



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 6/17/2016

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): Arcadia Landscape, Inc.

Project Title/Description:

Landscape contract for County buildings and sites

Purpose:

Amendment of Award: Master Agreement No. MA-PO-14-513. Increase award amount by \$60,000.00 for annual award amount of \$355,721.81 and a cumulative contract amount of \$651,443.62. Administering Department: Facilities Management.

Procurement Method:

Pursuant to Pima County Procurement Code 11.24.010, Competitive Sealed Proposals, Solicitation No. 128529 was conducted. On 8/5/2014, the Board of Supervisors approved an annual award for the not-to-exceed amount of \$295,721.81 for a one year term with four (4) one-year renewals. The first renewal option was exercised. This contract is in the second term and an increased award amount is required to cover landscape services for additional sites and additional landscape maintenance for current sites. Attachment: Master Agreement.

Program Goals/Predicted Outcomes:

Ongoing maintenance of various landscapes at County buildings and property.

Public Benefit:

Maintain appearance of County buildings in neighborhoods, weed reduction at open sites.

Metrics Available to Measure Performance:

Monthly inspections of sites, employee input from site occupants.

Retroactive:

No

Original Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$ _____ ☐ Revenue Amount: \$ _____

Funding Source(s): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 14-513

Amendment No.: _____ AMS Version No.: 3

Effective Date: 5/18/2016 New Termination Date: 8/5/2016

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$60,000.00

Funding Source(s): General Fund

Cost to Pima County General Fund: 60,000.00

Contact: Hazel Houston, Commodity/Contracts Officer 4/21/16 4/21/16

Department: Procurement May 2nd 4/25/16 Telephone: 520-724-8168

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: [Signature] 4/27/16 5-2-16

County Administrator Signature/Date: C. D. [Signature] 5/2/16
(Required for Board Agenda/Addendum Items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 14000000000000000513

MA Version: 3

Page: 1

Description: Landscape contract for County buildings and sites

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Pima County Procurement Department
130 W. Congress St. 3rd Fl
Tucson AZ 85701

Issued By: HAZEL HOUSTON
Phone: 5207248168
Email: hazel.houston@pima.gov

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Initiation Date: 05-18-2016

Expiration Date: 08-05-2016

NTE Amount: \$651,443.62

Used Amount: \$577,044.33

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ARCADIA LANDSCAPE INC

2002 E 13TH ST

TUCSON AZ 85719

Contact: KEVIN KILLMER

Phone: 520-791-0889

Email: kevinkillmer@arcadia-landscape.com

Terms: 0.0000 %

Days: 30

Shipping Method: Vendor Method
Delivery Type: STANDARD GROUND
FOB: FOB Dest, Freight Prepaid

Modification Reason

5-17-16 Increased BOS award by \$60,000.00. Amended annual award amount is \$355,721.81. Cumulative Award \$651,443.62. hdn

This Master Agreement 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 agreement. All Transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 14000000000000000513

MA Version: 3

Page: 2

Line	Description					
1	FREE FORM LINE					
	Service Contract Amt			Service From		Service To
	\$0.00					
2	LANDSCAPE LABORER					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$22			
3	IRRIGATION REPAIR SPECIALIST					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$30			
4	SUPERVISION OF WORKCREW					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$40			
5	CHEMICAL WEED CONTROL					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	SQFT	\$0.01			
6	TREE REMOVAL - LARGE 16-30 FT					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$500			
7	TREE REMOVAL - MEDIUM 8-15 FT					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$200			
8	TREE REMOVAL - SMALL LESS THAN 8 FT					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$25			
9	TREE TRIMMING ABOVE 8 FT ALL SERVICES					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$25			
10	PALM TREE TRIMMING ALL SERVICES					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$75			
11	TREATMENT OF OLIVE TREES REDUCE FRUIT					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$50			
12	DEBRIS DISPOSAL CHARGES (NOT TREES) PER TRAILER LOAD					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$50			

EXHIBIT A: OFFER AGREEMENT (Page 1 of 4)**1. INTENT:**

This document is intended to establish an indefinite delivery/indefinite quantity offer agreement to provide Pima County ("County") with such quantities of Landscape Maintenance as the County may order from time to time by issue of purchase orders pursuant to a resulting executed and effective agreement. It is the intent of Pima County to award one contract for all services at the various sites. The County has an estimated annual budget of \$351,000.00 for this project. The following primary values and objectives will be mutual obligations assumed by both parties regarding the interpretation and performance under the agreement: COUNTY will award an agreement for the purchase of goods as specified herein, and Supplier will receive compensation when goods are delivered as per the terms of the purchase order issued against the agreement.

Although particular County Departments may be identified in the solicitation, unless otherwise documented by the executed agreement document, all County Departments may utilize the resulting agreement. Authorization to utilize the Master Agreement shall be approved by the Facilities Management Department.

All Goods and Services offered or provided pursuant to the resulting executed and effective agreement shall conform to the requirements defined by or referred to by this *Exhibit A: Offer Agreement* and the solicitation documents including *solicitation addenda, Instructions to Offerors, and Standard Terms and Conditions* all of which are incorporated herein.

It is the intent of all parties to this agreement that this document, including all attachments and documents incorporated by reference, constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

2. AGREEMENT TERM, RENEWALS & REVISIONS:

The Initial term of the agreement will be for a one-year period and include four (4) one-year renewals that may be exercised upon the written agreement of the parties, as set forth below.

Proposed extension/renewal/revisions to the contract shall be made through the issuance by County to Contractor of a revised Blanket Contract or Purchase Order document setting forth the requested changes. Failure by Contractor to object in writing to proposed revised terms, conditions and/or specifications within ten (10) calendar days of issuance by County shall signify acceptance by Contractor and the amendment shall be binding upon the parties, effective on the date of issuance.

3. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE:

All goods and services shall conform to the instructions to Offerors, and Standard Terms and Conditions as modified or added to by the Appendix A: Scope of Services for Exhibit A Offer Agreement 128529 (12 Pages).

4. OFFER ACCEPTANCE AND ORDER RELEASES:

Offer(s) may be accepted and executed by the County by issue of a Master Agreement, Direct Order or Discrete Purchase Order and effective on the document's date of issue without further action by either party. Master Agreement, Direct Order or Purchase Order documents will document the term of the agreement.

Order(s) for products or services pursuant to the executed agreement will be made by COUNTY by issue of Purchase Order documents. Order documents will be furnished to Offeror via facsimile, e-mail or telephone. If the order is given verbally, the County Department that issued the order will transmit a confirming order document to the Offeror within five workdays of the date the verbal order is given.

Offeror is prohibited from supplying materials or services pursuant to the resulting agreement that are not documented or authorized by a Purchase Order at the time of provision. The Offeror agrees that the County accepts no responsibility regarding this agreement for control or payment for materials or services not documented by a Pima County Purchase Order.

5. ACCEPTANCE OF SERVICES AND PRODUCTS:

Acceptance of the goods and services shall be made by the County Department designated on the issued Order in accordance with this agreement. Acceptance is required prior to commencement of Payment terms.

6. COMPENSATION & PAYMENT:

Offeror shall submit Request(s) for Payment/Invoices to the location and entity defined by the County's Order document. All Invoice documents shall reference the County's Purchase Order or Contract number under which the services or products were ordered. ALL Invoice line items shall utilize the item description and precise unit price defined by the

EXHIBIT A: OFFER AGREEMENT (Page 2 of 4)

County's Order or Contract document. Invoices that include line items or unit prices that do not match those documented by the County's order or contract may be returned to the Offeror unprocessed for correction. Payment terms are net 30 from the date of valid invoice document and shall not commence until Offeror's Invoice is received and verified by County Financial Operations.

The Blanket Contract or Purchase Order issued to accept Offeror's offer will define the not to exceed amount of the agreement. Offeror shall not accept orders, or provide services or products that cumulatively exceed that amount.

Unit Pricing may be negotiated and established as per all requirements of the agreement for items included in the scope of the agreement and for which unit pricing has not been previously defined provided that the item and unit price are offered in writing by the Offeror.

