities throughout the community.

Each area is coordinated and scheduled for maintain in accordance with all contract and municipality restrictions. The onsite Supervisor regularly meets with the Facility Maintenance Manager to ensure schedules and areas that require emergency attention are tended and scheduled according to mutual satisfaction.

### 4.Rancho Vistoso Community Association



<b>Role of the AAA Landscape:</b>	Contractor
	Maintenance of common areas, sub associations, amenities including clubhouse, parks, dog parks and roadways.
<b>Annual Contract Amount:</b>	\$899,316.00
<b>Construction Dates:</b>	2003 -Present*
<b>Project Owner:</b>	Rancho Vistoso Community Association

Located in Oro Valley, Rancho Vistoso Community Association is a premier master planned community with more than 4300 homes in addition to commercial and business parcels. This community includes maintaining common areas, sub associations, commercial parcels, amenities including clubhouse, parks, dog parks and roadways. As well as coordinating extensive water management, tree management and pest control management schedules.

The extensive coordination and weekly partnership team meetings facilitated between the field, management company and the board of directors for the HOA allow for open communication and transparency. Scheduling is communicated with two crews; one maintains the community and the other maintains what are known as off sites.

**\*AAA Landscape lost Rancho Vistoso Community Association due to price in 2014. We were awarded it back within 6 months as a result of the water budget being blown and costing more than the savings on the landscape services.**



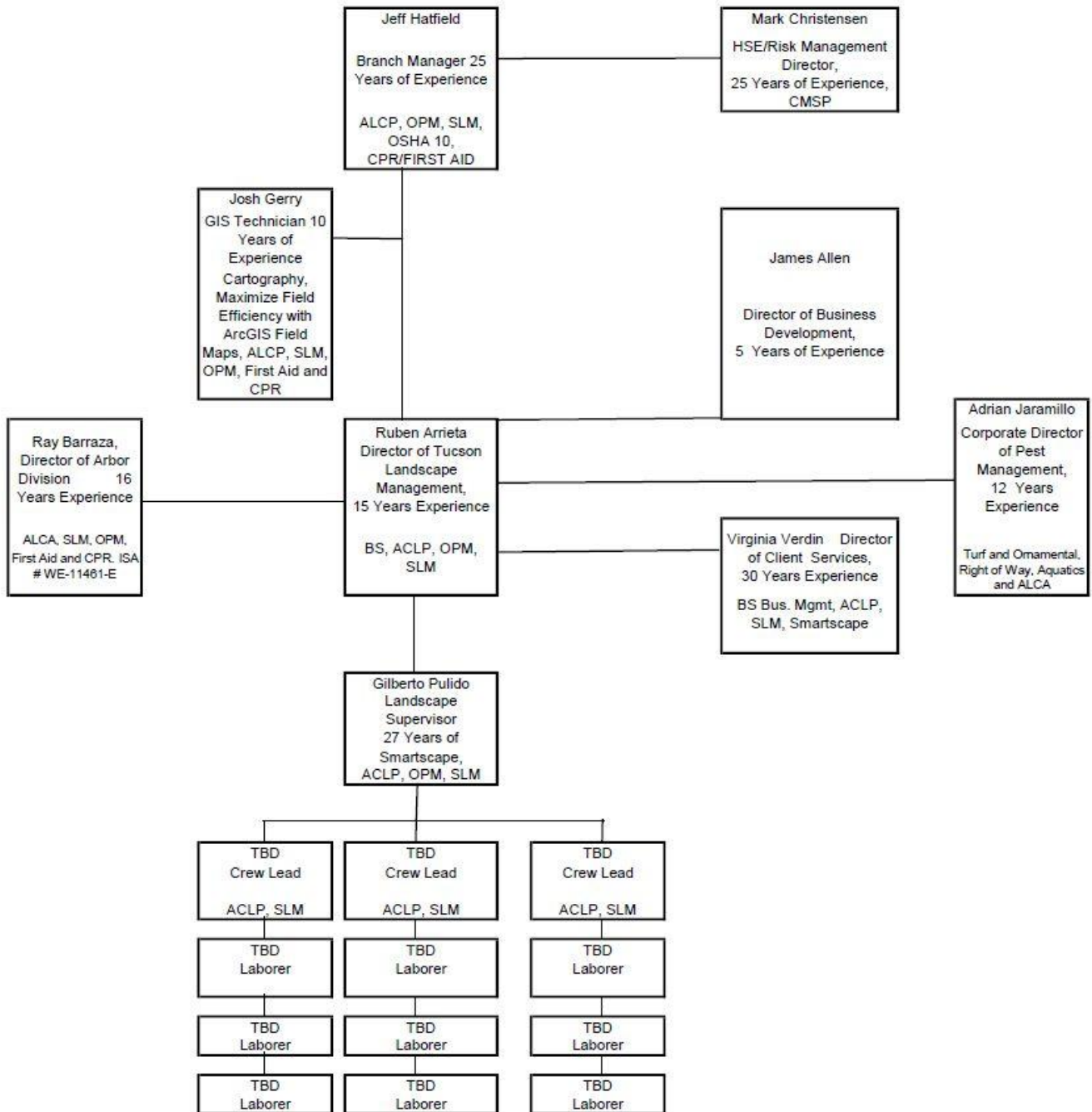
**c.) Specialized Programs:**

- **Safety Training Programs:** The Safety Director delivers extensive training that includes OSHA certifications, first aid, various safety certifications, and field and equipment safety. Additionally, training topics cover product usage and development, among other essential areas. Training also includes regular handouts on various topics and how to deal with them in the field i.e. heat, water, environment like snakes and rodents. AAA Landscape's commitment to safety extends to both employees and the communities they serve.
- **Employee Training and Performance Evaluations:** AAA Landscape is consistently training our crews to ensure the proper landscape and safety procedures are being followed. Arizona Landscape Professional (ACLP), ALCA Certified Irrigation Technician (ACIT), Sustainable Landscape Management (SLM), Certified Pest Control, and Smartscape are all training certified education that is required to promote within in the company. Certified professionals provide on-site field training, as well as more formally structured educational opportunities in the company's state-of-the-art classrooms or the Association's offices. Employees are evaluated annually. Part of the evaluation process includes providing a personal mission statement and status of on-going education steps.
- **Quality Control Assurance:** Work orders, day cards, daily Reports, chemical application reports, and any other documentation requested is submitted daily. Flexibility in documentation is also important, as other documents may be requested by stakeholders or regulatory bodies. Maintaining open communication with stakeholders allows for the creation and submission of any additional documentation as needed, enhancing transparency and trust. If requested the Superintendent is also available for site walks with Pima County Representative.



