

BY 
DEPUTY CLERK OF THE BOARD

AGREEMENT NO. 22-192
(Master Agreement for Tree Trimming Services)

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of July 2022 by and between the County of Yolo, a political subdivision of the State of California (“County”) and West Coast Arborists, Inc., a California corporation (“Contractor”).

WITNESSETH

WHEREAS, the County is authorized by Government Code Section 23004 to make contracts as necessary for the exercise of its powers; and

WHEREAS, the County is authorized by Government Code Section 31000 to contract with persons specially trained, experienced, expert and competent to perform special services such as tree trimming and removal services at various County locations; and)

WHEREAS, the County desires to obtain a qualified contractor to provide tree trimming, pruning, thinning and removal services including traffic control at various County locations and

WHEREAS, the County circulated and distributed a Request for Proposals, an excerpt of which is attached as Exhibit A; and

WHEREAS, the Contractor submitted a proposal to provide tree trimming and removal services on an as needed basis for various County locations, an excerpt of which is attached as Exhibit B; and

WHEREAS, Contractor has represented and warrants to the County that it has the necessary training, experience, expertise and competency to provide the services, goods and materials that are described in this Agreement, at a cost to the County as herein specified; that it will be able to perform the herein described services at minimum cost to the County by virtue of its current and specialized knowledge of relevant data, issues, and conditions; and that it will do so in a manner consistent with and furthering of the Values of Yolo County, a copy of which is hereto attached as Exhibit C; and

WHEREAS, Contractor represents and warrants that neither Contractor, nor any of its officers, agents, employees, contractors, subcontractors, volunteers, or five percent owners, is excluded or debarred from participating in or being paid for participation in any Federal or State program; and

WHEREAS, Contractor further represents and warrants that no conditions or events now exist which give rise to Contractor or any of its officers, agents, employees, contractors, subcontractors, volunteers or five percent owners being excluded or debarred from any Federal or State program; and

WHEREAS, Contractor understands that the County is relying upon these representations in entering into this Agreement.

NOW, THEREFORE, the County and the Contractor agree as follows:

I. BASIC SERVICES

- A.** Contractor shall furnish and perform the tree trimming, pruning, thinning and removal services including traffic control services in accordance with Exhibits A-Request for Proposals, and in a manner satisfactory to the various County Departments and individual work orders for such services.
- B.** More specifically, the Contractor shall provide the full range of services specified in the Scope of Work in Exhibit A, with the focus on providing a sufficient level of safety to the County. Contractor will provide all equipment, personnel, labor and materials necessary to provide the foregoing services in accordance with this Agreement.
- C.** The complete contract shall include the following Exhibits attached hereto and incorporated herein:

Exhibit A	RFP Excerpt
Exhibit B	Vendor Submitted Proposal
Exhibit C	Cost Proposal-renewal
Exhibit D	Appendix E of the Title VI Assurances
Exhibit E	Work Proposal (Task Order) Form

In the event of any conflict between any of the provisions of this Agreement (including Exhibits), the provision that requires the highest level of performance from Contractor for the County's benefit shall prevail.

- D.** The Department of Financial Services, Procurement Division may approve modifications of the term, scheduling, billing rates, and allocation of funds between the tasks (if any) set forth above, provided that there is no increase in the total compensation as set forth in Paragraph II of this Agreement.

II. COMPENSATION AND REIMBURSEMENT OF EXPENSES

For the services described in Paragraph I above, and subject to the condition that the services have been completed in a manner satisfactory to each County Department Designee, Contractor shall be compensated at the rates set forth in Exhibit C (Cost Proposal Sheet)

Provided, however, that the total amount of compensation to be paid by County to Contractor for all services provided pursuant to this Agreement shall not exceed four hundred thousand dollars (\$ 400,000) per year for the Term of this Agreement

and a total not to exceed eight hundred thousand dollars (\$800,000.00) if the County exercises its option to extend the contract through June 30, 2024.

III. METHOD OF PAYMENT

A. Within thirty (30) days of the completion of each task identified in Paragraph I in a manner that is satisfactory to each County Department, the Contractor shall submit an invoice detailing the services provided, the person(s) providing the service, the amount of time spent by each person providing the service calculated to the one-tenth of an hour, the rate per hour charged for each person providing service, and an itemization of the actual expenses for which reimbursement is requested. Any claim for additional services beyond those described in Exhibit A or in excess of the total compensation maximum in Paragraph II herein must be approved by a written amendment to this Agreement approved by the County's Procurement Manager in advance of such services being provided. If requested by the County, Contractor shall provide any further documentation to verify the compensation and reimbursement sought by Contractor.

B. Within fifteen (15) calendar days of the receipt of Contractor's detailed invoice, the Department Director shall either authorize payment or advise Contractor in writing of any concerns that the Director has with the invoice and any need for further documentation.

C. Within thirty (30) calendar days of the Director's authorization for payment of an invoice, the County Auditor-Controller shall either issue the payment or advise Contractor in writing of any concerns that the County Auditor-Controller has with the request and any need for further documentation.

IV. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

All professional and technical documents and information developed under this Agreement, and all work products, including writings, work sheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall become the property of the County, and Contractor agrees to deliver and assign the foregoing to the County, upon completion of the services hereunder or upon any earlier termination of this Agreement. Contractor assigns the work products, as and when the same shall arise, for the full terms of protection available throughout the world. In addition, basic data prepared or obtained under this Agreement shall be made available to the County without restriction or limitation on their use.

No additional charge will be made for any of the foregoing.

V. RECORDS; ACCESS, RETENTION

Contractor shall retain and make available for review by the County and its designees all records, documents, and general correspondence relating to this Agreement and the services required

hereunder for a period of not less than five (5) years after receipt of final payment or until all pending audits and proceedings are completed, whichever is later. Contractor shall make such records available for inspection and copying by the County and its designees at any reasonable time. At least thirty (30) calendar days prior to any destruction of these records following the four years, Contractor shall notify the Director. Upon such notification, the Director shall either agree to the destruction or authorize the records to be forwarded to the County for further retention.

VI. DISPUTES

Any dispute arising under this Agreement shall be decided by the County Administrative Officer who shall put his or her decision in writing and mail a copy thereof to the address for the notice to Contractor. The decision of the County Administrative Officer shall be final unless, within thirty (30) days from the date such copy is mailed to Contractor, Contractor appeals the decision in writing to the County Board of Supervisors. Any such written appeal shall detail the reasons for the appeal and contain copies of all documentation supporting Contractor's position. In connection with any appeal proceeding under this paragraph, Contractor shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the County Board of Supervisors at a regular Board meeting. Pending a final decision of the dispute, Contractor shall proceed diligently with the performance of this Agreement and in accordance with the County Administrative Officer's decision. The decision of the County Board of Supervisors on the appeal shall be final for purposes of exhaustion of administrative remedies.

VII. TERM AND TERMINATION

A. The term of this Agreement shall be from July 1, 2022 through June 30, 2023 ("Term"), unless sooner terminated as hereinafter provided. County shall have the option to extend the Term with the mutual consent of Contractor for up to one (1) additional one-year period (July 1, 2023-June 30, 2024).

B. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not less than thirty (30) days to cure the default. Such notice shall describe the default and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said thirty-day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than fifteen (15) days advance written notice. In the event of such termination based upon Contractor default, the County reserves the right to purchase or obtain the supplies or services elsewhere, and Contractor shall be liable for the difference between the prices set forth herein and the actual cost thereof to the County. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.

C. This Agreement is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the Contractor pursuant to this Agreement. If the County's adopted budget and/or its receipts

from the State of California and the United States do not contain sufficient funds for this Agreement, the County may terminate this Agreement by giving ten (10) days advance written notice thereof to the Contractor, in which event the County shall have no obligation to pay the Contractor any further funds or provide other consideration and the Contractor shall have no obligation to provide any further services pursuant this Agreement. If the County terminates the Agreement pursuant to this subparagraph, the County will pay Contractor in accordance with this Agreement for all services performed to the satisfaction of the Director before such termination and for which funds have appropriated as required by law.

D. This Agreement may be terminated for any reason by either party at any time during its term, by giving 30 days written notice to the other party.

E. If Contractor, or any of its officers, agents, employees, contractors, subcontractors, volunteers or five percent owners, becomes excluded, debarred or suspended from participation in Federally or State funded programs, the County may terminate this Agreement by giving ten (10) days advance written notice thereof to the Contractor.

F. Upon termination of this Agreement or suspension of work by either County or Contractor, Contractor shall furnish to County all documents -reports prepared under this Agreement, whether complete or incomplete. In the event of termination for any reason, reproducible copies of all finished or unfinished documents, drawings, maps, models, photographs, and reports prepared by Contractor shall become the sole and exclusive property of Yolo County and Contractor shall be entitled to receive compensation for any work completed on such documents and other materials determined by the Director to be of satisfactory quality and within the terms and conditions of this Agreement. All creative work undertaken by Contractor such as sketches, copy, dummies and all preparatory work for which Contractor is not compensated by the County shall remain the sole and exclusive property of the Contractor.

G. During and following the term of this Agreement, Contractor shall not use, distribute or otherwise circulate any of the materials developed pursuant to this Agreement and for which Contractor was compensated by the County without the express written permission of the Director.

VIII. APPLICABLE LAWS

A. In the performance of the services required by this Agreement, Contractor shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. This Agreement is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government.

B. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a

California State court located in Woodland, California. Contractor waives any removal rights it might have under State or Federal law.

IX. ADDITIONAL APPLICABLE LAWS AND REQUIREMENTS

1. The Contractor will file the required certification under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), ensuring that the parties will not use, and have not used, Federal appropriated funds to attempt to influence any person or organization in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. The parties must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
2. The Contractor shall conform to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government, including but not limited to the following: Contract Work Hours and Safety Standards (40 U.S.C. 3701-3708) and the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).
3. The Contractor is required to comply with Federal Regulations 2 CFR Part 180 and 2CFR Part 1200,
 - a. Contractor is required to verify that none of the Contractor, its principals (defined at 2 CFR §180.995), or its affiliates (defined at 2 CFR §180.905) are excluded (defined at 2 CFR §180.940) or disqualified (defined at 2 CFR §180.935).
 - b. The Contractor must comply with 2 CFR Part 180, Subpart C and 2 CFR Part 3000, Subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 CFR Part 180, Subpart C and 2 CFR Part 3000, Subpart C, in addition to remedies available to (name of sub-awarding State agency, if applicable), and County, the Federal Government may pursue available remedies, including but not limited to suspension and/or disbarment.
 - d. The Contractor agrees to comply with the requirements of 2 CFR Part 180, Subpart C throughout the period of this contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.
4. The Contractor shall make the maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –
 - b) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - c) Meeting contract performance requirements; or

- d) At a reasonable price.
Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>
- 5. The Drug-Free Workplace Act of 1990 ("the Act") requires the Contractor to comply with the requirements of Government Code Sections 8350-8357 and the requirements of federal law as implemented in 28 CFR Part 67, Subpart F, Sections 615 and 620.
- 6. No Obligation by the Federal Government:
 - a. The Federal Government is not a party to this contract and is not subject to any obligations or liability to the County, Contractor, or any other party pertaining to any matter resulting from this contract.
- 7. Program Fraud and False or Fraudulent Statements or Related Acts:
The Contractor acknowledges that 31 USC Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this.
- 8. The contractor must comply with the requirements of Appendix E of the Title VI Assurances as required United States Department of Transportation Order 1050.2A, which will be included in the final agreement and included in this RFP as Exhibit D.