All pricing shall be *FOB Destination & Freight Prepaid Not Billed ("F.O.B. Destination")*, delivered to and unloaded at the destination(s) defined by the Delivery article of this agreement or accepted Order for services or products and all freight cost shall be included in the offered Unit Price.

Although State and City sales tax are paid when applicable and invoiced, taxes should not be included in the unit price.

Price Warranty & Adjustment. Offeror shall give Pima County benefit of any price reduction before actual time of shipment. Offeror agrees that all pricing given includes all costs required to conduct aggressive and active cost control and reduction activities. It is the intention of both parties that pricing shall remain firm during the term of the agreement. County shall only consider price increases in conjunction with a renewal of the agreement. In the event that economic conditions are such that unit price increases are desired by the Offeror upon renewal of the agreement, Offeror shall submit a written request to COUNTY with supporting documents justifying such increases at least 90 days prior to the termination date of the agreement. It is agreed that the Unit Prices shall include compensation for the Offeror to implement and actively conduct cost and price control activities, and in its request for price increases Offeror shall cite sources, specific conditions and document how those conditions affect the cost of its performance, and specific efforts Offeror has taken to control and reduce costs. COUNTY will review the proposed pricing and determine if it is in the best interest of COUNTY to extend the agreement.

Quantities referred to are estimated quantities. Pima County reserves the right to increase or decrease the quantities and amounts. No guarantee is made regarding actual orders issued for items or quantities during the term of the agreement. Pima County shall not be responsible for Offeror inventory or order commitment.

Unit Prices offered shall include all incidental and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation which includes the *Instructions to Offerors, Standard Terms and Conditions* and Exhibit A: Offer Agreement. No payments will be made for items not included in the agreement.

Vendor shall provide their monthly rates in column four and multiply the rate by twelve and place that amount in the extended amount column. The information below the "12" is a note for the minimum times a month a site must be maintained. The extended amount is the yearly amount for that site.

EXAMPLE:

ITEM #	SERVICE CLASSIFICATION	MONTHS/YR (TIMES/MONTH)	MONTHLY RATES \$	EXTENDED AMOUNT \$
6.1	Sheriff's Administration	12 2 times/month	\$45.00	\$540.00

SEE APPENDIX B: PRICING PAGES 128529 LANDSCAPE MAINTENANCE (4 PAGES)

OPTIONAL EARLY PAYMENT DISCOUNT TERM: Standard payment terms for the pricing defined by this agreement are Net 30 days after submittal of valid invoice document to County Finance and receipt of goods into payment system by the receiving Department. Pima County Administrative Procedure No. 22-35, section II.B.4 defines the County's practice regarding discounts for early payment. Supplier hereby offers the following discounts to those prices to be used for all orders issued pursuant to this agreement. 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 calendar days. Supplier shall submit valid invoice document consistent with the associated purchase order to County Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due.

Standard Early Payment Discount Percent _____ % if payment tendered within _____ Days as above

EXHIBIT A: OFFER AGREEMENT (Page 3 of 4)

If desired, for any order issued pursuant with this agreement, the Supplier may offer early payment discounts that exceed this Standard Early Payment Discount.

7. DELIVERY:

As defined by the Standard Terms "On-Time" delivery is an essential part of the consideration to be given to the COUNTY under the agreement. Delivery will be made in accordance with the Instructions to Offerors, Standard Terms and Conditions and to the location(s) referenced on the Purchase Order or Contract.

Various Sites throughout Pima County

Offeror guarantees delivery of product or service in less than two (2) calendar days after receipt of order. If required to satisfy the guaranteed delivery interval Offeror will utilize premium freight method at no additional cost to the County.

8. TAXES, FEES, EXPENSES:

Articles sold to Pima County are exempt from federal excise taxes. The County is subject to State and City sales tax. No separate charges for delivery, sales tax, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation, will be paid by Pima County, unless expressly included and itemized by the solicitation documents.

9. OTHER DOCUMENTS

Offeror and County in entering into this agreement have relied upon information provided in the Pima County Solicitation No. 128529 including the Request For Proposals, Instructions to Offerors, Standard Terms and Conditions, Solicitation Addenda, Offeror's Proposal and on other information and documents submitted by the Offeror in its response to Solicitation No. 128529. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

10. INSURANCE:

Offeror shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:

- a) Commercial General Liability in the amount of \$1,000,000.00 combined single limit Bodily Injury and Property Damage. Pima County is to be named as an additional insured for all operations performed within the scope of the Contract between Pima County and CONTRACTOR;
- b) Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Contract with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage;
- c) If this Contract involves professional services, professional liability insurance in the amount of \$1,000,000.00; and,
- d) If required by law, workers' compensation coverage including employees' liability coverage.

Offeror shall provide COUNTY with current executed certificates of insurance within two weeks from when the Notice of Award is issued by the County. All certificates of insurance shall guarantee the provision of thirty (30) days prior written notice to the COUNTY of cancellation, non-renewal or material change.

11. PERFORMANCE BOND:

No Bond Required.

12. ACKNOWLEDGEMENT of SOLICITATION ADDENDA:

Offeror acknowledges that the following solicitation addenda has been incorporated in their offer and this agreement:

Addendum #	Date	Addendum #	Date	Addendum #	Date
1	5-08-14	3	5-14-14	5	5-20-14
2	5-13-14	4	5-19-14	6	5-22-14

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

EXHIBIT A: OFFER AGREEMENT (Page 4 of 4)14. PROPOSAL/OFFER CERTIFICATION:OFFEROR LEGAL NAME: Arcadia Landscape, Inc.

BUSINESS ALSO KNOWN AS: _____

MAILING ADDRESS: 2002 E. 13th St.CITY/STATE/ZIP: Tucson, AZ 85719REMIT TO ADDRESS: same

CITY/STATE/ZIP: _____

CONTACT PERSON NAME/TITLE: Janice L. Marshall, Vice PresidentPHONE: 520-791-0889FAX: 520-791-0916CONTACT EMAIL ADDRESS: janmarshall@arcadialandscape.comE-MAIL ADDRESS TO WHICH ORDERS CAN BE TRANSMITTED: janmarshall@arcadia-landscape.comCORPORATE HEADQUARTERS LOCATION:ADDRESS: 2002 E. 13th St.CITY, STATE, ZIP: Tucson, AZ 85719

By signing and submitting these bid offer and Offer Agreement documents, the undersigned certifies that they are legally authorized to represent and bind the "Supplier" to legal agreements, that all information submitted is accurate and complete, that the firm has reviewed the Procurement website for solicitation addenda and incorporated to their offer, that the firm is qualified and willing to provide the items requested, and that the firm will comply with all requirements of the solicitation. The undersigned hereby offers to furnish the material or service in compliance with all terms, conditions, specifications, defined or referenced by the solicitation, which includes but may not be limited to the Standard Terms & Conditions, and this Offer Agreement. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the above documents; no additional payment will be made. Conditional offers that modify the solicitation requirements may be deemed not 'responsive' and may not be evaluated.

Offeror's submission of a signed offer agreement shall constitute a firm offer and upon the issuance of a blanket contract or purchase order document signed by the Pima County Procurement Director or authorized designate, a binding contract is formed that shall require the Offeror to provide the services described in this solicitation. The resulting contract incorporates by reference all requirements set forth by the solicitation, solicitation instructions, Pima County standard terms and conditions, and other documents listed in this Offer Agreement's Other Documents article.

SIGNATURE: Janice L. Marshall DATE: 5-12-14Janice L. Marshall, Vice President
PRINTED NAME & TITLE OF AUTHORIZED OFFEROR REPRESENTATIVE EXECUTING OFFER2002 E. 13th St., Tucson, AZ 85719
MAILING ADDRESSPHONE AND E-MAIL: 520-791-0889; janmarshall@arcadia-landscape.comEND OF EXHIBIT A: OFFER AGREEMENT

EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)OFFEROR'S NAME: Arcadia Landscape, Inc.

Offeror certifies that they possess the following minimum qualifications and shall submit with the sealed proposal 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 be cause for the offeror's proposal to be rejected as *Non-Responsive*.