### 7.3 Key Personnel

#### a.) Organizational Chart





## b.) Account Managers / Personnel

- 
- **Jeff Hatfield**, Branch Manager, with over 25 years in the landscape industry. Certified with ALCP, OPM, SLM, OSHA 10, CPR/FIRST AID. Jeff has supervised a vast quantity of maintenance projects and will create strategic planning to ensure resources are being utilized to increase efficiency. Create standards and quality procedures. Control budget and waste.
  - **Ruben Arrieta**, Director of Landscape Management, with over 15 years of industry experience and certifications including ACLP, OPM, and SLM. Ruben Arrieta, Division Director takes the helm in overseeing property implementation. He spearheads the updating and execution of scheduling, costing, and logistics for all contracted properties. Ruben diligently monitors and manages field operations and contracts to ensure strict adherence to all aspects.
  - **Gilbert Pulido**, Account Manager (Possible Supervisor) with over 24 years of industry experience and certifications including OPM, SLM, ACLP and Smartscape certified. As the Account Manager is actively involved in all aspects of the morning routine, including providing direction to Crew leads based on the work assignments and locations communicated by the Pima County Representative. Ensure that all work is completed in a high-quality manner. The Account Manager is responsible for managing the contract, all personnel, schedules, equipment, PPE orders, submitting all necessary reports, approving invoices from vendors, and job costs associated with the portfolio.
  - **Ivan Cruz**, Account Manager (Secondary Supervisor) (Experience with County Contract) with over 20 years of industry experience and certifications including OPM, SLM, and ACLP. As the Account Manager is actively involved in all aspects of the morning routine, including providing direction to Crew leads based on the work assignments and locations communicated by the Pima County Representative. Ensure that all work is completed in a high-quality manner. The Account Manager is responsible for managing the contract, all personnel, schedules, equipment, PPE orders, submitting all necessary reports, approving invoices from vendors, and job costs associated with the portfolio.
  - **James Allen**, Director of Business Development, with 5 years' experience in sales and development, In the role of Business development, he is maintaining strategic partnerships and maximizing business opportunities for AAA Landscape. He is tasked with creating new business relationships, engaging with the community to expand our brand awareness and grow our Southern Arizona portfolio.
  - **Ray Barraza**, Director of Arbor Division, has 16 years' experience in the landscape industry. Ray has been certified in ALCA, SLM, OPM, First Aid and CPR. ISA # WE-11461-E. He will prepare the master workflow program adhering to all contractual obligations. He will set up schedules, plan on site and implement program. He will also monitor progress, report any deficiencies to the responsible party and coordinate resolutions. All weekly inspections, timesheets, daily, weekly and monthly reports, correspondence, meetings and performance will be handled by the Area manager.
  - **Virgina Verdin**, Director Client Services, with over 30 years at AAA Landscape has gained extensive knowledge in the operations of installing and maintaining landscape projects in the landscape industry. She will ensure that the team abides by specific contract terms and requirements, compile all required documentation to include agreements, insurance certifications, service reports, monitor and audit the costs ensuring all contract requirements are met and monitor job costing analysis and budgeting. She will also manage the Workspace for the project.
  - **Mark Christensen**, Safety Director, CMSP with 25 years of experience in both safety and case management, Mark will effectively manage policies and procedures to ensure a stable balance between productivity and safety. He provides AAA Landscape with knowledge and guidance to instill a strong safety culture throughout the company. Mark will oversee all safety requirements and will continue to guard our EMOD rating.





Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



- **Miguel Angulo**, Safety Manager with over 3 years of experience in safety, Miguel will effectively manage policies and procedures to ensure a stable balance between productivity and safety. He provides AAA Landscape with knowledge and guidance to instill a strong safety culture throughout the company. Miguel will oversee all safety requirements and will continue to guard our EMOD rating.
- **Adrian Jaramillo**, Corporate Director of Pest Management, with over 12 years of combined experience in the Landscape Industry. Certified Applicator with application licenses in Industrial Institutional, Turf and Ornamental, Right of Way, Aquatics and ALCA Certified. Adrian oversees all projects within the Landscape Management Division in Tucson and Phoenix areas that require herbicide. Also working on other projects throughout the surrounding areas that are not contracted. He will ensure that all policies and procedures with regards to chemical use and application will be implemented for the proper care and maintenance of the project. With his vast knowledge of plants and chemical Adrian is a true asset on any project.
- **Joshua Gerry**, GPS/GIS, has been with AAA Landscape for over 10 years. Josh has been certified in esri training certificates in Cartography and Maximize Field Efficiency with ArcGIS Field Maps, ALCP, SLM, OPM. While using his pest license, Joshua also maintains all site maps, schedules, tree inventories and tree plans. Joshua will be in charge of creating and maintaining the invasive species maps on the contract using a mobile device and GPS mapping software, ArcGIS Pro.

At AAA Landscape, we understand that our success depends on the knowledge, skills, and dedication of our crews. To maintain the highest standards of quality and professionalism, we offer comprehensive training programs that equip our team with the expertise needed to excel in the unique and challenging environment of the Sonoran Desert.



Below is a list of all applicator licenses currently employed by AAA Landscape.

Count	Last Name	First Name	Certified Applicator #	Certified Qualified
	ALVARADO	OSCAR	<a href="#">120680</a>	N/A
1	ANGULO	MIGUEL ANTONIO	<a href="#">200480</a>	N/A
2	ARMENTA	JUAN A	<a href="#">180733</a>	N/A
3	ARRIETA	RUBEN YBARRA	<a href="#">120371</a>	31515
4	BARRAZA	RAMON EDUARDO	<a href="#">161023</a>	N/A
6	CASTANEDA	ALBERT JOE	<a href="#">80283</a>	N/A
7	CHAVEZ	JORGIE GABRIEL	<a href="#">190991</a>	N/A
	CODNER	MICHAEL DEAN	<a href="#">230397</a>	N/A
8	GARCIA	ILSE	<a href="#">221004</a>	N/A
9	GERRY	JOSHUA DAVID	<a href="#">140612</a>	N/A
10	HATFIELD	JEFFREY DAVID	<a href="#">71188</a>	N/A
11	JARAMILLO	ADRIAN J	<a href="#">130402</a>	N/A
12	KETCHEM	DALE A	<a href="#">150633</a>	N/A
15	MICKELSON	KARL J	<a href="#">140797</a>	N/A
	MURRIETA	CHRIS A	<a href="#">240038</a>	N/A
16	PULIDO, JR	GILBERTO H	<a href="#">130775</a>	N/A
	RAMOS-ALVARADO	ROSARIO ARTURO	<a href="#">191242</a>	N/A
	RAMIREZ	JOSE R	<a href="#">80919</a>	N/A
17	RIVERA	MATTHEW JAVIER	<a href="#">200423</a>	N/A
18	ROMO	MARCO ANTONIO	<a href="#">220041</a>	N/A
19	SANCHEZ	JEREMY AARON	<a href="#">210346</a>	N/A
21	ZAMORA	JAMES A	<a href="#">130842</a>	N/A



Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



**Adrian Jaramillo**, Corporate Director of Pest Management

**Non-Transferable** **Printed: 06/01/2023**  
**Printed By: 130402**

**Arizona Department of Agriculture**  
**Pest Management Division**  
1110 W. Washington St #450 , Phoenix, AZ 85007  
6025423578 Phone; 6025420466 Fax  
<http://www.azda.gov>

License No: 130402

**Applicator Certification**

<p><b>ISSUED TO:</b></p> <p>1000041608 <b>ADRIAN J JARAMILLO</b> 1173 AVENIDA LEON RIO RICO AZ 85648</p>		<p>Licensed Categories:</p> <p>1 - Industrial/Institutional 3 - Ornamental &amp; Turf 4 - Right of Way 5 - Aquatic</p>	<table border="0"> <tr> <th>Expires</th> <th>Status</th> </tr> <tr> <td>06/31/2025</td> <td>Active</td> </tr> <tr> <td>05/31/2025</td> <td>Active</td> </tr> <tr> <td>05/31/2025</td> <td>Active</td> </tr> <tr> <td>05/31/2025</td> <td>Active</td> </tr> </table>	Expires	Status	06/31/2025	Active	05/31/2025	Active	05/31/2025	Active	05/31/2025	Active
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Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



**Gilberto Pulido, Account Manager**

Non-Transferable

Arizona Department of Agriculture  
Pest Management Division  
1110 W. Washington St #450 , Phoenix, AZ 85007  
6025423578 Phone; 6025420466 Fax  
<http://www.azda.gov>

Printed: 01/12/2024  
Printed By: 130775

License No: 130775

Applicator Certification

ISSUED TO:  
1000041994  
GILBERTO H PULIDO, JR  
210 WEST JACINTO STREET  
TUCSON AZ 85705

Licensed Categories	Expires	Status
3 - Ornamental & Turf	05/31/2024	Active
4 - Right of Way	05/31/2024	Active

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THE UNIVERSITY OF ARIZONA

## Certificate of Completion

This certificate is awarded to

### Gilberto Pulido

FOR THE COMPLETION OF THE

#### SmartScape Program for Landscape Professionals

9/8/2018

ARIZONA COOPERATIVE EXTENSION

SMARTSCAPE



Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257





Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



Ivan Cruz, Account Manager

**Non-Transferable** **Printed: 06/28/2024**  
**Printed By: 240666**

**Arizona Department of Agriculture**  
**Pest Management Division**  
1110 W. Washington St #450 , Phoenix, AZ 85007  
6025423578 Phone; 6025420466 Fax  
<http://www.azda.gov>

License No: 240666

**Applicator Certification**

**ISSUED TO:**  
1000034017  
IVAN DOMINGUEZ CRUZ  
4742 N ROMERO RD  
TUCSON AZ 85705

Licensed Categories: 4 - Right of Way  
Expires: 05/31/2025  
Status: Active

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**ARIZONA LANDSCAPE CONTRACTORS' ASSOCIATION**  
certifies that  
**Ivan Cruz**  
S0624-2265

strives to preserve limited and valuable natural resources such as water, soil, and fuel; to reduce waste generation and pollution; and to support the natural growth habit and longevity of plant material; all while creating more beautiful, healthy, and efficiently maintained landscapes.

Linda Turnage  
ALCA Executive Director

06/21/2026  
Valid through







Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



Ray Barraza, Director of Arbor Division

# The International Society of Arboriculture

Hereby Announces That

*Ramon Eduardo Barraza*

Has Earned the Credential

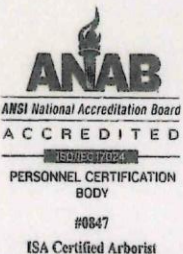
## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Caitlyn Pollihan*

Caitlyn Pollihan  
CEO & Executive Director

22 August 2016	31 December 2025	WE-11641A
Issue Date	Expiration Date	Certification Number

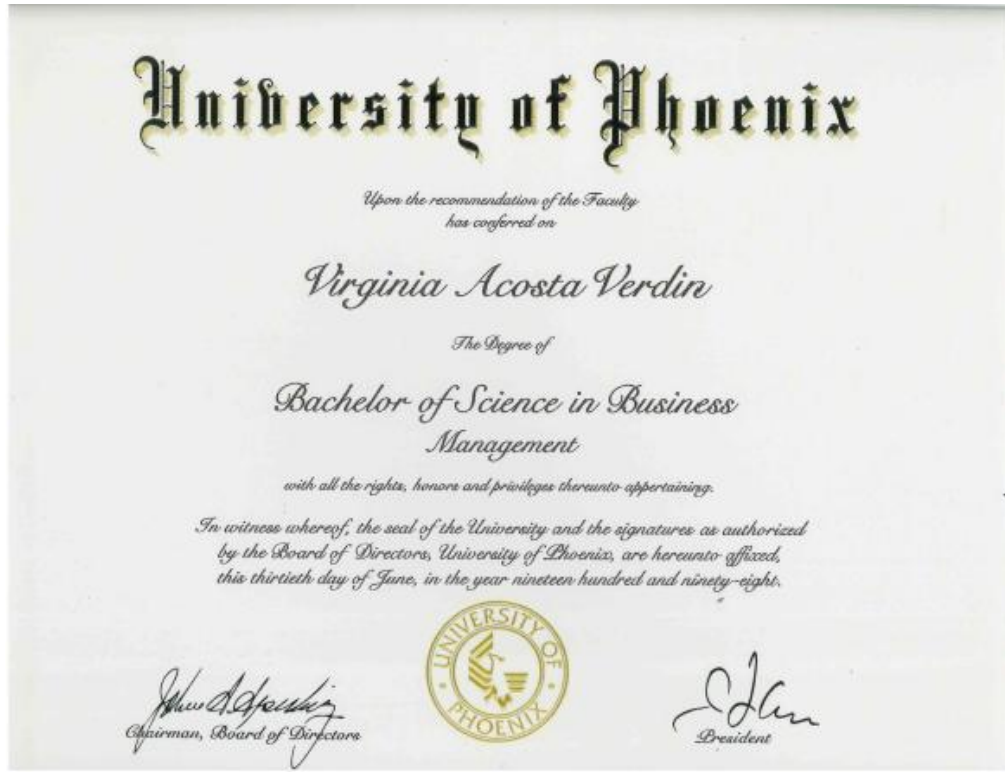




Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



Virginia Verdin, Director of Client Services







Request for Proposal  
Landscape and vegetation management services  
Solicitation No. RFP 24000257



**ARIZONA LANDSCAPE CONTRACTORS' ASSOCIATION**  
certifies that  
**Virginia Verdin**  
A0519-835  
has successfully demonstrated superior knowledge, competence and skill in essential landscape work activities.