X. NON-DISCRIMINATION IN SERVICES AND BENEFITS

Contractor certifies that any service provided pursuant to this Agreement shall be without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the County Administrative Officer. For the purpose of this Agreement, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

XI. CONTRACTOR'S RESPONSIBILITIES; LABOR CODE REQUIREMENTS

- A.** Contractor shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement.

B. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). If the services hereunder are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the County, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all Subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

C. If the services hereunder are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all Subcontractors performing such services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any Subcontractors, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

D. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor’s performance of the Services, including any delay, shall be Contractor’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the County. Contractor shall defend, indemnify and hold the County, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

XII. INDEMNITY

A. With the exception that this section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted under the public policy of the State of California, Contractor shall indemnify, defend and hold

harmless the County of Yolo, officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

- B.** Contractor and/or Subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.
- C.** Responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law. The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this agreement.
- D.** Subcontractor agrees to be bound to the General Contractor/**or** Contractor and the County of Yolo in the same manner and to the same extent as General Contractor/**or** Contractor is bound to the County of Yolo under the Contract Documents. Subcontractor further agrees to include the same requirements and provisions of this agreement, including the indemnity and Insurance requirements, with any Sub-subcontractor to the extent they apply to the scope of the Sub-subcontractor's work. A copy of the County of Yolo Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request.

In providing any defense under this Paragraph, Contractor shall use counsel reasonably acceptable to the County Counsel.

XIII. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

A. During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.

- 1. Minimum Coverages (as applicable). Insurance coverage shall be with limits not less than the following:
 - a. **Comprehensive General Liability** – \$2,000,000/occurrence and \$4,000,000/aggregate
 - b. **Automobile Liability** – \$1,000,000/occurrence (general) and

\$500,000/occurrence (property) (include coverage for Hired and Non-owned vehicles)

c. **Professional Liability/Malpractice/Errors and Omissions** – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)

d. **Workers' Compensation** – Statutory Limits/**Employers' Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverages It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

a. The Additional Insured coverage under the Contractor's policy shall be "primary and non-contributory" and will not seek contribution from the County's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.

b. The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County's own Insurance or self-insurance shall be called upon to protect it as a named insured.

3. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Agreement and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.

4. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the County's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.

5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.

6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).

7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by the County Risk Manager.

8. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.

9. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

10. The Contractor shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.

B. Prior to commencing services pursuant to this Agreement, Contractor shall furnish the County with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

E. During the term of this Agreement, Contractor shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any

other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

- F.** Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and the County of Yolo in the same manner and to the same extent as Contractor is bound to the County of Yolo under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The General Contractor/**and or Contractor** shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and General Contractor/**and or Contractor** will provide proof of compliance to the County of Yolo.

- G.** Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event contractor fails to obtain or maintain completed operations coverage as required by this agreement, the County at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

XIV. WORKERS' COMPENSATION

Contractor shall provide workers' compensation coverage as required by State law, and prior to commencing services pursuant to this Agreement shall file the following statement with the County in a form substantially as set forth below.

WORKERS' COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of Contractor affirmatively represents that she/he has the requisite legal authority to do so on behalf of Contractor, both the person

executing this Agreement on behalf of Contractor and Contractor understand that the County is relying on this representation in entering into this Agreement.

XIV. NOTICE

A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of County and Contractor at their respective addresses as follows:

Contractor:

Attn: Patrick Mahoney, President
West Coast Arborists, Inc.
2200 E. Via Burton
Anaheim, CA. 92806

County:

Attn: Ryan Pistochni, Procurement Manager
Yolo County Financial Services Department
625 Court Street, Room 103
Woodland, CA 95695

B. In lieu of written notice to the above addresses, any party may provide notices through the use of email provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers are used:

Contractor: Attn: Patrick Mahoney, President
West Coast Arborists, Inc.
2200 E. Via Burton
Anaheim, CA. 92806
714-991-1900
pmahoney@wcainc.com

County: Attn: Ryan Pistochni, Procurement Manager

Yolo County Financial Services Department
625 Court Street, Room 103
Woodland, CA 95695
(530)-666-8070
Procurement@yolocounty.org

C. Any party may change the address or email to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

D. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using email, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

XV. CONFLICT OF INTEREST

A. Contractor shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

B. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Contractor's obligations and responsibilities hereunder. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until Contractor completes performance of the services required of it under this Agreement.

C. Contractor agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict-of-interest law or regulation, Contractor will immediately inform the County and provide all information needed for resolution of the question.

XVI. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working for Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this agreement. For breach or violation of this warranty, the County shall have the right to annul this agreement without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

XVII. AUDITS

A. Contractor shall be subject to examination and audit by the State or the County, or both, throughout the term of this Agreement and thereafter for a period of three years from the date that final payment is made pursuant to this Agreement. This does not preclude access to records by County, State, the Comptroller General of the United States, or any of their authorized representatives, as otherwise provided by this Agreement, the State contract, or State or Federal laws and regulations. Contractor agrees that County and/or State has the right to review, obtain, and copy all records pertaining to the performance of this Agreement, and agrees to provide County and/or State with any and all relevant information requested.

B. Any and all books, records, and facilities maintained by Contractor related to services provided under this Agreement may be audited, inspected and copied at any time during normal business hours. Unannounced visits may be made at the discretion of the County or State. Employees who might reasonably have information related to such records may be interviewed. All expenditures of State and federal funds furnished to Contractor pursuant to this Agreement are subject to audit by County, State and/or Federal representatives. Such audits shall consider and build upon external independent audits performed pursuant to audit requirements of the Office of Management and Budget (OMB) Circular A-133 as described in Paragraph C below.

C. Should Contractor expend \$500,000 or more in Federal funds during any fiscal year, Contractor shall furnish County a certified copy of an Audit Report from an independent CPA firm covering the Contractor's preceding fiscal year of January 1 through December 31. This Audit shall be performed in accordance with OMB Circular A-133 and conducted in accordance with generally accepted government auditing standards as described in Government Auditing Standards (1994 Revision), and provided in a form satisfactory to the Director.

Contractor shall provide this Audit Report no later than July 31 of each year. In the event that this Agreement expires or is terminated on a date other than December 31, Contractor shall provide County such an Audit Report covering the preceding period of January 1 through the date of expiration or termination no later than July 31 after the date of expiration or termination. Contractor shall ensure that audit work papers supporting the report are retained for a period of three (3) years from the date of the audit report, and longer if notified by the State or County to extend the retention period, and are made available to the State and/or County upon request.

D. Should an Audit Report or any State or County audit determine that Contractor has misspent funds and been overpaid based on the requirements of this Agreement and applicable laws and regulations, County shall demand repayment from Contractor in the amount of such audit findings and withhold any payment otherwise due under this Agreement until Contractor repays such amount. Contractor shall repay County such

amount within sixty (60) days of the date of the County's demand for repayment. Should Contractor fail to repay County within sixty (60) days of the date of County's demand for repayment, the County may offset the amount due from Contractor against any amounts that would otherwise be due from the County to Contractor pursuant to this Agreement or any other agreement or source.

E. Any failure or refusal by Contractor to permit access to any facilities, books, records or other information required to be provided to the State &/or the County by this Agreement &/or the State contract shall constitute an express and immediate breach of this Agreement.

XVIII. ASSIGNMENT AND SUBCONTRACTS

The services and obligations required of Contractor under this Agreement are not assignable in whole or in part. In addition, Contractor shall not subcontract any portion of the services required of Contractor by this Agreement without the express written consent of the Director. If any portion of the services required of Contractor are subcontracted, the subcontractor(s) shall maintain the same insurance as required of Contractor by this Agreement and Contractor shall be fully responsible to the County for all work undertaken by subcontractors.

XIX. STATUS OF CONTRACTOR

A. It is understood and agreed by all the parties hereto that Contractor is an independent contractor and that no relationship of employer-employee exists between the County and Contractor. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of the County. Contractor hereby indemnifies and holds the County harmless from any and all claims that may be made against the County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement or any services provided pursuant to this Agreement.

B. It is further understood and agreed by all the parties hereto that neither Contractor nor Contractor's assigned personnel shall have any right to act on behalf of the County in any capacity whatsoever as an agent or to bind the County to any obligation whatsoever.

C. It is further understood and agreed by all the parties hereto that Contractor must issue any and all forms required by Federal and State laws for income and employment tax purposes, including W-2 and 941 forms, for all of Contractor's assigned personnel.

XX. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and Contractor.

XXI. WAIVER

The waiver by the County or any of its officers, agents or employees or the failure of the County or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

XXII. AUTHORIZED REPRESENTATIVE

The person executing this Agreement on behalf of Contractor affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of Contractor and to bind Contractor to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of Contractor and Contractor understand that the County is relying on this representation in entering into this Agreement.

XXIII. PUBLIC RECORDS ACT

Upon its execution, this Agreement (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

XXIV. ADDITIONAL PROVISIONS

A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should the County choose to excuse any given failure of Contractor to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often County may choose to excuse a failure to perform them.

B. Except where specifically stated otherwise in this document, the promises in this document benefit the County and Contractor only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this Agreement, nor do the parties hereto intend to convey to anyone any “legitimate claim of entitlement” with the meaning and rights that phrase has been given by case law.

- 1 By signing this agreement, the Contractor agrees to comply with applicable Federal suspension and debarment regulations including, but not limited to, 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
2. By signing this agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - b. Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph XXIV.B.2.b herein;
 - d. Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default;
 - e. Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State; and
 - f. Will included a clause entitled, “Debarment and Suspension Certification” that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
3. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the County program funding this Agreement, and the County shall have the option of terminating this Agreement immediately or at any time thereafter, upon giving Contractor written notice of such termination, if the explanation is not found satisfactory by the County in its sole discretion.
 4. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
 5. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the County may terminate this Agreement at any time upon giving Contractor written notice of such termination.