1. Appropriate state, municipal licenses
2. Minimum of five (5) years local experience with office within Pima County
3. Experience of operation in similar type and comparable size facilities
4. Experience & expertise of Key Personnel in similar type & comparable size facilities
5. No bankruptcy filings for company in last five years

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	MQ of the offeror's company	<input checked="" type="radio"/> Yes <input type="radio"/> No	C. Experience (#3) pages 16-18
2	MQ of the proposed personnel.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Key Personnel (#1) page 21
3	License, certification, accreditation, etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No	A-21 ROC Lic#158520 (#1) pg. 8 OPM Bus. Lic#5408 (#1) pg. 9 OPM QA Lic. #1896 (#1) pg. 10

COT Bus. Lic. #0104775(
pg. 11SIGNATURE: Janice L. Marshall DATE: 5-12-14Janice L. Marshall, Vice President

PRINTED NAME & TITLE OF AUTHORIZED OFFEROR REPRESENTATIVE EXECUTING OFFER

END OF EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)

EXHIBIT C: QUESTIONNAIRE (1 PAGE)OFFEROR'S NAME: Arcadia Landscape, Inc.

The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

A. Cost (0 to 30 points)

Will be evaluated and scored by the Procurement Department.

B. References (0 to 20 points)

A minimum of five (5) references shall be submitted per the instructions in the proposal.

C. Experience (0 to 20 points)

1. How many years have current management and your company been providing landscape services locally and for what government or municipal agencies?
2. What is the number of employees you currently have & what is your average turnover with employees.
3. Who are key personnel and how will they enhance your services to County

D. Implementation Plan (0 to 15 points)

1. Provide comprehensive implementation plan in written format describing steps to be taken to expand services and meet County needs. Include estimated new hires required and other staffing adjustments and equipment purchases as well as equipment on hand.
2. Emergency services require 3 hour response, sometimes at multiple sites and usually involve special equipment for tree removal. Explain how this will be accomplished. Include any use of subcontractors and their capacity, capability.

E. Personnel Training (0 to 15 points)

1. Provide a list of training modules/descriptions you use for training your employees.
2. Please provide list of employees and the level of training they have including certifications or licenses held.
3. Documented proof of OSHA mandated employee training for chemicals and safety.

[Optional] Oral Presentation

The Commodity/Contracts Officer will notify finalists of the date, time and location of the oral presentations. The presentation will include the demonstration of any function, product or system capability included in the proposal. Points for the oral presentation will be based on presenter's knowledge, effectiveness of communication, experience with similar contracts and the quality of the responses to questions during the presentation.

SIGNATURE: Janice L. Marshall DATE: 5-12-14Janice L. Marshall, Vice President

PRINTED NAME & TITLE OF AUTHORIZED OFFEROR REPRESENTATIVE EXECUTING OFFER

END OF EXHIBIT C: QUESTIONNAIRE

Archie

**APPENDIX B: PRICING PAGES MUST BE
SUBMITTED IN A SEALED ENVELOPE SEPARATE
FROM THE OTHER DOCUMENTS**

APPENDIX B: PRICING PAGES 128529 LANDSCAPE MAINTENANCE (4 PAGES)

UNIT PRICES

All unit prices shall be filled in. Failure to do so shall be cause for rejection as non-responsive.

ITEM #	SITE	COL C		COL E		COL C X COL E
		MONTHS/YR	(TIMES/ MONTH)	MONTHLY RATES	EXTENDED AMOUNT \$	
1	Abrams Health Center	12	Once a month	\$ 503.00	\$ 6,036.00	
2	Animal Care Center	12	Once a month	\$ 161.00	\$ 1,932.00	
3	Catalina Community Services	12	Every other week	\$ 80.00	\$ 960.00	
4	East Health Clinic	12	Once a month	\$ 50.00	\$ 600.00	
5	Theresa Lee Health Center	12	Once a month	\$ 100.00	\$ 1,200.00	
6	Walter Rogers Health Clinic	12	Once a month	\$ 100.00	\$ 1,200.00	
7	WIC Romero Rd	12	Once a month	\$ 154.00	\$ 1,848.00	
8	Arivaca Library	4	Once a quarter	\$ 1,000.00	\$ 4,000.00	
9	Columbus Library	12	Once a month	\$ 200.00	\$ 2,400.00	
10	Flowing Wells Library	12	Once a month	\$ 202.00	\$ 2,424.00	
11	Green Valley Library	12	Once a week	\$ 215.00	\$ 2,580.00	
12	Marana Library	12	Once a month	\$ 175.00	\$ 2,100.00	
13	Martha Cooper Library	12	Once a week	\$ 246.00	\$ 2,952.00	
14	Martha Cooper Library lawn	12	Once a week	\$ 93.00	\$ 1,116.00	
15	Mission Library	12	Once a month	\$ 150.00	\$ 1,800.00	
16	Nanini Library & Sheriff	12	Twice monthly	\$ 253.00	\$ 3,036.00	
17	Quincy Douglas Annex	12	Once a month	\$ 81.00	\$ 972.00	
18	Valencia Library	12	Once a month	\$ 288.00	\$ 3,456.00	
19	Valencia Library, Lawn May-Oct	6	Once a week seasonal	\$ 75.00	\$ 450.00	
20	Wheeler Taft Abbett Library	12	Once a month	\$ 200.00	\$ 2,400.00	
21	Wilmot Library	12	Once a week	\$ 600.00	\$ 7,200.00	
22	Woods Library	12	Once a month	\$ 179.00	\$ 2,148.00	
23*	Childrens' Advocacy Center, Oct-March	6	Once a month seasonal	\$ 132.00	\$ 792.00	
24	COB Records Facility	12	Once a month	\$ 159.00	\$ 1,908.00	
25	El Banco Building	12	Once a month	\$ 109.00	\$ 1,308.00	
26	Elections Building	12	Twice monthly	\$ 155.00	\$ 1,860.00	
27*	PECOC Building	12	Once a week	\$ 875.00	\$ 10,500.00	
28	Children's Advocacy Center, April-Sept	6	Twice a month seasonal	\$ 282.00	\$ 1,692.00	
29*	Green Valley Govt Center	12	Once a week	\$ 192.00	\$ 2,304.00	
30*	HIDTA	12	Every other week	\$ 147.00	\$ 1,764.00	
31*	Main Jail	12	Every other week	\$ 625.00	\$ 7,500.00	
32*	Mission Minimum Security	12	Every other week	\$ 286.00	\$ 3,432.00	
33*	Sheriff Administration	12	Every other week	\$ 293.00	\$ 3,516.00	
34*	Sheriff Annex	12	Every other week	\$ 95.00	\$ 1,140.00	