Barbara Shehan  
ALCA Executive Director

05/12/2025  
Valid through

**ARIZONA LANDSCAPE CONTRACTORS' ASSOCIATION**  
certifies that  
**Virginia Verdin**  
A0112-15  
strives to preserve limited and valuable natural resources such as water, soil, and fuel; to reduce waste generation and pollution; and to support the natural growth habit and longevity of plant material; all while creating more beautiful, healthy, and efficiently maintained landscapes.

Barbara Shehan  
ALCA Executive Director

05/03/2025  
Valid through



**c.) Accounting/Billing**

At AAA Landscape, we pride ourselves on maintaining a transparent, efficient, and timely accounting process. Here is an overview of our procedures, including the timeline for monthly invoicing and the turnaround time for corrected invoices or credits:

**Monthly Invoicing Process**

**Data Collection (Daily):**

Collect and compile all necessary financial data, including time sheets, expense reports, and service logs, from the previous month.

**Invoice Preparation (End of the Month):**

Prepare detailed invoices in the format agreed upon, ensuring accuracy and completeness. Each invoice includes a schedule of value for the month, including materials used, and any additional expenses incurred.

**Invoice Review (Last Week of the Month):**

Conduct a thorough review of all prepared invoices to ensure accuracy. This step includes cross-checking data and verifying calculations.

**Invoice Distribution (1st of the Month):**

Distribute invoices to clients via email or mail, depending on the client's preference. Each client receives an itemized statement reflecting the services provided during the previous month.

**Turnaround Time for Corrected Invoices or Credits**

**Receipt of Dispute or Correction Request:**

Upon receiving a dispute or correction request from a client, we acknowledge receipt within 24 hours and initiate a review process.

**Review and Verification (1 - 2 Business Days):**

Review the disputed invoice or credit request, verifying the accuracy of the client's claim. This involves cross-referencing service logs, material usage, and other relevant data.

**Correction and Adjustment (1 - 2 Business Days):**

Make necessary corrections to the invoice or issue appropriate credits. Ensure all adjustments are accurately reflected in the client's account.

**Revised Invoice or Credit Issuance (1 Business Day):**



Issue the revised invoice or credit note to the client, providing a detailed explanation of the changes made. This is done promptly to maintain transparency and client trust.

Summary Timeline:

Monthly Invoicing: 1st to 5th of each month

Turnaround for Corrected Invoices or Credits: Typically, 1 to 3 business days from receipt of dispute or correction request.

Our structured approach ensures that all financial transactions are handled with precision and in a timely manner, fostering strong client relationships and maintaining the integrity of our financial operations.

**Greg Gaston**, CFO and CPA with 44 years of experience.

**Sharon Stills**, Accounts Receivable, with a BS in Agriculture Science and Minor in Ag Business Management has been with AAA Landscape for almost 10

**Kathy Farmer**, Office Manager (Pima County Billing), Over 30 years at AAA Landscape. Experience in billing for Pima County since 2009.

**d.) Employment Level**

AAA Landscape's current employee count is 661.

**Crew Concept:**

**One (1) Landscape Supervisor** with over 5 years of industry experience and certifications including OPM, SLM, and ACLP.

**Three (3) Crew Leads** with over 2 years of industry experience and training towards certifications including OPM, SLM, and ACLP.

**Nine (9) Laborers** with over 1 years of industry experience and training towards certifications including OPM, SLM, and ACLP.

At AAA Landscape, our approach to determining the optimal crew size for our contracts is rooted in a meticulous analysis of the specific requirements of each property. By assessing the total hours needed for all sites and considering various factors such as plant material, herbicide application,





decomposed granite, turf, irrigation work, and travel time, we ensure that our crew sizes are accurately tailored to meet the demands of the contract efficiently and effectively.

### Comprehensive Assessment of Each Property

The first step in arriving at the appropriate crew size involves a thorough assessment of each property included in the contract. This assessment is detailed and multifaceted, covering various aspects of landscape maintenance and management.

### Plant Material:

We evaluate the types and quantities of plants at each site, considering factors such as growth rates, seasonal maintenance needs, and specific care requirements. This helps in estimating the hours required for tasks like pruning, planting, fertilizing, and general upkeep.

### Herbicide Application:

The frequency and scope of herbicide application are determined based on the types of weeds prevalent in each area and the overall landscape. This allows us to allocate time for safe and effective herbicide application, ensuring that the landscape remains healthy and visually appealing.

### Decomposed Granite:

For properties that feature decomposed granite, we assess the areas that need coverage and the maintenance required to keep the granite in optimal condition.

### Turf Maintenance:

Turf areas are evaluated based on their size, grass type, and intended use. We calculate the hours needed for mowing, edging, aeration and fertilization ensuring that the turf remains lush and well-maintained throughout the year.

### Irrigation Work:

The complexity and extent of irrigation systems at each site are analyzed to determine the time needed for regular inspections, repairs, and adjustments. Efficient irrigation is crucial for maintaining plant health and water conservation, making this an essential component of our crew size determination.



### Calculation of Total Hours

Once we have gathered detailed information on the various aspects of each property, we calculate the total hours required for maintenance. This calculation is comprehensive and takes into account the frequency and duration of each task, as well as the specific needs of the landscape.

### Consideration of Travel Time

In addition to the on-site work, we also factor in travel time between properties. Efficient routing and scheduling are essential to minimize downtime and ensure that crews can spend the maximum amount of time working on the landscapes. By optimizing travel routes and considering the proximity of properties to each other, we further refine our crew size calculations.

### Bidding Process

With a clear understanding of the total hours required for each property, we proceed to the bidding process. Each property is bid individually, taking into account the detailed assessments and calculated hours. This approach ensures that our bids are competitive while accurately reflecting the resources needed to meet the high standards of our services.