C. Contractor shall comply with, and shall ensure that its officers, agents, employees, participants and volunteers comply with, the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations, and the privacy and security requirements set forth in Exhibit D attached hereto.

D. Recipient agrees that it shall prevent any disclosure of Protected Information, any part thereof, from disclosure by its employees, agents, and contractors (“Representatives”), except as authorized by County in connection within this contract period or after contract ends. Further, Recipient agrees to take all steps reasonably necessary to protect the confidentiality of the Protected Information covered by this Agreement, and to require all Representatives receiving Protected Information to take all reasonable steps to prevent it from coming into the possession of a person or entity that is not authorized.

At any time prior to or after termination of this Agreement and upon the request of County, Recipient will promptly deliver to County all Protected Information within the possession, custody, or control of Recipient and its Representatives, or Recipient will provide a written affidavit stating that all Protected Information (and copies thereof) have been destroyed. Neither Recipient nor its Representatives will retain any copy or extract of any Protected Information or make any further use or disposition thereof.

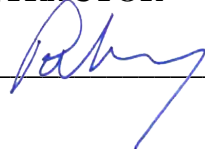
Recipient acknowledges that monetary damages would be inadequate to compensate County for any breach of this Agreement and that such breach shall cause irreparable injury to County. In addition to any other remedies that may be available for such breach, and without proving actual damages, County shall be entitled to obtain injunctive relief against the continued or threatened breach of this Agreement. (See vendor Exhibit)

XXV. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the County and Contractor and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first set forth above.

CONTRACTOR

By:  _____

COUNTY OF YOLO

By:  _____

Patrick Mahoney, President
West Coast Arborists, Inc.

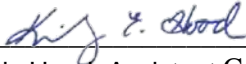
Angel Barajas, Chair
Board of Supervisors

Attest:

_____, Clerk
Board of Supervisors


By _____
Deputy (Seal)

Approved as to Form:



Kimberly Hood, Assistant County Counsel

CERTIFICATION: I hereby certify under the penalty of perjury that all statements made in or incorporated into this Agreement are true and complete to the best of my knowledge. I understand and agree that the COUNTY may, in its sole discretion, terminate this Agreement if any such statements are false, incomplete, or incorrect.



Contractor Signature
07/11/22

NOTE: the forms that follow are provided to assist you, but they are not part of the contract]

WORKERS' COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing any services required by this Agreement.

The person executing this certificate on behalf of Contractor affirmatively represents that she has the requisite legal authority to do so on behalf of Contractor, both the person executing this Agreement on behalf of Contractor and Contractor understand that the County is relying on this representation in entering into this Agreement.

CONTRACTOR

By  _____

Patrick Mahoney, President

Print Name/Title



Exhibit A

COUNTY OF YOLO

Purchasing Division of Financial Services

Notice of Request for Proposals (RFP)
For
Tree Trimming & Removal Services

Proposal Responses Due:
4:00pm
March 12, 2020

In the Purchasing Division
625 Court St. Room 103
Woodland, CA 95695

RFP Coordinator: Karen Kawelmacher
(530) 666-8073
karen.kawelmacher@yolocounty.org

TABLE OF CONTENTS

Section	Section Title	Pages
I.	Introduction	3
II.	RFP Schedule of Events	8
III.	General Instructions & Information	9
IV.	Terms and Conditions	12
V.	Instructions for Completion of Proposal	15

Exhibits:

Exhibit "A"	Proposal Form Cost Sheet
Exhibit "B"	Suppliers Questionnaire
Exhibit "C"	Customer References
Exhibit "D"	Signature Page
Exhibit "E"	Non Collusion Non Conflict of Interest Statement

Attachments:

Attachment 1	Insurance Requirements
Attachment 2	Short Form Contract (sample)

SECTION I. INTRODUCTION

A. STATEMENT OF PURPOSE

The County of Yolo is requesting proposals from qualified Contractors to provide Tree Trimming and Removal Services for the Yolo County per scope of work, as outlined in this RFP. Services will be made on an "as requested" basis during the awarded twelve (12) month period. Prices shall remain firm for the awarded twelve (12) month period.

Proposer's who submit a response to this RFP must have the ability to meet the requirements, including the terms and conditions contained in this RFP.

B. SYNONYMOUS TERMS

As used throughout this bid and its attachments, the following terms are synonymous:

1. a. Supplier, Vendor, Contractor, Successful Bidder
b. Purchase Order, Contract, Agreement
c. Services, Work, Scope, and Project
2. "The County" refers to the County of Yolo, California.

C. SCOPE OF WORK

1. GENERAL SPECIFICATIONS:

- a. The County of Yolo is requesting from qualified contractors to provide tree trimming and removal services within Yolo County boundaries extending over a 50 mile radius. The Contractor will perform various services as may be required throughout the year as designated by Public Works Roads Department and Facilities Maintenance Department. The Contractor who is selected will be expected to perform services based on the prices contained in this Request for Proposal. The Contractor will furnish all labor, tools, equipment, machinery, materials and any disposal costs to perform tree trimming maintenance and removal services.
- b. The Contractor is expected to fully complete the Proposal Form Cost Sheet.
- c. All services must be quoted at prevailing wage rates.
- d. The Contractor is also expected to complete the Supplier's Questionnaire in Exhibit C outlining their qualifications for this work and Previous Customer References in Exhibit E.
- e. The prices submitted by the Contractors in this proposal must remain in effect for twelve (12) months during beginning July1, 2020 through June 30, 2021. The awarded contract may be extended for three (3) additional one (1) year periods. Extended terms of this contract will continue for one year periods coinciding with the County fiscal periods beginning July 1, 2021 through June 30, 2024.
 - 1) Original Term 7/1/20-6/30/21
 - 2) 1st Additional Term 7/1/21-6/30/22
 - 3) 2nd Additional Term 7/1/22-6/30/23
 - 4) 3rd Additional Term 7/1/23-6/30/24

2. TECHNICAL SPECIFICATIONS:

- a. Contractor shall perform tree trimming and removal services at sites throughout the County, including the areas south of West Sacramento, Capay Valley and various roadways within the County.
- b. Tree Trimming Maintenance Services shall include but not be limited to trimming, pruning, thinning, removal of dead, diseased and weak limbs and/or trees.
- c. Where requested, the Contractor will install tree support systems (cables and braces) to reduce the possibility of tree failure. Installation methods and materials shall reflect the most current arboricultural practices.
- d. When arbor culturally appropriate, the Contractor will use disinfectant on tree cutting equipment and tree wound paint (specially formulated for the application) to protect the trees from the spread of pathogens.
- e. Contractor will provide an hourly rate which shall include but not be limited to all labor, materials, machinery, equipment, tools, fuel and disposal costs necessary to provide tree trimming maintenance services.
- f. Contractor shall supply as a minimum, but not limited to the following equipment:
 - One service body truck with a 55' aerial lift, chipper box and one (1) 12" minimum chipper for each crew
 - Man lift equipment, when required minimum reach 50'
 - Safety lines and lowering ropes sufficient to work at heights required
 - Power chainsaws of adequate size and power for the work to be accomplished, including two (2) with a 14" to 16" bar, one (1) with a 21" bar and one (1) with a 36" bar
 - Handsaws, pole saws, loppers and miscellaneous small tools for efficient performance
- g. All tools, equipment and vehicles used in the performance of this work shall be subject to inspection and approval by Yolo County Roads or Facilities Departments. In general, standard tree trimming equipment shall be in good working condition at all times and shall be maintained and checked for safety in accordance with CAL-OSHA regulations. The County may request a site visit prior to award of contract.
- h. Contractor shall perform tree trimming maintenance services and disposal during the normal business hours Monday through Friday 8:00am-4:00pm except when emergencies arise after hours.
- i. Contractor shall promptly remove and dispose of all tree trimmings and tree removal debris from the County property at the Contractor's expense during each working day. No tree trimmings or tree removal debris shall be left overnight on streets, parking lots, landscape areas or sidewalks. No tree trimmings or tree removal debris shall be placed in any Yolo County Receptacles. Contractor shall recycle tree trimmings and tree debris whenever possible.
- j. All equipment and vehicles used for required services must be positioned on gravel or paved surfaces whenever possible. Contractor shall use ground protection equipment to protect soil compaction or turf damage when operation of equipment is performed on turf or tree root zones.

- k. Contractor shall be able to respond to the Public Works Roads Department or the Facilities Department within a twenty-four (24) hour period for general maintenance requests and for emergency work within four (4) hours.
- l. Contractor shall provide Department Representatives with “not to exceed” hours and equipment needed prior to performing any requested projects.
- m. Hourly wage rates shall be paid only for actual hours worked on projects (no minimum billings or portal to portal charges will be allowed). Additionally, there shall be a flat rate allowed to cover contractor’s time to and from the job site.
- n. Contractor shall submit a Traffic Control Plan prior to any commencement of work.
- o. Road closure is allowed on with the approval of the designated County representative.
- p. All maintenance work performed must comply with Yolo County requirements and specifications, including prescribed hours allowed for work to be performed, if any, and all safety requirements.
- q. Upon completion of all contracted work, the Roads or Facilities Department will inspect the job site area. Any quoted work projects not satisfactorily completed, shall be completed at no additional cost to the County.

3. CONTRACTOR MINIMUM REQUIREMENTS:

a. CONTRACTOR QUALIFICATIONS:

- 1) Contractor’s employees shall possess all applicable licenses, including but not limited to a C-61/ D-49 (Limited Specialty/Tree Service) certification, permits and insurance required by the State of California and the County of Yolo to perform Tree Trimming and Removal Services. All cost thereof shall be deemed to be included in the prices proposed for the Services. Such licenses and certifications are to be presented to the County with this proposal.
- 2) Contractor shall be an established firm conducting business providing tree trimming and tree maintenance services of the nature specified for a minimum of three (3) consecutive years, two (2) of which must be conducted with commercial and /or government entities.
- 3) Contractor shall maintain International Society of Arboriculture (ISA) certified arborists on staff.
- 4) This project is subject to the compliance and enforcement by the department of Industrial Relations (DIR). All contractors and subcontractors must be registered with the DIR prior to submitting a quote for this project and must include their DIR number with all other required quote submittal documents.

b. CONTRACTOR RESPONSIBILITY:

- 1) The contractor shall be responsible for bringing correct and adequate tools, supplies and equipment to job site and be ready to perform work at the designated date and start time agreed upon by the County.
- 2) Contractor personnel, while working in or on Yolo County owned or leased premises, shall wear distinctive uniform clothing. The uniform shall have the Contractor’s name affixed to the uniform.