35*	Sheriff Materials Management	12	Once a month	\$ 150.00	\$ 1,800.00
36*	Sheriff Picture Rocks	12	Once a month	\$ 142.00	\$ 1,704.00
37*	Sheriff Property & Evidence, Mantis	12	Once a month	\$ 140.00	\$ 1,680.00
38*	Sheriff Rincon Station	12	Once a week	\$ 164.00	\$ 1,968.00
39*	Sheriff Rincon Station lawn	12	Once a week	\$ 125.00	\$ 1,500.00
40*	Sheriff Robles Junction	12	Once a month	\$ 129.00	\$ 1,548.00
41*	Sheriff San Xavier Station	12	Every other week	\$ 159.00	\$ 1,908.00
42*	Sheriff Shooting Range K9 lawn	12	Once a week	\$ 110.00	\$ 1,320.00
43*	Sheriff Shooting Range lawn	12	Once a week	\$ 30.00	\$ 360.00
44*	Sheriff Shooting Range -must be early Fri	12	Once a week	\$ 605.00	\$ 7,260.00
45*	Sheriff Training Center	12	Every other week	\$ 251.00	\$ 3,012.00
46*	Arivaca Wastewater Pond	12	Once a month	\$ 163.00	\$ 1,956.00
47*	Avra Valley WRF	12	Once a week	\$ 300.00	\$ 3,600.00
48*	Corona de Tucson WRF	12	Once a week	\$ 337.00	\$ 4,044.00
49*	Fairgrounds WW Pond	12	Once a week	\$ 133.00	\$ 1,596.00
50*	Green Valley WRF	12	Once a week	\$ 471.00	\$ 5,652.00
51*	Tres Rios WRF	12	Once a week	\$ 4,293.00	\$ 51,516.00
52*	Mt Lemmon WRF	12	Once a month	\$ 181.00	\$ 2,172.00
53*	Sub-Regional Facilities	12	Once a week	\$ 233.00	\$ 2,796.00
54*	Randolph Park WRF	12	Once a week	\$ 212.00	\$ 2,544.00
55*	Roger Rd Wastewater	4	Once a quarter	\$ 1,375.00	\$ 5,500.00
56*	Roger Rd Wastewater - April-Nov	7	Once a week	\$ 545.00	\$ 3,815.00
57*	RP Lift Station	12	Once a week	\$ 100.00	\$ 1,200.00
58*	WESC (new site)	12	Every other week	\$ 1,586.00	\$ 19,032.00
59	Juvenile Courts Complex - irrigation only	12	Once a month	\$ 200.00	\$ 2,400.00
FOB Destination/Unloaded. Cost of freight should be included in unit price.		SITE PRICE LIST SUB-TOTAL			\$ 222,409.00
Although taxes will be paid IF applicable do NOT include sales tax in unit price.					

\$230,409

NON-SCHEDULED WORK PRICING SHEET

All unit prices shall be filled in. Failure to do so shall be cause for rejection as non-responsive.

ITEM #	ITEM NAME Items to include and satisfy all Offer Agreement requirements, General & Item Specifications	ESTIMATED ANNUAL USAGE QUANTITY	UOM	UNIT PRICE \$	EXTENDED AMOUNT \$
60	Landscape Laborer	200	HOUR	\$ 22.00	\$ 4,400.00
61	Irrigation Repair Specialist	450	HOUR	\$ 30.00	\$ 13,500.00
62	Supervision of workcrew	100	HOUR	\$ 40.00	\$ 4,000.00
63	Chemical weed control	10,000	SQ. FT	\$ 0.01	\$ 50.00
64	Tree Removal - Large 16-30 ft	20	TREE	\$ 500.00	\$ 10,000.00
65	Tree Removal - Medium 8-15 ft	5	TREE	\$ 200.00	\$ 1,000.00
66	Tree Removal - Small less than 8 ft	5	TREE	\$ 25.00	\$ 125.00
67	Tree Trimming above 8 ft all services	713	HOUR	\$ 25.00	\$ 17,825.00
68	Palm Tree Trimming all services	48	HOUR	\$ 75.00	\$ 3,600.00
69	Treatment of Olive Trees reduce fruit	4	PER TREE - PER TREATMENT	\$ 50.00	\$ 200.00
70	Debris disposal charges (not trees)	40	TRAILER LOAD	\$ 50.00	\$ 2,000.00

FOB Destination/Unloaded; Cost of freight should be included in unit price.	NON-SCHEDULED WORK SUB-TOTAL PRICE	\$ 56,700.00
Although taxes will be paid if applicable do NOT include sales tax in unit price.		50,750.00

PARTS PRICING SHEET

All unit prices shall be filled in. Failure to do so shall be cause for rejection as non-responsive.

The brand names, models or numbers used in the specifications are for the purpose of describing and/or establishing the level of quality, performance and dimensional specifications required. Suppliers may submit bids for equal/alternate products.

ITEM #	ITEM NAME Items to Include and satisfy all Offer Agreement requirements, General & Item Specifications	ESTIMATED ANNUAL USAGE QUANTITY	UOM	UNIT PRICE \$	EXTENDED AMOUNT \$
1	.710 COMP x 3/4" MPT ADAP W CAP, JAIN, 72010365	75	EA	\$ 0.83	\$ 62.25
2	.710 x 1/2" SLIP DRIP ADAP BLU, JAIN, 72010351	12	EA	\$ 0.27	\$ 3.24
3	.927 3/4" DRIP COMP COUP, JAIN, 72010504	6	EA	\$ 0.69	\$ 4.14
4	.927 3/4" DRIP COMP TEE, JAIN, 72010499	6	EA	\$ 3.19	\$ 19.14
5	.927 COMP x 3/4" MPT ADAP W CAP, JAIN, 72010516	3	EA	\$ 2.39	\$ 7.17
6	.927 x .817 PURP STRP 500' DRIP, JAIN, 11200089	1000	FT	\$ 0.18	\$ 180.00
7	1/2" .710 DRIP COMP COUP, JAIN, 72010353	200	EA	\$ 0.89	\$ 178.00
8	1/2" .710 DRIP COMP ELL 90°, JAIN, 72010359	20	EA	\$ 1.19	\$ 23.80
9	1/2" .710 DRIP COMP TEE, JAIN, 72010348	20	EA	\$ 1.49	\$ 29.80
10	DRIP TUBING .188 x .128 PE 3000', JAIN, 11190593	3000	FT	\$ 0.11	\$ 330.00
11	DRIP TUBING .220 x .160 PE 2500', JAIN, 71190255	5000	FT	\$ 0.08	\$ 400.00
12	2" COMPRESSION COUPLING, KBI, CPC-2000	2	EA	\$ 11.96	\$ 23.92
13	CONN SMALL BLK/WHT, KING, 61135	25	EA	\$ 0.80	\$ 20.00
14	CONNECTOR LRG BLK BLU, KING, 61335	20	EA	\$ 1.40	\$ 28.00
15	CONNECTOR MEDIUM BLACK GRAY, KING, 61235	20	EA	\$ 1.00	\$ 20.00
16	HOSE HAND PUMP W/6', KING, 48072	2	EA	\$ 52.45	\$ 104.90
17	WIRE CONN TAN 30V MAX #22-10GA, KING, 2011	30	EA	\$ 1.45	\$ 43.50
18	3/4" X 6" POLY CUTOFF NIPPLE, LASCO, M461-007BC	6	EA	\$ 0.79	\$ 4.74
19	1 1/2" SLIP FIX COUPLING, NDS, 118-15	4	EA	\$ 11.67	\$ 46.68
20	1 1/4" SLIP FIX COUPLING, NDS, 118-12	4	EA	\$ 10.73	\$ 42.92
21	1" SLIP FIX COUPLING, NDS, 118-10	12	EA	\$ 5.69	\$ 68.28
22	1/2" SLIP FIX COUPLING, NDS, 118-05	3	EA	\$ 4.31	\$ 12.93
23	1/4" PE TUBING .160" x .220", NDS, A220/100	500	FT	\$ 0.11	\$ 55.00
24	1/8" OR 1/4" DRIP GOOF PLUG, NDS, GP2NDS	800	EA	\$ 0.09	\$ 72.00
25	2 1/2" SLIP FIX COUPLING, NDS, 118-25	3	EA	\$ 27.90	\$ 83.70
26	2" SLIP FIX COUPLING, NDS, 118-20	30	EA	\$ 18.05	\$ 541.50
27	3/4" DRIP FILTER PLASTIC, NDS, YS 75 NDS	12	EA	\$ 12.50	\$ 150.00
28	8014 IRRITROL ADAPTER, SIGNATURE, 77467	18	EA	\$ 26.70	\$ 480.60
29	DURALIFE PROGRAMMABLE ACTUATOR, SIGNATURE	30	EA	\$ 140.15	\$ 4,204.50
30	1" TT RISER EXTENSION, SPEARS, SPÉ-56-6119	60	EA	\$ 4.14	\$ 248.40
31	DRI SPLICE CONNECTOR PREFILLED, SPEARS, SPE	50	EA	\$ 2.48	\$ 124.00
32	1 1/2" BRASS GATE VALVE THR, TURFGRO, TGBGV-	5	EA	\$ 52.75	\$ 263.75
33	1" BRASS GATE VALVE THR, TURFGRO, TGBGV-100	3	EA	\$ 22.95	\$ 68.85
34	1" QCV YELL TOP TWO PIECE, TURFGRO, TG44RC	6	EA	\$ 119.00	\$ 714.00
35	2" BRASS BALL VALVE THR, TURFGRO, TGBBV-200	10	EA	\$ 73.75	\$ 737.50
36	HOSE SWIV ELL 1" NPTx3/4" MHT, TURFGRO, TGSH1	3	EA	\$ 70.55	\$ 211.65
37	VALVE BOX 12" STD W/LID SND/SN, TURFGRO, 113B	10	EA	\$ 39.70	\$ 397.00
38	VALVE BOX JUMBO W/ LID SND/SND, TURFGRO, ND	10	EA	\$ 74.44	\$ 744.40

FOB Destination/Unloaded; Cost of freight should be included in unit price.	PARTS SUB TOTAL PRICE	\$ 10,750.26
Although taxes will be paid, if applicable do NOT include sales tax in unit price.		<i>OK</i>

PLANTS PRICING PAGE

All unit prices shall be filled in. Failure to do so shall be cause for rejection as non-responsive.