### Determination of Crew Size

The final step involves determining the crew size based on the total hours for all sites. We allocate crews in a way that balances efficiency with effectiveness, ensuring that each crew has the capacity to complete their assigned tasks within the required timeframe. Dedicated crews are assigned to some properties, while other crews may have multiple properties added to their portfolios to optimize resource utilization.

### Conclusion

At AAA Landscape, our process for determining crew size is both methodical and precise. By thoroughly assessing each property's needs, calculating the total hours required, and considering travel time, we ensure that our crews are optimally sized to deliver exceptional landscape maintenance services. This comprehensive approach not only guarantees the highest standards of quality and professionalism but also enables us to utilize our resources efficiently, ultimately benefiting both our clients and our company.



## 7.4 References Local Presence and Community Involvement

### a.) Reference Statements

#### Three (3) Statements submitted to Pima County Procurement

### b.) Community Involvement

AAA Landscape, founded in 1975, has a strong presence in the Tucson area. Our reputation is built on excellent client relationships, product knowledge, and successful project delivery.

AAA Landscape's community involvement extends beyond mere participation. By actively engaging with all local Chambers and associations including, Tucson Chamber of Commerce, Oro Valley Chamber of Commerce, Hispanic Chamber of Commerce and Marana Chamber of Commerce and other associations including Metropolitan Pima Alliance, Southern Arizona Home Builders Association, Arizona Construction Trades, Community Associations Institute and Arizona Association of Community Managers, we contribute to shaping the community. Our presence in these chambers and associations allows us to collaborate with other businesses, advocate for policies that benefit the community, and foster economic growth. Through these efforts, AAA Landscape not only demonstrates commitment but also actively influences the development and well-being of the Tucson area.

The College of Architecture and Landscape Architecture (CALA) is an essential part of the University of Arizona. It plays a crucial role in educating future architects, landscape architects, and urban planners. As for AAA Landscape's involvement, they have contributed to and continue to maintain the Sonoran Laboratory. This facility likely serves as a practical learning environment for students, allowing them to explore landscape design, sustainable practices, and the unique challenges of working in the Sonoran Desert ecosystem. By supporting this laboratory, AAA Landscape demonstrates its commitment to education, research, and the local landscape community.

As for hiring, AAA Landscape prioritizes local workforce development. Our vision is to build happy relationships with clients, the community, and employees while improving the environment and preserving the planet for future generations. Our goal is to hire local talent and grow it from within to support the community and ensure project success.

## Exhibit G - Living Wage (2 pages)

### Living Wage Requirement

This solicitation is subject to the Pima County living wage requirements as provided in the Pima County Procurement Code section 11.38 which specifies that a living wage requirement be included in County contracts for specific services.

Contractors entering into eligible contracts with Pima County for the covered services shall pay a living wage to their eligible employees for the hours expended providing services to Pima County. Eligible employees shall receive a wage not less than \$16.00 per hour. A contractor may pay its eligible employees a wage of no less than \$14.35 per hour if the contractor provides health benefits with a monthly value at least as high as the difference between that wage and a monthly wage based on \$16.00 per hour. A copy of section 11.38 of the Procurement Code is attached for your review and complete compliance. Contractors shall include all costs necessary for complete compliance to the living wage requirement.

In bid preparation, Contractors will need to consider the possibility of increased administrative costs. The following is a brief description of key Living Wage reporting requirements. These are not limited to but include:

One time reports: Due at the beginning term of each contract/renewal

- >Payroll calendar
- >Certificate of Living Wage Payments Form
- > Master Listing of employees eligible to work on Pima County jobs
- >Listing of Subcontractors to be used (if applicable)

Staffing Plans, Including Subcontractors (work schedules): Due **prior** to work performed to enable the Compliance Officer to rate check and interview employees; *If there is not sufficient time prior to performing work, then a plan must be submitted as soon as possible after work is performed:*

- >Name of employee(s) who will be working
- >Where work is performed
- >Approximate time-frame work will be performed
- >Total approximate hours to be worked
- >Revised plan IF any information changed from the original staffing plan

Payroll Reports: Must be provided to the Compliance Officer 7 days after EVERY pay period

- >Statement of Compliance
- >Payroll Summary Reports:
  - *Name of all employees on a Pima County job*
  - *Total hours worked/rate of pay/gross pay/paycheck number*
  - *Support documentation for this information*
  - *Signed "Statement of Compliance" even if no payroll performed*

Subcontracted Labor (if applicable): Packets are required to be submitted to Pima County's Compliance Officer as soon as the Subcontractor is issued payment. This includes:

- >A letter signed by subcontractor indicating that laborers associated with the work billed on their attached invoice were paid at or above the Living Wage required rate
- >the check # and date which this invoice was paid should be noted
- >Attach the appropriate staffing plans (work schedules) of the subcontractor to this invoice. The subcontractor employee payroll check# needs to be noted beside their employee (s) name



PROCUREMENT  
 150 W. CONGRESS ST., 5th FLOOR  
 TUCSON, ARIZONA 85701  
 TELEPHONE (520) 724-8161, FAX (520) 724-3646

**CERTIFICATION OF LIVING WAGE PAYMENTS**  
**Effective upon contract renewal in 2024**

This firm certifies that it will meet all specifications, terms, and conditions contained in the Living Wage Contract Ordinance; **AND** that if labor is subcontracted, subcontractors will be held to the exact terms that are required of this firm.

Yes  No  If no, you must explain all deviations in writing.

Company Name: Underwood Bros., Inc, dba AAA Landscape

Description of Services: Landscape Management

Job Location: Pima County

(PLEASE CHECK ONE(S) THAT APPLY)

I do hereby agree to pay all eligible employees working on the above listed contract at least sixteen dollars and zero cents (\$16.00) per hour.

AND/OR

I do hereby agree to pay all eligible employees working on the above contract a wage of no less than fourteen dollars and thirty-five cents (\$14.35) per hour **and** provide health benefits with a monthly value at least as high as the difference between a monthly wage based on sixteen dollars and zero cents (\$16.00) per hour and the requested monthly wage if no less than fourteen dollars and thirty-five cents (\$14.35) per hour. In essence, the **employer paid portion** of benefits must have a *monthly* value of two-hundred eighty-five dollars and ninety-nine cents (\$285.99). This equals the one dollar and sixty-five cents (\$1.65) per hour difference.