- 3) Contractor must notify the Ordering Department each day when the contractor arrives and departs.
- 4) Contract shall ensure that a minimum of one ISA Certified Arborist is on the work site at all times to oversee work.
- 5) Contract shall maintain a daily time sheet for every job.
- 6) Contractor shall be responsible for planning and conducting work in a manner that will safeguard all persons from injury and shall take all precautions as required by CAL-OSHA and the California Department of Industrial Relations. Contractor shall furnish and post all traffic signs as required to conduct safe passage through work area.
- 7) Contractor shall be responsible at their expense any damage to either Yolo County or private property. Contractor shall be required to either repair or replace damage once it has been inspected by a County Department Representative.

c. WORK SAFETY REQUIREMENTS:

- 1) Work shall be done in such a manner as to ensure maximum safety to County personnel, the public and employees of the Contractor. All services must comply with current safety orders of the California Department of Industrial Relations and CAL/O.S.H.A. (California/Occupational Safety and Health Administration). Contractor shall immediately cease any act or action if the County determines that unsafe acts are occurring and orders that such action cease.
- 2) All personnel shall wear hard hats, class II safety vests, gloves and steel toed work boots or other protective clothing that meets applicable Cal-OSHA regulations for the work being performed under this contract, if applicable.
- 3) All work performed under this Contract shall be performed by qualified tree workers through related training or on the job experience, or both, are familiar with the practices and hazards of arboriculture and the correct equipment used in such operations.
- 4) Contractor shall use foresight and take such steps and precautions necessary to protect the public and County personnel from danger, loss of life or property, which would result from interruption or contamination of public water supply, interruption of other public service, or from failure of partially completed work or partially removed facilities. Contractor shall place special emphasis on public and employees safety during all operations, particularly when working on high speed, heavy traffic travel ways.
- 5) Contractor may not perform work in any public right-of-way without permission from the Roads or Facilities Departments. Tree trimming has right-of-way throughout the County as long as the following conditions are met by the Contractor:
 - Proper traffic control shall be in place at all times.
 - Flag men shall be used for traffic control when operations occupy any part of paved road.
 - Proper construction signs shall be posted prior to commencing work.
 - All debris shall be cleaned upon completion of trimming project.
- 6) Contractor shall maintain a safety clearance on trees to be safe for vehicular traffic, pedestrian visibility, vehicle clearance and vehicle access in order to prevent or eliminate hazardous situations. Contract shall maintain trees to achieve a sixteen foot (16') clearance from travel way, four foot (4') clearance of shoulders and eight foot (8') clearance for all branches over sidewalks.

- 7) Contractor shall remove all dead, diseased and crossing crowded limbs to allow light penetration through the tree canopy, remove all insect infested limbs and remove any structural defects or broken or hanging limbs to limit future safety hazards.

d. ACCIDENT REPORTING:

1. Contractor shall notify the County immediately of any accident, regardless of whether or not injury or damage is evident, involving the public and Contractor's staff, vehicles and/or equipment. The Contractor shall, if needed, assist the public by summoning emergency assistance while at the site.
2. Contractor shall cooperate fully with the County in the investigation of any injury or death occurring at any site, including the provision of reports and/or documentation as requested by the County.

e. SERVICE REPRESENTATIVES:

The contractor must provide a knowledgeable representative to respond to all questions regarding orders and billing by phone, fax, or e-mail in a timely manner.

f. COMPLAINTS:

Contractor will respond to complaints within twenty-four (24) hours with an acceptable solution. Contractor shall be required to rectify any problems including billing issues within fifteen (15) business days of said notification.

4. PERFORMANCE MEASURES:

Contract Renewals shall be based on the successful completion of the following performance measures.

- Work site area left clean free from debris from tree trimming-Worksite left in condition prior tree trimming 100% of the time
- Hazard free work site area-Worksite set up with proper cones, etc to avoid hazards or liability to the public-100% of the time
- Responsiveness to problems (responds by e-mail, phone or in person within 24 hours) 100% of the time
- Correct billing 100% of the time with billing errors corrected & re-invoiced or credited within 15 days of notification

D. AWARDED CONTRACTOR REQUIREMENT:

1. The successful Awarded contractor must supply all insurance requirements as required in Attachment "1," Yolo County Insurance Requirements.
2. The awarded contractor will be responsible for all aspects of the work contract and the handling of any subcontractors. The County will not work directly with subcontractors.
3. **CONTRACT TERM:** Contractor agrees to provide awarded items and/or services as specified in the RFP document for a period of one year. The agreement may be extended by mutual consent for three (3) additional twelve (12) month periods. Hourly rates shall remain firm for the initial one (1) year term.

E. DOCUMENTATION OF SERVICE PROVIDED:

1. Invoice:

The contractor will mail invoices directly to Yolo County Public Works Roads Dept. or Facilities Maintenance Dept. depending for who service is being completed.

The contractor will provide the following breakdown of information in written form after each service call and on each invoice:

- A. Location/County Department
- B. Description & date of service
- C. Hourly rate breakdown for services performed

2. Report(s):

If available, the awarded contractor shall be responsible for furnishing a summary report to Purchasing at the end of each twelve (12) month period. This report shall include a twelve month history, showing at a minimum, the following information:

- A) Total dollars expended on the service provided by location
- B) Type of service at each location

F. CONTRACT TERM: Contractor agrees to provide awarded items and/or services as specified in the RFP document for a period of one year. The agreement may be extended by mutual consent for three (3) additional twelve (12) month periods. Hourly rates shall remain firm for the initial one (1) year term.

G. PROPOSAL DEADLINE

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section II, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

H. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through BidSync.

It is the sole responsibility of the proposer to ensure their proposal reaches BidSync, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact BidSync at 1(800) 990-9339, for vendor support.

I. ADDENDA

Any additional information not included in this solicitation which the County finds necessary and material to responding to the RFP will be posted as an addendum on BidSync. Answers to questions submitted through BidSync shall be considered addenda to the solicitation documents.

SECTION II. RFP SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:00 p.m., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors.

	EVENT	DATE	TIME
1	County Issues RFP	2/13/20	
2	Deadline for Written Comments Posted on BidSync	2/27/20	4:00pm
3	County Issues Responses to Written Comments	3/05/20	
4	Deadline Proposal Due	3/12/20	4:00 pm
5	County Completes Evaluations	4/02/20	
6	Anticipated Contract Start Date	7/01/20	

III. GENERAL INSTRUCTIONS AND INFORMATION

A. RFP COORDINATOR

The following RFP Coordinator shall be the main point of contact for this RFP:

Karen Kawelmacher
 County of Yolo Purchasing Dept.
 625 Court St. Room 103, Woodland, CA 95695
 Phone: (530) 666-8073
karen.kawelmacher@yolocounty.org

B. COMMUNICATIONS REGARDING THE RFP

Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator named above. Unauthorized contact regarding the RFP with other County employees of the procuring county agency may result in disqualification.

Questions concerning this proposal should be submitted in writing online at www.bidsync.com in the questions and answers section of the solicitation. Any oral communications shall be considered unofficial and nonbinding on the County.

Any irregularities or lack of clarity in the RFP should be brought to the attention of the County for correction or clarification.

C. PROPOSAL PREPARATION COSTS

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

E. PROPOSAL AMENDMENT

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

G. PROHIBITION OF PROPOSER TERMS & CONDITIONS

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

H. ASSIGNMENT AND SUBCONTRACTING

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. The County must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.

Not with standing the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

I. PROPOSAL OF ADDITIONAL SERVICES

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the County.

J. INDEPENDENT PRICE DETERMINATION

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any Competitor.

K. INSURANCE

The successful contractor will be required to provide and maintain insurance as required and listed in Attachment "1" before commencing work on the contract.

L. LICENSURE

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

M. RFP AMENDMENT AND CANCELLATION

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers through BIDSYNC. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

N. RIGHT OF REJECTION

The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The County reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any Proposer to strict compliance with the RFP.

O. DISCLOSURE OF PROPOSAL CONTENTS

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (PRA, California Government Code §6250 and following). The PRA contains limited exemptions. If proprietary information is contained in or attached to the bid, and you claim that it falls within one or more PRA exemptions, the bid must clearly mark that information, "Exempt from PRA." In the event of a PRA request for such information, the County will contact you and request that you agree in writing to defend and indemnify the County in any litigation that may result from denial of a PRA request. Unless you agree to do so within five (5) business days, the County will disclose the information under the PRA.

P. PROPOSAL EVALUATION PROCESS

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

Q. AWARD OF PROPOSAL

Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County after all factors have been evaluated.

Award Evaluation Criteria:

- 1) Reasonableness of Costs
- 2) Qualifications and Experience
- 3) Demonstrated Competence
- 4) Past Performance

5) Quality and Completeness of Submitted Proposal

R. AWARD PROCESS

The County reserves the right to make an award without further discussion of any proposal submitted. There shall be no best and final offer procedure. Therefore, each proposal should be initially submitted on the most favorable terms the proposer can offer.

Notwithstanding, the county reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

S. PROTESTS:

The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

1. Protest Procedures:

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail. Protests submitted by facsimile will not be accepted. All protests must be addressed and submitted to both the RFP Coordinator of this solicitation and the Manager of Procurement. All protests shall include at a minimum the following information:

All protests shall include at a minimum the following information:

- a. The name, address, and telephone number of the Protester;
- b. The signature of the Protester or Protester's representative;
- c. The solicitation title and due date;
- d. Name of County employee designated as the RFP/IFB Coordinator;
- e. Identification of the statute or procedure that is alleged to have been violated;
- f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor's position at the time of the initial protest;
- g. The party filing an "award" protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest;
- h. The form of relief requested.

The contact information for the Manager of Procurement is as follows:

Manager of Procurement
Yolo County Department of Financial Services
625 Court St., Ste. 103
Woodland, CA 95695-3490

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFP/IFB Protest and shall constitute a failure to exhaust administrative remedies.

In all cases, the first level of review of any protest shall be conducted by the respective Department issuing the solicitation.

However, should a protester disagree with the conclusion of the Department Head, the Bidder/Offeror may submit a formal written request by e-mail or hard copy and received within five (5) working days

from the date of the first determination made by the Department Head for further review to the County Administrator's Office (CAO). No facsimiles will be accepted. The CAO decision shall be final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a protest.

2. Protest of RFP/BID Specifications/Requirements/Terms & Conditions:

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the County. Notice shall be provided in writing by e-mail or hard copy directly to the RFP/IFB Coordinator prior to the closing date and time of the designated "question and answer period" of the proposal noted above in the Section II. Schedule of Events Chart, item#3 Deadline for Written Comments Posted on BidSync. No facsimiles will be accepted.