This list will be used for those items NOT obtained from Pima County Nursery. The common names used in the specifications are for the purpose of describing and/or establishing the level of quality, performance and dimensional specifications required. Suppliers may submit bids for equal/alternate products.

ITEM #	ITEM NAME Items to include and satisfy all Offer Agreement requirements, General & Item Specifications	ESTIMATED ANNUAL USAGE QUANTITY	UOM	UNIT PRICE \$	EXTENDED AMOUNT \$
1	BLUE PALO VERDE 5 GAL	5	EA	\$ 9.78	\$ 48.90
2	CAT CLAW VINE 1 GAL	5	EA	\$ 3.25	\$ 16.25
3	CREOSOTE 1 GAL	5	EA	\$ 3.25	\$ 16.25
4	DESERT MARIGOLD 1 GAL	15	EA	\$ 3.86	\$ 57.90
5	FAIRY DUSTER 1 GAL	5	EA	\$ 3.25	\$ 16.25
6	HONEYSUCKLE 1 GAL	5	EA	\$ 3.25	\$ 16.25
7	IRONWOOD 5 GAL	5	EA	\$ 11.50	\$ 57.50
8	PENSTEMON 1 GAL	5	EA	\$ 2.66	\$ 13.30
9	SALVIA 1 GAL	10	EA	\$ 2.75	\$ 27.50
10	VELVET MESQUITE 5 GAL	5	EA	\$ 9.78	\$ 48.90
	FOB Destination/Unloaded; Cost of freight should be included in unit price.			PLANTS SUB TOTAL PRICE	\$ 319.00
	Although taxes will be paid, if applicable do NOT include sales tax in unit price.				<i>OK</i>

All Natural Materials may include but not be limited to the following colors in all sizes:

White Marble, Apache Brown, Sonaran Tan, Wild Cat Red, Desert Brown, Classy Pink, Coronado Brown, Desert Mauve Mission Red, Navajo Gold

DECOMPOSED GRANITE:

Decomposed Granite (DG) for landscaping material should be free from lumps or balls of clay and shall not contain calcareous coatings, caliche, organic matter or foreign substances. All material should be from a single production source and should present a uniform appearance. This will be for all sizes and colors.

ITEM #	ITEM NAME Items to include and satisfy all Offer Agreement requirements, General & Item Specifications	ESTIMATE D ANNUAL TOTAL	UOM	UNIT PRICE	EXTENDED PRICE
1	Decomposed Granite (all colors and sizes)	25	YRD	\$ 31.11	\$ 777.75
2	Rock Rip Rap 6" Pick up	100	TON	\$ 36.66	\$ 3,666.00
3	Natural Materials 1-1/2" to 3" rock	10	TON	\$ 26.66	\$ 266.60
4	Natural Materials 3/4" and 1-1/2" rock	10	TON	\$ 26.66	\$ 266.60
5	Natural Materials 4" to 8" rock	10	TON	\$ 36.66	\$ 366.60
6	Natural Materials Blend top soil and reject	10	TON	\$ 20.00	\$ 200.00

FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	MATERIALS SUB TOTAL PRICE	\$ 5,543.55 OK
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LIST ALL SUBTOTALS IN THE FOLLOWING:

FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	SITES SUB TOTAL	\$ 222,409.00
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FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	NON SCHEDULED SUB TOTAL	\$ 56,700.00
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FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	PARTS SUB TOTAL	\$ 10,750.26
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FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	PLANTS SUB TOTAL	\$ 319.00
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FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	MATERIALS SUB TOTAL	\$ 5,543.55
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POINTS FOR COST WILL BE BASED ON THE NUMBER IN THIS BOX. THIS SHALL BE THE GRAND TOTAL OF ALL SUB TOTAL PRICES

FOB Destination/Unloaded: Cost of freight should be included in unit price. Although taxes will be paid IF applicable do NOT include sales tax in unit price.	REP TOTAL	\$ 295,721.81
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APPENDIX B: PRICING PAGES MUST BE SUBMITTED IN A SEALED ENVELOPE SEPARATE FROM THE OTHER DOCUMENTS

C. Experience

Our Mission

Arcadia Landscape promotes excellence in all aspects of landscaping by providing quality and professional service assuring customer satisfaction

For over 30 years, Arcadia Landscape, Inc. has been located within Pima County serving Tucson and the surrounding communities in the landscape commercial maintenance sector. Arcadia Landscape is a full-service landscape company that provides commercial landscape maintenance for municipal buildings, office buildings, apartment complexes and multi-family residences in southern Arizona.

Tom Marshall, President, has been in the landscape industry for over 37 years working for another local landscape company for 7 years and starting Arcadia Landscape in 1983. The company began with commercial landscape maintenance and expanded into design/build. Tom holds the qualifying applicator license for the State of Arizona Office of Pest Management. He is also the qualifying party for the Registrar of Contractors license.

Jan Marshall, Vice President, has been in the landscape industry for over 39 years with 44 years of accounting and finance experience. Jan manages the office personnel, including all aspects of accounting as well as proposal preparation, insurance, certifications and licensing requirements.

Kevin Killmer, Operations Manager, has been employed in the industry for over 33 years. Kevin has an elaborate history as a former CEO of a large Tucson based regional landscape company with multiple branches throughout the Southwest. He directed management teams in estimating, bidding, and executing work for maintaining medians and roadsides for numerous municipalities and states including: City of Tucson, Pima County, City of Tempe, City of Mesa, City of Glendale, and The State of Arizona Department of Transportation.

Arcadia Landscape is a licensed contractor in the state of Arizona holding A-21 ROC license #158520 (commercial) and C-21 ROC license #078888 (residential) Landscaping and Irrigation Systems. We are also licensed by the state of Arizona Office of Pest Management (Business License #5408) to apply chemicals for weed and plant pest control. Arcadia is also licensed to conduct business within Tucson, AZ license #0104775. Arcadia Landscape, Inc. maintains \$1 million per occurrence and \$2 million aggregate of general liability insurance as well as vehicle insurance of \$1 million dollars combined single limit insurance. (Arcadia Landscape, Inc. has had no complaints filed with any State or County Agencies and has never filed for bankruptcy).

All employees must pass a pre-employment drug test. If an employee will be driving a company vehicle, then our insurance company runs an MVR every 6 months. An employee guide is maintained and updated annually and issued to each employee. Arcadia also complies with all State and Federal Immigration Laws. Company shirts and hats are issued to each employee for easy identification. Our field employees have been employed by Arcadia Landscape an average of 4 years, ranging from 1 year to 22 years. Our management team has been employed by Arcadia an average of 24 years ranging from 10 years to 31 years. Our current number of employees is 38. (Our turnover rate for 2013 was 33%).