Providers Name: Cigna

Address: PO Box 188061 Chattanooga, TN 37422

Phone: (866) 494-2111 Fax: \_\_\_\_\_

Plan or Program Number: 00167298 Type of Benefit: Medical Value Plan

Total premium paid per month: \$61.55 Amount paid by employee: \$162.50

(Attach pages if needed for additional providers)

COMPANY NAME: Underwood Bros., Inc, dba AAA Landscape

AUTHORIZED SIGNATURE: *Greg Gaston* DATE: 6/26/24

Greg Gaston  
 PRINTED NAME

CFO  
 TITLE OF AUTHORIZED

## OFFER AGREEMENT

### 1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractor(s) to provide Pima County ("County") with Landscape Maintenance and Repair Services on an "as required basis" by issue of Delivery Order ("DO") or Delivery Order Maximo ("DOM").

The established Supplier Contract will identify the Contractor to provide the required items as designated by the following groups:

Group A: Miscellaneous County Sites, Library Sites, and Sheriff Sites

- Group A1 - Misc. County Sites – REGULAR MAINTENANCE
- Group A2 - Misc. County Sites - NON-SCHEDULED SERVICES
- Group A3 - Misc. County Sites - PLANTS & MATERIALS
- Group A4 - Library Sites - REGULAR MAINTENANCE
- Group A5 - Library Sites - NON-SCHEDULED SERVICES
- Group A6 - Library Sites - PLANTS & MATERIALS
- Group A7 - Sheriff Sites - REGULAR MAINTENANCE
- Group A8 - Sheriff Sites - NON-SCHEDULED SERVICES
- Group A9 - Sheriff Sites - PLANTS & MATERIALS

Group B: Wastewater Facility Sites

- Group B1 - Wastewater Sites - REGULAR MAINTENANCE
- Group B2 - Wastewater Sites - NON-SCHEDULED SERVICES
- Group B3 - Wastewater Sites - PLANTS & MATERIALS

### 2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The Supplier Contract will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised Supplier Contract document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

### 3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page)**.

### 4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

#### 4.1. General Specifications

- A. See Exhibit A – Scope of Work (11 pages)
- B. See Exhibit B – Minimum Qualifications Verification (1 page)
- C. See Exhibit C – Questionnaire (1 page)
- D. See Exhibit D – References (2 pages)
- E. See Unit Prices – In Documents and Items tab on BidNet
- F. See Exhibit E – Group A Site Maps
- G. See Exhibit F – Group B Site Maps

### 5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing a Supplier Contract (recurring requirements) to be effective on the document's date of issue without further action by either party. The Supplier Contract will include the term of the contract.



No	Description	UOM	Group Id	Price	Quantity	Total Cost
1	Pima Animal Care Center 4000 N. Silverbell Rd	Week	Group A1	\$ 288.00	52	\$ 14,976.00
2	Flowing Wells WIC clinic 4500 N. Old Romero Rd	Month	Group A1	\$ 554.66	12	\$ 6,655.92
3	Las Artes Center 23 W. 27th St. (Every Other Week)	Week	Group A1	\$ 192.00	26	\$ 4,992.00
4	T. Lee Clinic 1496 W. Commerce Ct.	Month	Group A1	\$ 416.00	12	\$ 4,992.00
5	Green Valley Government Center 601 N. La Canada	Week	Group A1	\$ 192.00	52	\$ 9,984.00
6	Juvenile County Attorneys Office 2235 E. Ajo Way	Month	Group A1	\$ 416.00	12	\$ 4,992.00
7	Office of Childrens Council 2237 E. Ajo Way (Every Other Week)	Week	Group A1	\$ 192.00	26	\$ 4,992.00
8	Juvenile Court - Irrigation Inspection Only	Month	Group A1	\$ 1,248.00	12	\$ 14,976.00
9	Juvenile Public Defenders	Month	Group A1	\$ 416.00	12	\$ 4,992.00
10	Sullivan Jackson Employment Center 400 E. 26th St	Month	Group A1	\$ 416.00	12	\$ 4,992.00
11	Walter Rogers Health Clinic/Lot 175 W Irvington Rd	Month	Group A1	\$ 416.00	12	\$ 4,992.00
12	Abrams Public Health Center 3950 S. Country Club	Week	Group A1	\$ 288.00	52	\$ 14,976.00
13	Fleet Services 1291 S Mission Rd	Week	Group A1	\$ 288.00	52	\$ 14,976.00
14	Records Warehouse 1640 E. Benson Hwy	Month	Group A1	\$ 416.00	12	\$ 4,992.00