Notice must be clearly marked "**Notice of Protest of Specifications/Requirements/Terms & Conditions**". No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

3. Protest of Disqualification:

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received by the RFP/IFB Coordinator within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked "**Notice of Disagreement**" and shall be received by e-mail or hard copy. No facsimiles will be accepted. Companies who fail to do so forfeit all rights in the protest process. It is at the county's discretion at the department level to make final determinations for all disqualified protests.

4. Protest of Award of Contract:

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than five (5) working days after the notice of the proposed contract award to the respective Department Head. Contact information for the Department Head is as follows: (Department Head name, address, e-mail.) Notice must be clearly marked "**Notice of Protest of Award of Contract**" and may be received by e-mail or hard copy. No facsimiles will be accepted. A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

IV. TERMS AND CONDITIONS

A. QUALIFICATIONS/INSPECTION

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The County reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The Purchasing Agent reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform

B. NON-WAIVER

The County's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the County.

C. FEDERAL, STATE, AND LOCAL LAWS

The successful proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licensees required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. GOVERNING LAW

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. ADDITIONAL LAWS AND REQUIREMENTS AS APPLICABLE:

1. The Contractor will comply with the equal opportunity clause provided under 41 CFR 60-1.4, in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. The Contractor will file the required certification under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), ensuring that the parties will not use, and have not used, Federal appropriated funds to attempt to influence any person or organization in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. The parties must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
3. The Contractor shall conform to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government, including but not limited to the following: Contract Work Hours and Safety Standards (40 U.S.C. 3701-3708), Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401), and the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387.
4. The Contractor is required to comply with Federal Regulations 2 CFR Part 180 and 2 CFR Part 3000.

- a) Contractor is required to verify that none of the Contractor, its principals (defined at 2 CFR §180.995), or its affiliates (defined at 2 CFR §180.905) are excluded (defined at 2 CFR §180.940) or disqualified (defined at 2 CFR §180.935).
 - b) The Contractor must comply with 2 CFR Part 180, Subpart C and 2 CFR Part 3000, Subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c) This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 CFR Part 180, Subpart C and 2 CFR Part 3000, Subpart C, in addition to remedies available to (name of sub-awarding State agency, if applicable), and County, the Federal Government may pursue available remedies, including but not limited to suspension and/or disbarment.
 - d) The Contractor agrees to comply with the requirements of 2 CFR Part 180, Subpart C and 2 CFR Part 3000 Subpart C throughout the period of this contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.
5. The Contractor shall make the maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –
- a) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b) Meeting contract performance requirements; or
 - c) At a reasonable price.
- Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>
6. The Drug-Free Workplace Act of 1990 ("the Act") requires the Contractor to comply with the requirements of Government Code Sections 8350-8357 and the requirements of federal law as implemented in 28 CFR Part 67, Subpart F, Sections 615 and 620.
7. The Contractor must certify it has not been suspended or debarred from participation in federal grants or have been convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

F. NON-DISCRIMINATION

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

G. PUBLIC AGENCY

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

H. ADDITIONAL PURCHASES

Following the award, the Purchasing Agent may dispense with separate bidding for additional purchases of like item(s) from the successful proposer within a twelve (12) month period from the initial purchase date provided that the vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

I. EXTENSIONS

The County reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

J. PRICE ESCALATION

All prices are firm for a period of one (1) year from the date of award. The Contractor may raise prices in accordance with the California Consumer Price (CPI-W, US City Average, All items; NSA) Index for each of the allowable one (1) year extensions: (7/1/21-6/30/22),(7/1/22-6/30/23)(7/1/23-6/30/24). The increase price shall remain firm for the renewal term.

K. INVOICES AND PAYMENT TERMS

Invoices are to be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number, product description and reference to back ordered items. Failure to comply may result in delayed payments.

The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

L. COMPLIANCE

Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Agent) may be cause for the County to cancel the balance of the awarded purchase order and award will be made to the next lowest proposer. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

M. DEFAULT

In case of default by the awarded proposer, the County may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to the County. The County may also ban selected proposer up to two years from future solicitations for default.

N. TERMINATION FOR CONVENIENCE

The County reserves the right, in its best interest as determined by the County, to cancel any contract by giving written notice to the contractor thirty (30) days prior to the effective date of such cancellation.

O. CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the County for payment to a contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

P. ASSIGNMENT/TRANSFER/SUBCONTRACTING

Awarded contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the County.

Q. F.O.B. POINT

All prices quoted shall be F.O.B destination, freight prepaid (proposer pays and bears freight charges, proposer owns goods in transit and files any claims), excluding sales tax. The County is exempt from Federal Excise and Transportation taxes.

V. Instructions for Completion of Proposal

A. SUBMITTING PROPOSALS

The required method of submitting your proposal is electronically through BidSync.

It is the sole responsibility of the proposer to ensure their proposal reaches BidSync, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact BidSync at 1(800) 990-9339, for Vendor support.

Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

B. REQUIRED PROPOSAL SUBMITTALS

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

- 1. Exhibit "A" Proposal Form Cost Sheet
- 2. Exhibit "B" Suppliers Questionnaire
- 3. Exhibit "C" Customer References
- 4. Exhibit "D" Signature Page
- 5. Exhibit "E" Non Collusion Non Conflict of Interest Statement

C. PRICING REQUIREMENTS

When preparing cost worksheet, Contractor shall submit pricing as follows:

1. Pricing must be broken down in detail and must be recorded on the Proposal Form Cost Sheet included as Exhibit A to this RFP or on an exact duplicate thereof. The Proposal Cost Form Sheet shall specifically record the exact cost amounts proposed. Said proposed cost shall incorporate all cost for the proposed scope of services for the total contract period. It shall not record any text that could be construed as a qualification of the cost amounts proposed. If the Proposer fails to specify the Cost Proposal as required, the County may determine the proposal to be nonresponsive and reject it.

2. Hourly rates are to include, but not be limited to, workers, management, administrative staff, equipment, material hauling, permits, licenses, taxes, fuel, etc. to perform required services as per terms and conditions of this RFP.

Exhibit B

**Bid Tabulation Packet
for
Solicitation AUDRFPKK2008**

Tree Trimming & Removal Services

Bid Designation: Public




Yolo County

Bid #AUDRFPKK2008 - Tree Trimming & Removal Services

Creation Date **Jan 10, 2020** End Date **Mar 12, 2020 4:00:00 PM PDT**
 Start Date **Feb 12, 2020 7:54:34 AM PST** Awarded Date **Not Yet Awarded**

AUDRFPKK2008-01-01 Tree Trimming & Removal Services					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Bella Forestry [Ad]	First Offer - \$1.00	1 / each	\$1.00	Y	
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
West Coast Arborists, Inc. [Ad]	First Offer - \$1.00	1 / each	\$1.00	Y	
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
Richards Tree Service, Inc.	First Offer - \$1.00	1 / each	\$1.00	Y	
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
New Image Landscape Co [Ad]	First Offer - \$700.00	1 / each	\$700.00	Y	
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes: Please see attached for the full bid submittal. Thank you!			
Professional Tree Care Company [Ad]	First Offer - \$3,095.00	1 / each	\$3,095.00	Y	
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes: UNIT PRICE SHOWN IS A SUM OF HOURLY CHARGES AS SPECIFIED IN ATTACHED RATE SHEET, AND SHOULD NOT CONSTITUTE A COMPLETE BIT.			

Supplier Totals

f West Coast Arborists, Inc. [Ad]			\$1.00		
Bid Contact Victor Gonzalez		Address 2200 E. Via Burton St.			
vgonzalez@wcainc.com		Anaheim, CA 92806			
Ph 714-991-1900					
Fax 714-956-3745					
Bid Notes Attached please find our proposal for the above mentioned bid.					
Thank you!					
Agency Notes:		Supplier Notes:		Head	
		Attached please find our proposal for the above mentioned bid.		Attch:	
		Thank you!			
f Bella Forestry [Ad]			\$1.00		
Bid Contact Ryan Bellanca		Address pob 195			
ryan@bellaforestry.com		weimar, CA 95736			
Ph 530-718-0167					
Agency Notes:		Supplier Notes:		Head	
				Attch:	
					
f Richards Tree Service, Inc.			\$1.00		
Bid Contact Fred Cox		Address PO Box 3115			
fredc@jps.net		Yuba City, CA 95992			
Ph 530-673-7993					

Fax 530-674-5069		
Agency Notes:	Supplier Notes:	Head Attch: 
f New Image Landscape Co [Ad]		\$700.00
Bid Contact Brian Takehara rtakehara@newimagelandscape.com Ph 510-226-9191 Fax 510-226-1298	Address 3250 Darby Common Fremont, CA 94539	
Agency Notes:	Supplier Notes:	Head Attch: 
f Professional Tree Care Company [Ad]		\$3,095.00
Bid Contact Charles Slesinger charles@professionaltreecare.com Ph 510-549-3954	Address 2828 8th Street Berkeley, CA 94710	
Bid Notes	UNIT PRICE SHOWN IS A SUM OF HOURLY CHARGES AS SPECIFIED IN ATTACHED RATE SHEET, AND SHOULD NOT CONSTITUTE A COMPLETE BIT.	
Agency Notes:	Supplier Notes: UNIT PRICE SHOWN IS A SUM OF HOURLY CHARGES AS SPECIFIED IN ATTACHED RATE SHEET, AND SHOULD NOT CONSTITUTE A COMPLETE BIT.	Head Attch: 

**

West Coast Arborists, Inc.

Bid Contact Victor Gonzalez
 vgonzalez@wcainc.com
 Ph 714-991-1900
 Fax 714-956-3745

Address 2200 E. Via Burton St.
 Anaheim, CA 92806

Bid Notes Attached please find our proposal for the above mentioned bid.
 Thank you!

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
AUDRFPKK2008-01-01	Tree Trimming & Removal Services	Supplier Product Code:	First Offer - \$1.00	1 / each	\$1.00	Y
					Supplier Total	\$1.00

West Coast Arborists, Inc.

Item: **Tree Trimming & Removal Services**

Attachments

RFB AUDRFPKK2008_Tree Trimming Removal Services.pdf



Setting the gold standard.

YOLO COUNTY

TREE TRIMMING & REMOVAL SERVICES SOLICITATION AUDRFPKK2008

WCAINC.COM • 800.521.3714 • LIC #366764 • DIR #1000000956



Tree Pruning



Tree Removal



Tree Planting



GPS Tree Inventory



Emergency Response



Plant Health Care



ISA Certified



1 FIRM'S BACKGROUND

WEST COAST ARBORISTS, INC. (WCA) is a family-owned and operated union company employing nearly 1,000 full-time employees providing tree maintenance and management services. We are proudly serving over 300 municipalities and public agencies. We provide superior and safe tree care operations seven days a week, 24 hours a day throughout California and Arizona.