Government and municipal agencies that Arcadia Landscape is currently providing landscape maintenance service to that are similar in scope of work and comparable size to the requirements in the Pima County RFP, Solicitation Number 128529:

COT Housing & Community Development-17 Sites (since 2010) Erin Cooper (520) 791-4543	We cover additional sites that are not included in the 17 on an as needed/emergency basis.
Pima County Facilities- 50+ Sites (since 2007) Michael Foster (520) 740-8319	Security access is required for several sites. Large expansive areas around water facilities where weed control is priority and has to be applied properly and safely.
TMC Holdings, Inc.- 14 sites (since 2005) c/o PICOR Commercial Real Estate Services Kathy Moon (520) 3243039	All sites are within the TMC Campus. The TMC campus is a high pedestrian/vehicular area. Public safety is a major concern.
United States Postal Service (since 1999) Carl Grigel, Postmaster 14 Branches	With the government seeking ways to cut cost, they limited what work we could perform at each site. We had to adapt to the change and learn how to effectively manage their landscape with a smaller budget.

Key Personnel (and how they will enhance Arcadia Landscape's service to Pima County)

With 7 years of experience and partnership with the County staff, Arcadia's key personnel understand the needs of the County helping them make judgment calls about what will be the best solution for a given situation. This stability of the relationship creates client satisfaction. In addition, it frees up County staff to concentrate on their core job duties and not have to guide a contractor through the process of servicing a facility.

Kevin Killmer, Operations Manager:

Kevin's 38 years' landscape experience, team and relationship building skills, problem solving and 7 years knowledge of the landscape features of County properties helps develop creative cost-effective solutions for landscape related problems.

Juan Carlos Valenzuela, Irrigation Technician/Certified Water Auditor:

Carlos' 29 years' in landscape experience along with his landscape technical skills in irrigation and landscape management best practices allow him to effectively coach team members to efficiently manage the landscape and irrigation at any given County facility saving time, money and County resources.

George Dodson, Spray Technician:

George's 10 years' experience in landscaping along with familiarity of County properties and knowledge of particular processes and procedures for applying pesticides and herbicides at County facilities, reduces the risk of hazard to County staff and clients.

Bobby Mendibles, Crew Leader:

Bobby's 30 years of experience in the landscape industry coupled with his 7 years' experience servicing the Ina Road Facility, Child Advocacy Building, The Abrams Building and various other county sites, enables him to perform the contractual scope of work in the manner that will continue to exceed the counties expectations.

D. Implementation Plan

With Arcadia Landscape as the current service provider for the County, there will be a seamless implementation that will provide a great benefit to the County, its staff and clients. Established relationships will only become stronger resulting in increased efficiency and service levels. Any change is a disruption and has cost associated with it.

Arcadia will use the manpower, tools, vehicles and equipment currently being used to service the County sites. We will follow the service schedule developed as a collaboration between Arcadia Landscape and Pima County which is part of this RFP and will continue to adhere to the requirements as stated in Appendix A: Scope of Services. On each service visit, the crew would perform the functions according to the requirements in the Site Service 1, Site Service 2, Site Service 3 and Site Service 4 descriptions. New hires will be limited to replacement of any current staff from normal attrition.

No new equipment will be needed to comply with the current service levels outlined; however, we will always employ new equipment, technology, processes and procedures that would enhance our services being provided to the County.

All supplies, labor, vehicles and equipment shall be of a type and quality to efficiently and effectively accomplish required services. All products proposed for use under this contract shall be approved for the specific proposed application by the authoritative regulatory federal, state and/or county agencies.

We have an onsite mechanic available daily for maintenance and repairs of our equipment, vehicles and trailers. It is not fiscally responsible to stock excessive equipment or vehicles for the possibility of downtime. If timely repair of equipment is not possible, then we have the ability to rent from several local rental yards as well as purchasing new equipment immediately, if necessary. We do have vehicles that can be used in the event of repairs that cannot be accomplished timely. Downtime of equipment, trucks and trailers has not been a problem in the past.

OUR FLEET

All trucks have Arcadia logos on the doors as well as license numbers for easy identification

Following are the lists of equipment, vehicles and trailers currently being used at the Pima County job sites as well as the backup for same.

VEHICLES/TRAILERS

Year, Make/Model, Condition

Vehicles:

1. 2011 Ford F-150 1/2 ton, excellent
2. 2011 Ford F-150 1/2 ton, excellent
3. 2006 Ford F-150 1/2 ton, good
4. 2006 Ford F-150 1/2 ton, good
5. 2006 Chevy C2500 3/4 ton, good
6. 2004 Chevy C500 3/4 ton, good
7. 2003 Ford F-250 3/4 ton, good
8. 2000 Chevy 3500 1 ton, good
9. 1997 Toyota T-100, good

Trailers:

1. 2011 PJ Utility Trailer, excellent
2. 2008 Big Tex Chemical Trailer, excellent
3. 2008 APC Utility, excellent
4. 2007 APC Utility, good
5. 2007 APC Utility, good
6. 2001 APC Utility, good
7. 1999 Redihaul, good
8. 1998 Trailmaster Utility, good
9. 1998 Trailmaster Utility, good

BACKUP VEHICLES/TRAILERS

Vehicles:

1. 2007 Ford F-150 1/2 ton, good
2. 2007 Chevy 1500 1/2 ton, good
3. 2006 Toyota Tundra, good
4. 2004 Toyota Tecoma Xtra cab, good
5. 1999 Ford F-150 1/2 ton, good
6. 1998 GMC 1 ton w/lift gate, good

Trailers:

1. 1999 APC Utility, good
2. 1999 APC Utility, good
3. 1993 Big Tex Utility, good
4. 2002 Big Tex Dump Trailer, good

EQUIPMENT

Sprayers:

1. 2008 300-gal Spray Tank on Haulrite Trailer, excellent
2. 1985 100-gal. Power Sprayer, good
3. numerous hand-held and back-pack sprayers, excellent

String Trimmers:

1. 2014 Echo SRM266, excellent
2. 2013 Echo SRM210, excellent
3. 2013 Stihl w/brush knife FS130R, excellent
4. 2013 Echo SRM266, excellent
5. 2013 Echo SRM266, excellent
6. 2012 Stihl FS90R, very good
7. 2011 Echo SRM266, very good
8. 2011 Echo SRM266, very good
9. 2011 Echo SRM265, very good
10. 2010 Stihl, FS80 good

Hedge Trimmers:

1. 2013 Stihl HS81R, excellent
2. 2013 Stihl HS81R, excellent
3. 2013 Stihl HS81R, excellent
4. 2013 Stihl HS81R, excellent
5. 2012 Stihl HS81R, very good
6. 2012 Stihl HS81R, very good
7. 2011 Echo, HC165, very good
8. 2011 Echo, HC165, very good
9. 2011 Echo, HC165, very good
10. 2010, Echo, HC165, good

Blowers:

1. 2014 Stihl backpack, SBR430, excellent
2. 2014 Stihl backpack, SBR430, excellent
3. 2013 Stihl, BG55, excellent
4. 2013 Stihl, BG55, excellent
5. 2013 Stihl, BG55, excellent
6. 2013 Stihl, BG55, excellent
7. 2013 Stihl backpack, SBR430, excellent
8. 2012 Stihl, BG55, very good
9. 2012 Stihl, BG55, very good
10. 2012 Stihl, BG55, very good

Chainsaws:

1. 2012 Stihl Pole Saw HT101, excellent
2. 2011 Stihl Chainsaw MS310, excellent
3. 2009 Stihl Chainsaw MS310, very good
4. 2009 Stihl Pole Saw HT101, very good

Lawn Mowers:

1. 2013 Honda HRC216, excellent
2. 2013 Honda HRC216, excellent
3. 2010 ExMark EC21ASKAP, very good
4. 2010 ExMark MPKA21, very good
5. 2010 ExMark EC21ASKAP, very good
6. 2010 ExMark EC21ASKAP, very good
7. 2006 Honda 97712, good
8. 2006 Honda GXV 140, good
9. 1988 Honda X-Mark GXV 140, good (with new engine)
10. 1988 Honda X-Mark GXV 140, good (with new engine)

Misc.:

1. 2006 Stihl Edger Attachment, good
2. 2003 Echo Edger, good
3. 1991 Lesco Fertilizer Spreader, good
4. 1989 Best Spreader, good
5. 2007 Porter Generator PH340IS, good
6. 2005 Stihl Hedger Attachment, good

Emergencies will be responded to within the 3-hour time frame. A supervisor on call will be dispatched to the scene or multiple scenes, assess the situation, determine the appropriate action plan that needs to be implemented then summon the staff/equipment and other appropriate resources to deal with the situation in a safe and efficient manner. Our 30-plus year relationships with two local tree companies, R.O. Tree Service and Arizona Tree, give us the flexibility to dispatch additional resources when necessary. Each company has 24-hour emergency service with staff on call and equipment available including assorted chain saws, chippers, chipper trucks, stump grinders, bucket trucks and cranes to deal with most any circumstance.