15	Medical Examiners 2825 E. District St.	Month	Group A1	\$ 416.00	12	\$ 4,992.00
16	Childrens Advocacy Center 2329 E. Ajo Way (Every Other Week)	Week	Group A1	\$ 192.00	26	\$ 4,992.00
17	Adult Probation South 2695 E. Ajo Way	Month	Group A1	\$ 416.00	12	\$ 4,992.00
18	Elections/Recorders Office 6550 S. Country Club (Every Other Week)	Week	Group A1	\$ 192.00	26	\$ 4,992.00
19	East Clinic 6920 E. Broadway	Month	Group A1	\$ 416.00	12	\$ 4,992.00
20	Green Valley Performing Arts 1250 W. Continental Rd.	Month	Group A1	\$ 832.00	12	\$ 9,984.00
21	PECOC 3434 E. 22nd St	Week	Group A1	\$ 384.00	52	\$ 19,968.00
22	Impact of Catalina 3535 E. Hawser (Every Other Week)	Week	Group A1	\$ 192.00	26	\$ 4,992.00
23	Veterans Memorial Plaza 3450 E Golf Links at Aviation	Month	Group A1	\$ 416.00	12	\$ 4,992.00
24	TB Clinic 2980 E Ajo Way (Every Other Week)	Week	Group A1	\$ 192.00	26	\$ 4,992.00
25	Landscape Laborer	Hour	Group A2	\$ 29.50	500	\$ 14,750.00
26	Irrigation Repair Specialist	Hour	Group A2	\$ 75.00	200	\$ 15,000.00
27	Landscape Supervisor	Hour	Group A2	\$ 46.37	100	\$ 4,637.00
28	Tree removal 8ft or less	Each	Group A2	\$ 895.00	10	\$ 8,950.00
29	Tree removal 9ft to 15ft.	Each	Group A2	\$ 1,675.00	10	\$ 16,750.00
30	Tree Removal 16ft to 30 ft.	Each	Group A2	\$ 2,250.00	10	\$ 22,500.00
31	Tree Services Trimming and Thinning above 8'	Hour	Group A2	\$ 65.00	250	\$ 16,250.00
32	Palm Tree Trimming services	Hour	Group A2	\$ 155.00	40	\$ 6,200.00
33	Chemical weed Control (Pre Emergent) Outside of Regular Services	Square Foot/Feet	Group A2	\$ 0.00	10,000.00	\$ 40.00
34	Chemical weed Control (Post Emergent) Outside of Regular Services	Square Foot/Feet	Group A2	\$ 0.00	10,000.00	\$ 10.00
35	Parcel Cleanup. Brushing, Clearing and Trash/Debris Labor Rate	Hour	Group A2	\$ 42.50	250	\$ 10,625.00
36	Olive Tree fruit treatment (per tree)	Each	Group A2	\$ 45.00	10	\$ 450.00
37	Hardscape and Drainage Design Services	Hour	Group A2	\$ 150.00	20	\$ 3,000.00
38	Texas Ebony 5 Gal.	Each	Group A3	\$ 18.00	5	\$ 90.00
39	Texas Ranger 5 Gal.	Each	Group A3	\$ 10.00	10	\$ 100.00
40	Desert Willow 10 Gal	Each	Group A3	\$ 42.00	10	\$ 420.00
41	Desert Marigold 1 Gal.	Each	Group A3	\$ 5.00	20	\$ 100.00
42	Fairy Duster 1 Gal.	Each	Group A3	\$ 11.00	10	\$ 110.00
43	Yellow Bells 5 Gal.	Each	Group A3	\$ 10.00	10	\$ 100.00
44	Lantana 1 Gal,	Each	Group A3	\$ 4.00	10	\$ 40.00
45	Chilean Mesquite 5 gal.	Each	Group A3	\$ 42.00	10	\$ 420.00
46	Decomposed Granite 1/2" Apache Red or Equiv.	Ton	Group A3	\$ 48.00	10	\$ 480.00
47	Salvia 1 gal.	Each	Group A3	\$ 4.00	10	\$ 40.00
48	Rip Rap Stone 6"+ -	Ton	Group A3	\$ 54.00	10	\$ 540.00
49	Top Soil	Ton	Group A3	\$ 21.00	10	\$ 210.00
50	Reject Sand	Ton	Group A3	\$ 33.00	10	\$ 330.00
51	Sam Lena Library 1607 S. 6th Ave	Month	Group A4	\$ 416.00	12	\$ 4,992.00
52	Arivaca Library 17050 W. Arivaca Rd Areas not including patio	Quarterly	Group A4	\$ 3,744.00	4	\$ 14,976.00
53	Columbus Library 4350 E. 22nd St	Month	Group A4	\$ 416.00	12	\$ 4,992.00
54	Flowing Wells Library 1730 W. Wetmore Rd	Month	Group A4	\$ 416.00	12	\$ 4,992.00
55	Green Valley Library 601 N. LaCanada (Every Other Week)	Week	Group A4	\$ 384.00	26	\$ 9,984.00
56	Martha Cooper Library 1377 N. Catalina Ave Grounds	Month	Group A4	\$ 416.00	12	\$ 4,992.00
57	Martha Cooper Library 1377 N. Catalina Ave Lawn (9-months Per Year, Weekly)	Week	Group A4	\$ 277.33	36	\$ 9,983.88
58	Mission Library 3770 S. Mission Rd	Month	Group A4	\$ 416.00	12	\$ 4,992.00
59	Nanini Library 7300 N. Shannon	Week	Group A4	\$ 192.00	52	\$ 9,984.00
60	Kirk Bear Canyon Library 8959 E. Tanque Verde (Every Other Week)	Week	Group A4	\$ 192.00	26	\$ 4,992.00
61	Quincy Douglas Library 1585 E. 36th St (Every Other Week)	Week	Group A4	\$ 256.00	26	\$ 6,656.00
62	Valencia Library 202 W. Valencia	Month	Group A4	\$ 416.00	12	\$ 4,992.00
63	Wheeler Taft-Abbott Library 7800 N. Schisler Dr	Month	Group A4	\$ 554.66	12	\$ 6,655.92