COMPANY INFORMATION

President: Patrick Mahoney
Organization Type: Corporation
Established: 1972
Federal Tax ID: 95-3250682
DIR Registration: 1000000956
Members of Laborers' Union: LiUNA!

CORPORATE OFFICE

2200 E. Via Burton St.
Anaheim, CA 92806

REGIONAL OFFICES

- Fresno, CA
- Phoenix, AZ
- Riverside, CA
- Sacramento, CA**
- San Diego, CA
- San Jose, CA
- San Francisco CA
- Stockton, CA
- Ventura, CA

CONTRACT ADMINISTRATION

Victor Gonzalez, Vice President
Corporate Office
Phone (714) 991-1900
Fax (714) 956-3745
Email: vgonzalez@wcainc.com

FIELD MANAGEMENT

Brian Kirkegaard
355 Commerce Circle
Sacramento, CA 95815

Phone (209) 663-0694
Email: bkirkegaard@wcainc.com

EMERGENCY RESPONSE 24/7
866-LIMB-DOWN

OUR VISION

As a corporate citizen, WCA's responsibility and accountability are to the communities where we do business. We hold ourselves to the highest standards of ethical conduct and environmental responsibility, communicating openly with our customers and the communities in which we work. It is our goal and vision to lead the industry in state-of-the-art urban tree care and management services.

Tree care professionals serving communities who care about trees.

100% CUSTOMER SATISFACTION

Customer satisfaction is our top priority. We guarantee your complete satisfaction with every facet of our services. Our dedication to customer service has earned WCA a reputation unrivaled in the industry for dependability, integrity, quality and courtesy. We authorize our employees to do whatever is necessary to achieve the highest quality results. We know that high quality work saves our customer's valuable time and is far more cost effective if we do our work properly the first time. We are committed to courteous and prompt customer service to fully resolve any issue.



80+ ISA Certified Arborists



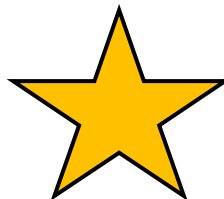
45+ Years Experience (Similar Size & Scope)



975+ Qualified Employees



Less than 2% turnover ratio for service staff



Local Office Sacramento



1500+ Pieces of Equipment (Owned)

CORPORATE CAPABILITIES

West Coast Arborists, Inc., is committed to successfully completing each project in accordance with the specifications, budget, schedule and with the highest quality of service. Our customers' satisfaction is a direct result of our means to carry out each project. Listed below are some of our corporate capabilities, which not only provide a sense of comfort and confidence to our customers, but also assure them of our continuous ability to carry out the duties of managing their urban forest.

- In business continuously and actively since 1972
- Contractor's License C61/D49 & C27
- Over \$8,500,000 line of credit available
- Bonded by CBIC, an A+ rated company
- 975+ employees
- 300+ contracts with public agencies
- 80+ Certified Arborists
- 140+ Certified Treeworkers
- Drug-free workplace
- 14,000 sq. ft. company-owned Headquarters (Anaheim)
- Department of Agriculture Nursery license
- Avg. 500,000 trees **pruned** annually over past 3 years
- Avg. 18,000 trees **removed** annually over past 3 years
- Avg. 14,000 trees **planted** annually over past 3 years
- Avg. 250,000 trees **inventoried** annually over past 3 years
- Federal Tax ID #95-3250682, current on all taxes and fillings with state and federal government
- Sales volume over \$110 million annually
- Fleet of 1,500+ pieces of equipment



Active Memberships:

- **Tree Care Industry Association (TCIA)**
- International Society of Arboriculture (ISA)
- League of California Cities (LCC)
- California Parks & Recreation Society (CPRS)
- Association of California Cities- Orange County (ACCOC)
- Maintenance Superintendents Association (MSA)
- California Landscape Contractors Association (CLCA)
- Street Tree Seminar (STS)
- California Urban Forest Council (CaUFC)
- American Public Works Association (APWA)





2

KEY
PERSONNEL

Staff members have diverse educational backgrounds including accounting, business administration, engineering, and forestry.

INTRODUCTION

West Coast Arborist's (WCA) is a company comprised of a management team and a safety committee. Staff members have diverse educational backgrounds including accounting, business administration, engineering and forestry.

WORK FORCE

WCA actively maintains ongoing processes to assure that only qualified and competent staff provides safe and quality tree maintenance services. These skilled employees can only be achieved through both training and work experience. We believe that essential experience should always be obtained through qualified supervision; this includes both basic and extended skills. WCA makes every attempt to ensure that this is undertaken before performing work, leading a crew, or career advancement. The work performed on this contract is routine, recurring and usual. The work includes watering, trimming, pruning, planting, removal and replacement of trees and plants, and servicing of irrigation. The rates included in the Cost Proposal are based on the current prevailing wage determination for "Tree Maintenance (Laborer)."

CERTIFICATION

WCA encourages its employees to get certified through the International Society of Arboriculture, in an effort to raise the standard of professional tree care companies. This standard exemplifies our company's commitment to providing customers with competent, knowledgeable certified workers. WCA employs a large number of ISA Certified Arborists and ISA Certified Tree Workers.

CREW EVALUATION

WCA employees are evaluated through an internal mechanism supervised by our Management Team. Each employee performs their duties according to a criteria-based job description that reflects safety, quality workmanship, productivity, appropriateness of care, problem solving and customer service. A performance appraisal is conducted for each employee upon completion of the probationary period and at least annually thereafter. Each worker is also required to complete a competency assessment and orientation upon hire and annually thereafter in selected areas to assure that ongoing requirements are met and opportunities for improvement are identified.

Patrick Mahoney, President



UPPER MANAGEMENT TEAM

From marketing, contract administration, field and fleet management, to information technology, our Upper Management Team is involved in the day-to-day operations supporting each Project Team and Customer to ensure the highest quality of tree care is being achieved in the industry.

Rose Epperson, Vice President



Richard Mahoney, Vice President



Chris Crippen, VP IT



Debbie DePasquale, VP Contract Services



Andy Trotter, VP Field Operations



Victor Gonzalez, VP Marketing



Jason Pinegar, Regional Manager



Randy Thompson, VP Operations



PROJECT TEAM*

JASON PINEGAR, REGIONAL MANAGER

ISA Certified Arborist #WE 2039AU • NCCCO Certified Crane Operator #050820987 • TCIA Certified Safety Professional #259
ATSSA Certified Traffic Control Designer #00236727

Mr. Pinegar has been with WCA since 1993. He has over 25 years experience in the arboriculture field. He is responsible for estimating, scheduling, contract administration, personnel and daily operation. He is responsible for field operations, customers service, and management of crews throughout the region. Through his employment he has gained valuable experience in computer estimating, tree inventory systems, and costing programs which are essential in the efficient operation of tree crews.

BRIAN KIRKEGAARD, PROJECT MANAGER

ISA Certified Arborist WE-10476AT • ISA Tree Risk Assessment Qualification (TRAQ) #E3147 • ATSSA Traffic Control Design Specialist #448873 • NCCCO Crane Operator #1508116231 • CTW

Brian has nearly 10 years' experience in the tree care industry. His career began as a tree worker when he was working for a private residential tree company in the foothills of Grass Valley. In 2013 Brian joined WCA, Inc. as a tree trimmer, earning promotions to Foreman, Supervisor, and now, Area Manager. Brian will be the Agency's main point of contact as he is responsible for providing customer service, estimating work, while managing field operations and crews throughout the Sacramento region.

STEPHEN DAVIS, SUPERVISOR

ISA Certified Arborist #WE 10894 ATM • WCISA Certified Treeworker Climber #2223C • NCCCO Certified Crane Operator #7051409998 • CTW

As Site Supervisor, Stephen is a full-time employee who speaks fluent English. He is responsible for reviewing the day's activities, assisting the Area Manager in scheduling, and ensuring proper safety procedures are being followed. As Supervisor, he will communicate with contract administrators and other interested parties on a daily basis. Report and resolve malfunctions, damage, or industrial injury. He will also assist in employee training programs, maintain records, and file daily reports and receipts.

CALLIE RICHARDS, CUSTOMER SERVICE REPRESENTATIVE (CSR)

As the CSR (Customer Service Representative), Callie is responsible for providing support to the Area Manager, Site Supervisors and crew. He is to act as a liaison between the company and it's clients as well as the general public. Callie is responsible for responding to customer service inquires and facilitating contracting functions, such as: mapping, underground service alert, data entry, field book preparation, list preparation, etc.

ERNESTO MACIAS, SAFETY MANAGER/ UNION LIAISON

ISA Certified Arborist #WE 7120AUM • TCIA Safety Professional #1115

Ensures safety company-wide which includes the development, implementation and review of the company's in-house training programs, crew safety audits, and the company's Injury & Illness Prevention Program.

KELLEY GILLERAN, PLANT HEALTH CARE/ DATA COLLECTOR

ISA Board Certified Master Arborist WE 7061 B • QAL #136722 C • ISA Tree Risk Assessment E274I

WCA's PHC program is managed in-house; no subcontracting. Staff is licensed by the CA Dept. of Pesticide Regulation. Our program goes beyond standard chemical applications as WCA offers an efficient Integrated Pest Management program as well. Inspection, diagnosis and treatments are available as-needed.

OTHER KEY PERSONNEL

- Stefan Kallenberg**– Foreman, Arborist, CTW, TRAQ
- Curtis Patrick Worth**– Foreman, Arborist/ Utility, CTW
- Jeff Williams**– Foreman, Arborist, CTW, DPR/QAL

- Sean Sullivan**– Foreman– ISA Arborist, CTW
- Mike DaSilva**– Foreman– ISA Arborist, CTW
- Kelley Gilleran**– Consulting Arborist, BCMA, CTW, TRAQ, DPR/QAL

891

Employees

LiUNA!

In partnership with the Laborer's International Union of North America
Higher Standards + Exemplary Training = Superior Employees

ISA Certified

81

Arborists

5

Board Certified Master Arborists

142

Tree Workers

WCA staff is trained to design and implement Traffic Control Plans.

ATSSA



1

Certified Urban Forester

74

WCA Certified Utility Line Clearance Workers

18

ISA Certified Utility Specialists

25

TCIA Certified Tree Care Safety Professionals

8

ISA Municipal Specialist

1

Nursery in Placentia & Dedicated Manager

6

Information Technology Specialists

75

Fleet Mechanics

16

NCCCO Certified Crane Operators

Unique Capabilities

PHC

WCA has developed an exemplary Plant Health Care Program that goes beyond standard chemical applications.