During monsoon season we received an emergency after-hours call from a Pima County Waste Water Facility, informing us that a tree went down over a building. We immediately mobilized and dispatched a crew and supervisor. Within an hour of the call, we had arrived on site to begin working on the situation.

This is a typical tree uprooted during a monsoon storm that Arcadia would be able to respond to as per our above emergency procedures.

ITEM D - PROJECT PLAN

Project	Staff Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Weed Control	Maint. Crew												
Trash/Debris Cleanup	Maint. Crew												
Rake DG Areas	Maint. Crew												
Lawn Mowing (If applicable)	Maint. Crew												
Irrigation check and adjustment	Maint. Crew												
Tree-Annual Shaping & Trimming	Maint. Crew												
Tree/Shrub/Ground Cover-Shaping & Trimming	Maint. Crew												
Pre-emergent Weed Control	Spray Technician												
Sow Winter Rye Grass Seed (If applicable)	Maint. Crew												
Fertilize Rye Grass	Maint. Crew												
Fertilize Bermuda Grass	Maint. Crew												
Fertilization-Trees, Shrubs Ground Cover	Maint. Crew												



These items will be accomplished at each site visit.



Preemergent to be accomplished twice per year.



Fertilization will be accomplished more frequently than specified in "Scope of Services".

E. Personnel Training-Modules/Description

Quality control is a key factor in the Scope of Work. In order to better ensure that Arcadia's clients are being serviced by well-trained and knowledgeable crews, we have put in place a Quality Assurance coaching and training program to give our employees the knowledge they need to best serve our customers.

<i>WINTER (DEC/JAN/FEB)</i>		<i>SPRING (MAR/APR/MAY)</i>	
Administration	Vehicles/Equipment	Administration	Vehicles/Equipment
Trash	Raking	Trash	Raking
Pruning	Plant	Pruning	Plant
Weeds	Irrigation	Weeds	Irrigation
Chemicals/Hazmat	Safety	Chemicals/Hazmat	Safety
		Lawns	Flowers
		Fertilizing	
<i>SUMMER (JUNE/JULY/AUG)</i>		<i>FALL (SEPT/OCT/NOV)</i>	
Administration	Vehicles/Equipment	Administration	Vehicles/Equipment
Trash	Raking	Trash	Raking
Plant	Weeds	Pruning	Plant
Irrigation	Chemicals/Hazmat	Weeds	Irrigation
Safety		Chemicals/Hazmat	Safety

QUALITY STANDARDS/POLICIES/BEST PRACTICES/SAFETY

E X A M P L E

TREE AND SHRUB PRUNING

1. Quality Standards

- A. Trees and shrubs shall conform to their natural growth habit whenever possible.
- B. Trees and shrubs shall display healthy growth and optimum appearance.
- C. Plants shall show no stubs, tearing cuts and permanent scars.

2. Policies

- A. Trim trees and shrubs at the proper season.
- B. Use the proper tool for the job.
- C. Do not remove more than 1/3 of the plant at any one time.
- D. Use proper pruning techniques that each species of plant requires.
- E. Use proper pruning cuts each time you prune; i.e. 3-cut method.
- F. Keep trees and shrubs off of buildings, carports, walkways, roofs and roadways.
- G. Do not trim over the height of 15 feet.

3. Best Practices

- A. Clean all trimmings from the top and bottom of all shrubs.
- B. Make sure trimmings don't damage people or property when they fall.
- C. Keep pedestrian walkways clear of tree branches and overgrown shrubs.
- D. When trimming plants or trees, trim the entire plant, not just part of it.
- E. Do not leave stubs; trim to proper cut-off point.
- F. Use the proper tool for the job:
 - a. Use hand pruners for sucker growth and small new growth branches.
 - b. Use loppers for limbs 1" and smaller in diameter.
 - c. Use a hand saw for limbs 1"-3" in diameter.
 - d. Use the chain saw for large limbs and to remove entire trees.
 - e. Use hedge trimmers for new growth and a more manicured look.
 - f. Use a pole saw for limbs at a height of 15' or below.
- G. If a ladder is used for pruning, have a person on the ground to stabilize it.
- H. Make sure there are no electric lines or foreign objects in the plant you are pruning.
- I. Remove broken limbs as soon as you notice them.
- J. Remove dead and dying parts of the plant when you see them.
- K. Re-stake and re-tie trees as necessary.
- L. Remove guy wires and ties when not needed.
- M. Make sure trimmings can be loaded and secured properly for hauling. Do not overload vehicles or trailers.
- N. Notify your supervisor if you notice any damage or problems with any tree or shrub.
- O. When trimming a tree or shrub make sure you walk around the plant to get the entire look and shape of what you want the plant to end up looking like.

4. Safety

- A. Learn how to use each piece of equipment correctly and safely before beginning to prune.
- B. Wear gloves, hard hats and long pants when trimming.
- C. Make sure area is clear of pedestrians or property that could be damaged.
- D. When using a ladder make sure it is on stable ground and have another person hold it if necessary.
- E. Be aware of overhead danger; i.e. power lines.
- F. Do not climb into trees to trim.
- G. Do not climb on buildings or any other structures to prune.
- H. Be careful of thorns on limbs.
- I. Do not overload trucks with limbs.
- J. Be aware of your surroundings.

2014 MAINTENANCE TRAINING SCHEDULE

Jan. 7	7:00 a.m.	Trash/Raking/Weeds
Feb. 4	7:00 a.m.	Fertilization/Weeds
Mar. 4	7:00 a.m.	Pruning of frost damage/Fertilization
Apr. 1	7:00 a.m.	Trash/Raking/Weeds
May 6	6:00 a.m.	Flowers/Plants/Irrigation
May 12	6:00 a.m.	Hazmat Training
June 3	6:00 a.m.	Irrigation/Weeds
July 8	6:00 a.m.	Pruning/fertilization
Aug. 5	6:00 a.m.	Trash/Raking/Weeds
Sept. 9	6:00 a.m.	Proper Winter Lawn Installation/Winter Flower Planting/Fertilization
Oct. 7	7:00 a.m.	Trash/Raking/Weeds
Oct. 21	7:00 a.m.	Driver Training/Safety
Nov. 4	7:00 a.m.	Plant Identification/Irrigation
Dec. 2	7:00 a.m.	Proper Pruning Techniques and Dates to Prune

The CITE Process (Coaching, Inspection, Training and Education) is an ongoing process, aimed to provide Arcadia's maintenance customers with the highest quality service in all that relates to the landscape industry, enriching the lives of our valued clients and employees. The CITE Process works as follows:

Inspection Process:

Step 1- All maintenance properties receive a monthly inspection by management personnel. Property is evaluated based on Arcadia's quality standards. For example, the best practices for weeds includes: the crew leader making sure that a "weed" is a weed before removing it, that all weeds 3" or larger are removed by pulling or hula hoeing, that weeds smaller than 3" are sprayed or removed by hand or hula hoe, that if weeds are sprayed, they are removed when they are visibly dead, being able to identify weed problems, report potential problems to supervisor, and remove noxious weeds as soon as possible.

Step 2- Inspection reports are handed over to production supervisor to review the assessment of the property with crew leader and address, if necessary, next-day remediation initiated for severe deficiencies. Other action items are to be handled on the next and subsequent regular maintenance visits.

Step 3- The crew leader returns the completed inspection reports back to the production supervisor and reviews the progress each Friday with him. The progress is naturally tied to Arcadia's quality standards.