64	Wilmot Library 530 N. Wilmot (Every Other Week)	Week	Group A4	\$ 256.00	26	\$ 6,656.00
65	Woods Library 3455 N. 1st Ave (Every Other Week)	Week	Group A4	\$ 256.00	26	\$ 6,656.00
66	Esmond Station Library 10931 E. Mary Ann Cleveland Way	Month	Group A4	\$ 832.00	12	\$ 9,984.00
67	Arivaca Library 17050 W. Arivaca Rd Patio (Every Other Week)	Week	Group A4	\$ 256.00	26	\$ 6,656.00
68	Sahuarita Library 670 W Sahuarita Rd (Every Other Week)	Week	Group A4	\$ 640.00	26	\$ 16,640.00
69	Landscape Laborer	Hour	Group A5	\$ 29.50	500	\$ 14,750.00
70	Irrigation Repair Specialist	Hour	Group A5	\$ 75.00	200	\$ 15,000.00
71	Landscape Supervisor	Hour	Group A5	\$ 46.37	100	\$ 4,637.00
72	Tree removal 8ft or less	Each	Group A5	\$ 895.00	10	\$ 8,950.00
73	Tree removal 9ft to 15ft.	Each	Group A5	\$ 1,675.00	10	\$ 16,750.00
74	Tree Removal 16ft to 30 ft.	Each	Group A5	\$ 2,675.00	10	\$ 26,750.00
75	Tree Services Trimming and Thinning above 8'	Hour	Group A5	\$ 65.00	250	\$ 16,250.00
76	Palm Tree Trimming services	Hour	Group A5	\$ 155.00	40	\$ 6,200.00
77	Chemical weed Control (Pre Emergent) Outside of Regular Services	Square Foot/Feet	Group A5	\$ 0.00	10,000.00	\$ 40.00
78	Olive fruit treatment Per tree	Each	Group A5	\$ 45.00	4	\$ 180.00
79	Chemical weed Control (Post Emergent) Outside of Regular Services	Square Foot/Feet	Group A5	\$ 0.00	10,000.00	\$ 10.00
80	Large Parcel Cleanup. Brushing, Clearing and Trash/Debris	Hour	Group A5	\$ 185.00	250	\$ 46,250.00
81	Hardscape and Drainage Design Services	Hour	Group A5	\$ 150.00	50	\$ 7,500.00
82	Texas Ebony 5 Gal.	Each	Group A6	\$ 18.00	5	\$ 90.00
83	Texas Ranger 5 Gal.	Each	Group A6	\$ 10.00	10	\$ 100.00
84	Desert Willow 10 Gal	Each	Group A6	\$ 42.00	10	\$ 420.00
85	Desert Marigold 1 Gal.	Each	Group A6	\$ 5.00	20	\$ 100.00
86	Fairy Duster 1 Gal.	Each	Group A6	\$ 11.00	10	\$ 110.00
87	Yellow Bells 5 Gal.	Each	Group A6	\$ 10.00	10	\$ 100.00
88	Lantana 1 Gal,	Each	Group A6	\$ 4.00	10	\$ 40.00
89	Chilean Mesquite 5 gal.	Each	Group A6	\$ 42.00	10	\$ 420.00
90	Decomposed Granite 1/2" Apache Red or Equiv.	Ton	Group A6	\$ 48.00	10	\$ 480.00
91	Salvia 1 gal.	Each	Group A6	\$ 4.00	10	\$ 40.00
92	Rip Rap Stone 6"+ -	Ton	Group A6	\$ 54.00	10	\$ 540.00
93	Top Soil	Ton	Group A6	\$ 21.00	10	\$ 210.00
94	Reject Sand	Ton	Group A6	\$ 33.00	10	\$ 330.00
95	PRTC Range 10001 S. Rita Rd Grounds (Every Other Week)	Week	Group A7	\$ 576.00	26	\$ 14,976.00
96	PRTC Range 10001 S. Rita Rd Lawn (9-months Per Year, Weekly)	Week	Group A7	\$ 231.11	36	\$ 8,319.96
97	Pima County Jail 1270 W. Silverlake	Week	Group A7	\$ 384.00	52	\$ 19,968.00
98	Sheriff Training Center 1270 W. Silverlake (Every Other Week)	Week	Group A7	\$ 576.00	26	\$ 14,976.00
99	Sheriff Administration 1750 E. Benson Hwy (Every Other Week)	Week	Group A7	\$ 256.00	26	\$ 6,656.00
100	Sheriff Annex Bldg. 1650 E. Benson Hwy (Every Other Week)	Week	Group A7	\$ 192.00	26	\$ 4,992.00
101	Sheriff Mantis Yard 1620 E. Benson Hwy	Month	Group A7	\$ 416.00	12	\$ 4,992.00
102	Sheriff Property and Evidence Warehouse 1600 E. Benson Hwy	Month	Group A7	\$ 416.00	12	\$ 4,992.00
103	Sheriff Substation Picture Rocks 6261 N. Sandario Rd.	Month	Group A7	\$ 416.00	12	\$ 4,992.00
104	Sheriff Substation Rincon 8999 E. Tanque Verde Grounds	Month	Group A7	\$ 416.00	12	\$ 4,992.00
105	Sheriff Substation Rincon 8999 E. Tanque Verde Lawn (9-months Per Year, Weekly)	Week	Group A7	\$ 184.88	36	\$ 6,655.68
106	Sheriff Substation Robles Junction 16140 W. Ajo Way	Month	Group A7	\$ 416.00	12	\$ 4,992.00
107	Sheriff Substation San Xavier 2545 E. Ajo Way	Month	Group A7	\$ 554.67	12	\$ 6,656.04
108	Sheriff Substation Ajo 1249 N. Ajo Well Rd Ajo, AZ [Substation approx 135 miles]	Quarterly	Group A7	\$ 2,496.00	4	\$ 9,984.00
109	Sheriff Hangar 1901 E Aero Park Blvd	Month	Group A7	\$ 693.33	12	\$ 8,319.96
110	Sheriff Materials Warehouse 1505 E. Apache Park Dr.	Month	Group A7	\$ 416.00	12	\$ 4,992.00
111	Sheriff Substation Nanini 7300 N. Shannon (Every Other Week)	Week	Group A7	\$ 256.00	26	\$ 6,656.00
112	Sheriff Substation Green Valley 601 N. La Canada	Month	Group A7	\$ 416.00	12	\$ 4,992.00
113	Landscape Laborer	Hour	Group A8	\$ 29.50	500	\$ 14,750.00
114	Irrigation Repair Specialist	Hour	Group A8	\$ 75.00	200	\$ 15,000.00
115	Landscape Supervisor	Hour	Group A8	\$ 46.37	100	\$ 4,637.00
116	Tree removal 8ft or less	Each	Group A8	\$ 895.00	10	\$ 8,950.00
117	Tree removal 9ft to 15ft.	Each	Group A8	\$ 1,675.00	10	\$ 16,750.00
118	Tree Removal 16ft to 30 ft.	Each	Group A8	\$ 2,675.00	10	\$ 26,750.00
119	Olive Fruit Treatment Per tree	Each	Group A8	\$ 45.00	4	\$ 180.00
120	Tree Services Trimming and Thinning above 8'	Hour	Group A8	\$ 65.00	250	\$ 16,250.00
121	Palm Tree Trimming services	Hour	Group A8	\$ 155.00	40	\$ 6,200.00
122	Chemical weed Control (Pre Emergent) Outside of Regular Services	Square Foot/Feet	Group A8	\$ 0.00	10,000.00	\$ 40.00
123	Chemical weed Control (Post Emergent) Outside of Regular Services	Square Foot/Feet	Group A8	\$ 0.00	10,000.00	\$ 10.00
124	Large Parcel Cleanup. Brushing, Clearing and Trash/Debris	Hour	Group A8	\$ 185.00	250	\$ 46,250.00
125	Hardscape and Drainage Design Services	Hour	Group A8	\$ 150.00	50	\$ 7,500.00
126	Texas Ebony 5 Gal.	Each	Group A9	\$ 18.00	5	\$ 90.00
127	Texas Ranger 5 Gal.	Each	Group A9	\$ 10.00	10	\$ 100.00

128	Desert Willow 10 Gal	Each	Group A9	\$ 42.00	10	\$ 420.00
129	Desert Marigold 1 Gal.	Each	Group A9	\$ 5.00	20	\$ 100.00
130	Fairy Duster 1 Gal.	Each	Group A9	\$ 11.00	10	\$ 110.00
131	Yellow Bells 5 Gal.	Each	Group A9	\$ 10.00	10	\$ 100.00
132	Lantana 1 Gal,	Each	Group A9	\$ 4.00	10	\$ 40.00
133	Chilean Mesquite 5 gal.	Each	Group A9	\$ 42.00	10	\$ 420.00
134	Decomposed Granite 1/2" Apache Red or Equiv.	Ton	Group A9	\$ 48.00	10	\$ 480.00
135	Salvia 1 gal.	Each	Group A9	\$ 4.00	10	\$ 40.00
136	Rip Rap Stone 6"+ -	Ton	Group A9	\$ 54.00	10	\$ 540.00
137	Top Soil	Ton	Group A9	\$ 21.00	10	\$ 210.00
138	Reject Sand	Ton	Group A9	\$ 33.00	10	\$ 330.00