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

2

Advisors

10

Applicators



WILDLIFE PROTECTION

WCA's VP of Field Operations is a key contributor in identifying and developing the first ever Best Management Practices guidelines for Tree Care for Birds and Other Wildlife.



70

WCA has 70 staff members certified through the Wildlife Aware and Wildlife Training Institute.

Board Certified Master Arborists

- Michael Palat WE 6541 BUM
- Kelley Gilleran WE 7061 B
- Tim Crothers WE 7655 BUM
- Cris Falco WE 7490 B
- Glenn Reeve WE 10177 B

ASCA Consulting Arborist

Michael Mahoney, ASCA Consulting Academy #0022/ Registered Member #353 - WC 0216 A - BA CSUF
Mr. Mahoney has over thirty-six years in practical and management experience in arboriculture and urban forestry; 20 years full-time as an arboriculture practitioner; 5 years full-time as manager of large arboricultural contracting firm; 5 years full-time as CEO of arboricultural and urban forestry consulting firm; 6 years full-time as an independent arboricultural and urban forestry consultant. Approximately 45 hours credit, annually, arboricultural continuing education.

WCA's ISA Certified Arborists

Employee Name	Cert #	Employee Name	Cert #
ADAN BALTAZAR REYNAGA	WE-7786AT	JESUS RAYA	WE-3449A
AL EPPERSON	WE-0719A	JOEL LOPEZ	WE-10871A
ANDREW R. TROTTER	WE-0642A	JOHN LEE PINEDA	WE-10367A
ARLENE BISCAN	WE-9806A	JORGE MAGANA	WE-3460A
BENJAMIN EUGENE BORDSON	WE-10777A	JOSE A. GONZALEZ MENDEZ	WE-6475A
BRIAN C. KIRKEGAARD	WE-10476A	JOSE M. CORTEZ TORRES	WE-8539A
BRIAN M. KOCH	WE-0341A	JOSE M. CHAVARRIA MANZO	WE-11210AT
CALVIN F. HAUPT	WE-7634A	JOSE MANUEL PEREZ	WE-0818A
CARLOS BRACAMONTES	WE-8557A	JOSEPH BARTOLO	WE-2034AU
CHARLES PATRICK MADSEN	WE-0462A	JOSEPH NICK ALAGO	WE-4396A
CORINNE GRUNDER BASSETT	WE-11625A	JUAN ORTIZ	WE-8514A
CRISTAN ANGELO FALCO	WE-7490A	JUAN C. IXTA	WE-10144A
CURTIS PATRICK WORTH	WE-10972A	JUSTIN LEE MENZEL	WE-11756A
DANIEL CHAVARRIA	WE-10292A	KELLEY LEWIS GILLERAN	WE-7061A
DANIEL MAHONEY	WE-10434A	KRIS BURBIDGE	WE-9566A
DAVID COOPER	WE-0497A	LEONEL CORTEZ	WE-8625A
DEBORAH DEPASQUALE	WE-3812A	LORENZO PEREZ	WE-7443A
EDUARDO VARGAS	WE-11058AT	MANUEL BRIANO	WE-8791A
ELOY MARQUEZ	WE-11566AT	MARCO A. PADILLA JIMENEZ	WE-8621A
ERICK SERRANO	WE-6750A	MARIA MUNOZ-CAMPOS	WE-8267A
ERNESTO J. F. MACIAS	WE-7120A	MATED ARVIZU	WE-10151A
EUGENE BARRIENTOS	WE-8701A	MICHAEL W. PALAT	WE-6541A
FELIX HERNANDEZ	WE-2037A	NESTOR VALENCIA	WE-11359A
GERARDO PEREZ	WE-9131AT	PATRICK D. MAHONEY	WE-1172A
GERARDO MARTINEZ GARCIA	WE-11358A	RANDY J. THOMPSON	WE-1043A
GLENN D. WHITLOCK REEVE	WE-10177A	REBECCA A. MEJIA	WE-2355A
GONZALO REGALADO	WE-9952A	RENE ROSALES	WE-7941AT
HECTOR MONTES	WE-8079A	RICHARD R. MAHONEY	WE-1171A
HERMINIO PADILLA	WE-7552A	ROBERT D. THOMPSON	WE-0915AU
HUGO ANGEL RINCON	WE-8710A	RODNEY LYNN MORGAN	WE-9546A
IGNACIO LOPEZ	WE-7329A	ROSE M. EPPERSON	WE-1045A
ISIDRO ESTRADA BARBOZA	WE-11685A	SEAN PATRICK SULLIVAN	WE-10050A
J. ALONSO GARCIA-LOPEZ	WE-8499A	SHAWN A. GUZIK	WE-3182A
JAIME ROBELIO HERNANDEZ	WE-5297A	STEFAN B. KALLENBERG	WE-10730A
JAMES CHARLES WORKING	WE-1592A	STEPHEN GLENN DAVIS JR	WE-10894A
JAMES PAUL SPECK II	WE-10858AT	STEVE B. HUNT	WE-1044A
JARED LEE MAYSEY	WE-11510A	TIMOTHY CROTHERS	WE-7655A
JASON PINEGAR	WE-2039AU	VICTOR M. GONZALEZ	WE-7175A
JASON ROSS DAVLIN	WE-7628A	WALLACE BURCH	WE-0713A
JEFFERY B. WILLIAMS	WE-1100A	WILLIAM STEVE PONCE	WE-6461A

WCA's ISA Certified Tree Workers

Employee Name	Cert #	Employee Name	Cert #
ADAM RODRIGUEZ	WE-11281T	FELIX HERNANDEZ	WE-2037AT
ADAN BALTAZAR REYNAGA	WE-7786AT	FRANCISCO LOPEZ	WE-10952T
AGUSTIN LOZANO	WE-11306T	FRANCISCO RAMIREZ	WE-11259T
ALEJANDRO VALENZUELA	WE-11674T	FRANCISCO VILLANUEVA	WE-10965T
ALFREDO ANGEL LOPEZ	WE-11334T	FRANCISCO URENA JIMENEZ	WE-11075T
ANDRES ROMAN	WE-11285T	GABRIEL GAMINO	WE-1167T
ANTONIO CASTELLANDS	WE-11203T	GABRIEL MERCADO RUIZ	WE-11568T
ANTONIO GRADILLA	WE-11185T	GERARDO PEREZ	WE-9131AT
ANTONIO GARCIA CONTRERAS	WE-11173T	GERARDO A. ORDUNO	WE-11036T
ARIEL ALONSO	WE-10906T	GERARDO MARTINEZ GARCIA	WE-10997T
ARMANDO SOTO	WE-11131T	GLENN D. WHITLOCK REEVE	WE-10177ATM
ARMANDO O. LOPEZ	WE-10953T	GONZALO REGALADO	WE-9952AT
AUDOMARO CORRAL	WE-11220T	HECTOR MONTES	WE-8079AUT
AURELIO COVARRUBIAS	WE-11629T	HERIBERTO CORONEL WENCESLAD	WE-11218T
AURELIO PAZ-GUZMAN	WE-11084T	HUGO ANGEL RINCON	WE-8710AT
BRIAN C. KIRKEGAARD	WE-10476AT	HUMBERTO CHAVARRIA	WE-11207T
CARLOS IXTA	WE-11106T	ISAIAS MACIAS	WE-10979T
CARLOS RAMOS	WE-11263T	ISRAEL A. RAMIREZ	WE-11567T
CELEDONIO R. MANZANO OLEA	WE-10984T	J. REFUGIO ESCAMILLA	WE-1153T
CELESTINO PEREZ	WE-11243T	J. SOCORRO GARCIA	WE-11172T
CESAR WENCESLAD	WE-10968T	JAIME ROBELIO HERNANDEZ	WE-5297AT
CESAR G. VALENZUELA REYES	WE-11076T	JAMES CHARLES WORKING	WE-1592AT
CHARLES F.M. INSCO	WE-11368T	JEFFERY B. WILLIAMS	WE-1100AT
CURTIS PATRICK WORTH	WE-10972AT	JESUS RAYA	WE-3449AT
DANIEL CHAVARRIA	WE-10292AT	JESUS A. MONTES	WE-11014T
DANIEL RIVAS	WE-10850T	JESUS M. SARABIA PENIA	WE-11450T
DANIEL GEORGE POTTS	WE-11534T	JOEL LOPEZ	WE-10871AT
DANIEL J. KNUTSEN JR	WE-11715T	JOEL MARTINEZ	WE-10992T
DANNY AVITIA	WE-11638T	JOEL ORTIZ	WE-11039T
DELFINO AGUILAR-MORALES	WE-10900T	JOEL M. RIVERA	WE-11273T
DEMETRIO LIRA	WE-11323T	JOHN LEE PINEDA	WE-10367AT
DEMETRIO OSEGUERA	WE-11043T	JORGE ARREDOLA-HERNANDEZ	WE-11321T
EDIBERTO SERNA SALAZAR	WE-11051T	JORGE DUENAS	WE-1144T
EDUARDO AVILA	WE-10812T	JORGE JIMENEZ	WE-1110T
EDUARDO MARTINEZ BECERRA	WE-10991T	JOSAFAT MONTOYA	WE-11015T
EDUARDO VARGAS	WE-11058T	JOSE AGUAYO	WE-10899T
ELIGIO IBARRA CARDOZO	WE-11197T	JOSE JIMENEZ	WE-1108T
ELOY MARQUEZ	WE-11566T	JOSE JIMENEZ HERNANDEZ	WE-1113T
ENRIQUE SANDOVAL	WE-11302T	JOSE VEGA	WE-11062T
ERNESTO GONSALEZ	WE-11461T	JOSE A. ALVAREZ	WE-10908T
EUGENE BARRIENTOS	WE-8701AUT	JOSE A. GONZALEZ MENDEZ	WE-6475AT
FAUSTO GUZMAN	WE-11083T	JOSE ABEL CANGINO	WE-11192T
FELIX GARCIA	WE-11170T	JOSE AGUSTIN CARRILLO	WE-11200T
MELCHOR LEMUS	WE-11237T	JOSE F. DRELLANA	WE-11483T
MICHAEL LOUIS YOUNG	WE-11687T	ROBERT JAY ADDISON JR	WE-10898T
MIGUEL AYALA	WE-10924T	RODNEY LYNN MORGAN	WE-9546AUT
MIGUEL MACIAS	WE-10978T	ROMUALDO GAETA LUNA	WE-1165T
NELSON R. AGUIRRE	WE-10901T	SALOMON SILVA	WE-11053T
OSCAR IGNACIO RIVERA	WE-11424T	SALUSTIO SANCHEZ	WE-11462T
PEDRO CUEVAS	WE-11765T	SAMUEL JIMENEZ	WE-1109T
PEDRO GARCIA	WE-11168T	SANTOS MACIAS LEMUS	WE-10980T
PEDRO SANDOVAL	WE-11301T	SERGIO LOPEZ-RIVERA	WE-10957T
PEDRO ALTAMIRANO	WE-11095T	STEFAN B. KALLENBERG	WE-10730AT
RAMON ZUNIGA GOMEZ	WE-10977T	STEPHEN GLENN DAVIS	WE-10894AT
RANULFO PERALTA CASTANEDA	WE-11202T	STEVE B. HUNT	WE-1044A
RAUL MANZO HERNANDEZ	WE-10985T	VENTURA GOMEZ	WE-11180T
RAUL TELLEZ TAPIA	WE-11138T	WALLACE BURCH	WE-0713AT
RAYMUNDO GUTIERREZ	WE-11080T		
RENE ROSALES	WE-7941AT		