Step 4- The production supervisor reviews the inspection reports and returns them back to the inspector.

Step 5- On the next scheduled inspection, the inspector verifies that items checked off by the crew leader have indeed been completed for the relevant property. In the meantime, they are stored in a public binder for review anytime by the operations manager or production supervisor.

Step 6- Returned inspection reports' grades (Meets Standards, Below Standards) are logged into the inspection management "report card" to be reviewed by the production supervisor and inspector for quality control each Friday. This process also reveals which reports need to be returned as well.

Coaching Process:

Step 1- The production supervisor and/or property site inspector identifies crew leaders with specific skill deficiencies, who need help sharpening skills or techniques (e.g. natural shrub pruning, irrigation repair skills, etc).

Step 2- The maintenance manager or property site inspector, or both, meet the crew leader and crew on site to demonstrate the correct technique(s), follow up on particularly problematic site details, and/or require demonstration of the crew leader's techniques and follow-up of maintenance issues.

Step 3- The coaching session is documented. The session log indicates who met, which day, and the topic, method and intended outcome of the coaching session.

Step 4- The coaching is repeated if skills do not improve, changing methodology and approach to fit each crew member's individual learning style.

Education Process:

Step 1- The instructor (production supervisor, property site inspector, and/or crew leader) chooses a topic which is seasonally appropriate and with a view toward Arcadia Landscape's Best Practices. For example, appropriately scheduled fertilization may be preceded by an educational session on fertilization best practices such as proper fertilizer for species of plants, correct calibration of equipment and recommended rates, appropriate PPE, etc.

Step 2- The instructor prepares materials which supplement the educational session (handouts for the route book, demonstration material, etc).

Step 3- The instructor holds the educational session at one of the Tuesday maintenance meetings with the crews for any questions and comments.

Step 4- Occasional tests are given to all employees (in-field or written tests) to measure skills and knowledge. Rewards (new tools, company uniform shirts, etc) are given to top-scoring individuals.

Step 5- Ongoing verification of the competency of employees via skills demonstration by the employee helps keep skills sharp and the employee accountable and highlights new areas for skills development.

As mentioned above, the CITE Process (Coaching, Inspection, Training and Education) has both a coaching and continuing education process. In addition to the CITE Process, Arcadia also ensures that maintenance personnel are trained and coached in Best Practices techniques. There is a regular ongoing in-house educational effort for them which incorporates seasonally appropriate topics, tests and tips for quality maintenance and responsive customer service.

Once a week the progress of maintenance accounts are reviewed. We look at the results of regular on-site inspections, the return of checklists of progress and problems as noted by Arcadia's quality-control inspections, whether properties are maintained according to Arcadia's landscape maintenance Best Practices and in a timely fashion. Properties are graded according to their appearance and adherence to the Best Practices. Grades are shared with crew leaders and problems are identified and corrected quickly.

A follow-up process is in place to track returned checklists and assure crew accountability. The aim is that crew leaders will be able to demonstrate skill in each area listed below and then be able to show and explain to their crew members the basics of what they have learned:

Irrigation: The crew leaders should know how to operate a valve and the components of the valves, how to operate common types of controllers, how to fix and adjust sprinklers, troubleshooting and how to shut off the irrigation backflow.

Integrated Pest Management: The crew leaders are able to recognize the following pests and what an infestation does to plants: aphid, whitefly, oleander gall, brown scale, cottony/cochineal scale, spider mite. They should also know how to best control these pests without harsh chemicals.

Pruning Trees: The crew leaders know how to prune a tree properly, the problem with topping trees, how to make the correct cuts, the dangers of overpruning and how to rehabilitate an overpruned tree.

Pruning Shrubs: The crew leaders should know the problems with shearing, how to naturally prune a shrub and which shrubs take shearing and shaping best.

Plant and Weed Identification: The crew leaders are able to recognize and give the common name for certain plants. They are able to recognize and name the common weeds, able to explain why Buffel grass is such a problem in the Sonoran Desert and be able to explain what a translocated herbicide is and how it works.

In addition to the ongoing training of our employees, we encourage them to participate in the SmartScape program offered by the City of Tucson.

Arcadia Landscape's employees will, at all times, conduct themselves in a professional and appropriate manner. Arcadia will only use fully-trained, competent employees to perform the work on this Contract.

Arcadia Landscape will take all necessary precautionary measures to protect persons and property. Safety provisions of all applicable laws and ordinances shall be strictly observed by Arcadia Landscape, Inc.

List of employees who will supervise and work on this contract and subcontractors:

Kevin Killmer, Operations Manager:

38 years experience in the landscape industry starting as crew leader in 1976; 20 years+ experience in executive operations management of a large volume landscaping construction and maintenance company with over 500 employees and \$29 million in annual revenues. Areas of expertise include strategic planning, growth performance, profit enhancement and personnel/human resources. Kevin has been employed by Arcadia Landscape for over 10 years as the operations manager.

Bobby Mendibles, Crew Leader:

30 years experience in landscape and irrigation maintenance and during that time has held the positions of maintenance crew member and advanced to maintenance foreman and maintenance supervisor. He was also trained in estimating and scheduling of maintenance crews. He has been employed by Arcadia Landscape for over 6 years as a maintenance crew leader.

Luis Correa, Crew Leader:

11 years experience in the landscape maintenance including irrigation and landscape construction field. He has been employed by Arcadia Landscape as a maintenance crew leader for over 8 years.

Brando Mendez, Crew Leader:

8 years experience in landscape maintenance. He has been employed by Arcadia Landscape for those 8 years advancing from crew member to crew leader with on-the-job training in all aspects of landscape maintenance.

Mike Mendoza, Crew Leader:

31 years experience in landscape maintenance and construction. Mike has extensive on-the-job training working up from crew member to crew leader. Mike also has construction supervisory experience. He has been employed by Arcadia Landscape for over 22 years.

Christine Hildenbrand, Crew Leader:

13 years experience in landscape maintenance and construction. Christine was hired as a crew member and worked up to crew leader with the on-the-job training she received. She is also SmartScape certified (certificate attached). Christine has worked for Arcadia Landscape for over 9 years.

Ernesto A. Ruiz, Foreman/Spray Tech:

13 years experience in landscape maintenance. Licensed by the Office of Pest Management holding applicator license #110118 -- B3 right of way/weeds and B5 turf and ornamental (certificate attached). He is also SmartScape certified. Ernesto has been employed by Arcadia Landscape for 8 years.

George Dodson, Spray Technician:

10 years experience in landscaping including golf course maintenance (mowing greens, tees, roughs and fairways). Experience includes dethatching and aerating lawns. Licensed by the Office of Pest Management holding applicator license #050744 - B3 right of way/weeds and B5 turf and ornamental (certificate attached). He has been employed by Arcadia Landscape for over 9 years as a spray technician which includes the scheduling of the pre- and post-emergent application. He is also qualified as a maintenance crew leader and in irrigation repairs.

Kennedy Valencia, Irrigation Technician:

16 years experience in landscaping starting as crew member and working up to crew leader then project manager. Kennedy has experience in all aspects of landscaping including maintenance, irrigation (maintenance, repairs and installation), electrical, heavy machinery, etc. Kenny is SmartScape certified. He has been employed by Arcadia Landscape for 1 ½ years.

Juan Carlos Valenzuela, Irrigation Technician/Estimator:

29 years experience in landscape/grounds maintenance as well as design/build. His experience also includes irrigation installation/repairs, water auditing and estimating. He advanced from crew member to crew leader to irrigation technician and estimator. Carlos hold a Certificate for the seminar "How to Supervise People" (certificate attached). Carlos also is a certified Landscape Water Auditor (certificate water). Carlos has been employed by Arcadia Landscape for over 11 years.

Proposed Subcontractors:

R.O. Tree Service, LLC
Contact Information: Stan Lowery
PO Box 57672
Tucson, AZ 85732
(520) 320-3697

Arizona Tree
Contact Information:
3381 E. Michigan St.
Tucson, AZ 85714
(520) 790-1505