JOSE INEZ MANGILLA	WE-10983T	JULIO C. GARCIA VAZQUEZ	WE-11175T
JOSE JUAN PEREZ	WE-11246T	KYLE JAMES VIGNEAU	WE-10962T
JOSE LUIS DELREAL	WE-11231T	LEONARDO RAMOS	WE-11264T
JOSE M. CORTEZ TORRES	WE-8539AUT	LEONEL CORTEZ	WE-8625AT
JOSE M. MUNIZ GARCIA	WE-11686T	LETUSA MUAUJ JR	WE-11021T
JOSE M. CHAVARRIA MANZO	WE-11210T	LORENZO PEREZ	WE-7443AT
JOSE MANUEL PEREZ	WE-0818AT	LUIS A. MUNOZ RAMIREZ	WE-11023T
JOSE R. GRANADOS	WE-11186T	LUIS P. PEREZ	WE-11245T
JOSEPH ANTHONY NUNN	WE-11034T	MANUEL BARRAGAN	WE-10925T
JUAN BECERRA	WE-10932T	MANUEL BRIANO	WE-8791AT
JUAN MARQUEZ	WE-10987T	MARCO A. PADILLA JIMENEZ	WE-8621AT
JUAN ORTIZ	WE-8514AT	MARCO ANTONIO VERGARA	WE-11065T
JUAN TELLEZ TAPIA	WE-11137T	MARCOS RICHARD-MARTINEZ	WE-10989T
JUAN AMADOR ARCE	WE-11480T	MARCOS GAMINO	WE-11482T
JUAN C. PENIA-ARIAS	WE-11327T	MARTIN BARRERA	WE-10928T
JUAN CARLOS MORA	WE-11019T	MATED ARVIZU	WE-10918T

IMPLEMENTATION PLAN

To ensure the quality of work and the level of service expected, WCA abides by a well-defined quality control plan that incorporates the following:

- Certified personnel
- Safety
- Pruning specifications and guidelines
- Sound equipment
- Public relations
- Proper traffic control
- State-of-the-art communication systems

Special shifts including weekends and evenings can be arranged in accordance with the Agency's specifications.

Project/Area Manager: **BRIAN KIRKEGAARD**

ISA Certification WE-10476AT

ISA Tree Risk Assessment # E3147

ATSSA Traffic Control Design Specialist #448873

NCCCO Crane Operator #1508116231

The project Area Manager will be the central point of contact and will work cooperatively with Agency staff, local residents and business owners, etc. The Area Manager will provide overall field supervision and crew management.

Daily Management

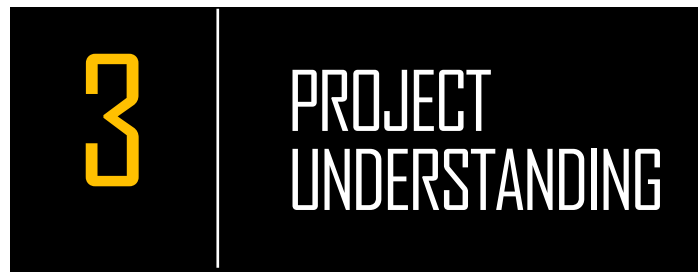
Daily management will consist of, but not be limited to:

- Email notification complete with location, crew, equipment type, and work description
- Supervise crew personnel to insure proper pruning standards are followed in a safe manner
- Traffic control setup and maintenance of work zone
- Ensure work area is left free of debris at the end of shift
- Maintain record of work completed each day
- Maintain good public relations at all times
- Provide immediate notification to Agency Inspector upon damage of personal property including a plan for corrective measures to take place within 48 hours

Weekly Management

Weekly management will consist of, but is not limited to:

- Weekly inspection of work completed
- Meet with the Agency to review work schedule and progress
- Insure standards of pruning are performed in accordance with Agency specifications
- Maintain open communication with the Agency Inspector and field crew



Scheduling of Work

The Area Manager is responsible for scheduling work which shall conform to the Agency's schedule of performance. We recommend equal distribution of work throughout the course of the fiscal year. Notifications will be provided to residents prior to the start of pruning operations in said area. All work will be performed in a cooperative manner as to cause the least amount of interference or inconvenience.

Public Notification

Upon Agency staff approval, WCA will post a door hanger notice prior to commencement of grid pruning (within 24-48 hours). After tree plantings, door hangers will be provided to residents instructing them on the proper care for their newly planted tree. For more comprehensive outreach we can also submit a press release for special projects or routine maintenance. The Agency may modify the procedures and materials to which we notify residents.

Communication Systems

Our use of modern and reliable communication systems affect our daily job performance by increasing our efficiency. Management and Field Personnel utilize smart phones as both navigational and communication devices in the field. Smart phones have proven to be a convenient method to input data as related to tree inventories, daily work records, timesheets, photos, and billing information; eliminating the need to handwrite data and improving customer service by minimizing response time.

Permits and Licensing

WCA will procure a City Business License as necessary and any "no-fee" permits prior to commencement of work. Permits (i.e., encroachment, traffic control, etc.) requiring fees will be charged back to the Agency.

Right-of-Way

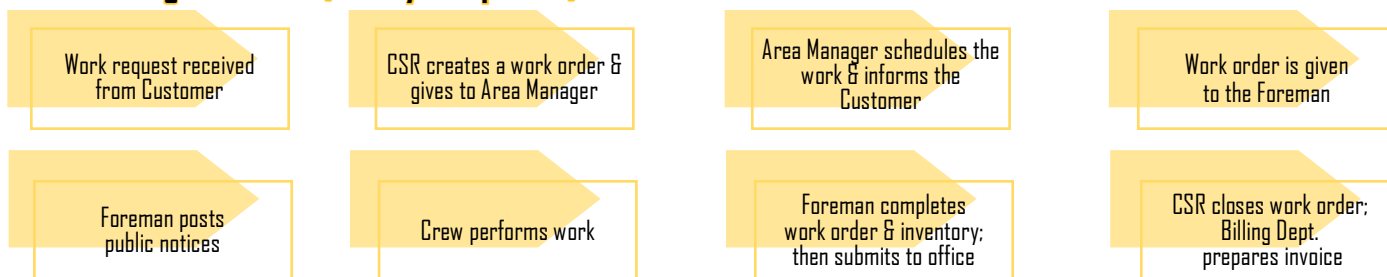
All work will be performed in the public right-of-way. Employees will not utilize private property for eating, breaks or any other reason or use water or electricity from such property without prior written permission of owner.

Cooperation and Collateral Work

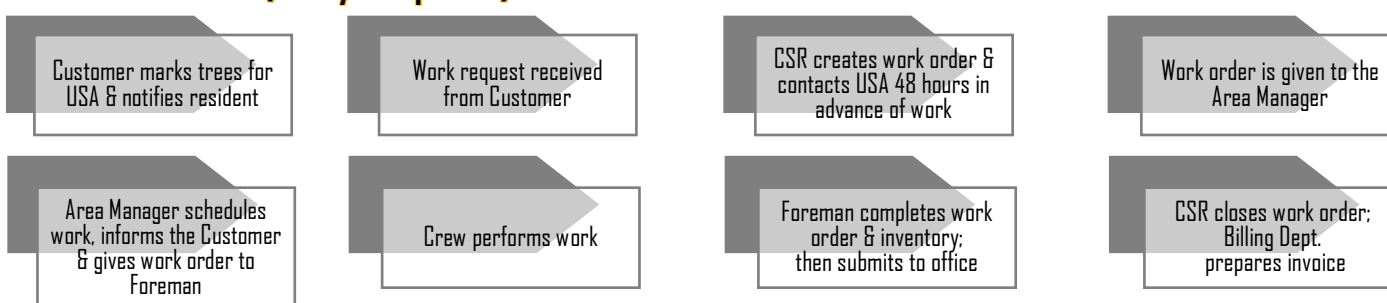
WCA will give right to operate within the project to the Agency workers and/other contractors, utility companies, street sweepers, and others as needed in a cooperative effort to minimize interference in daily operations.

WORKFLOW TIMELINE

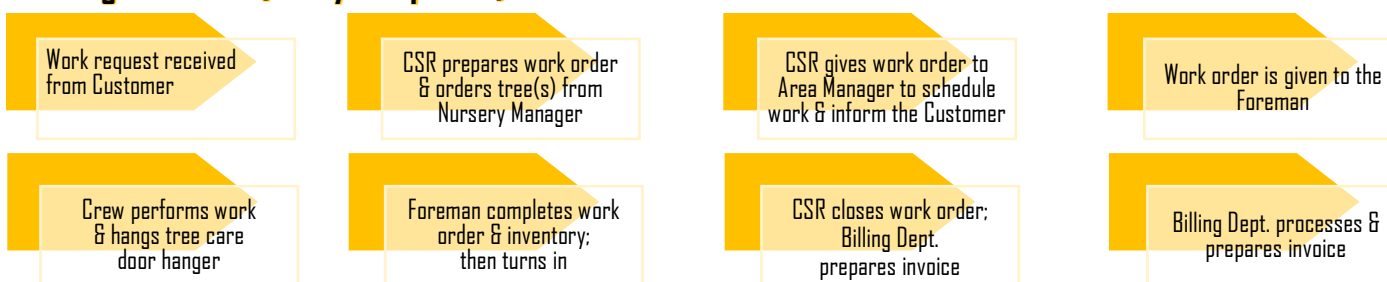
Grid Pruning Flowchart (30 day Completion)



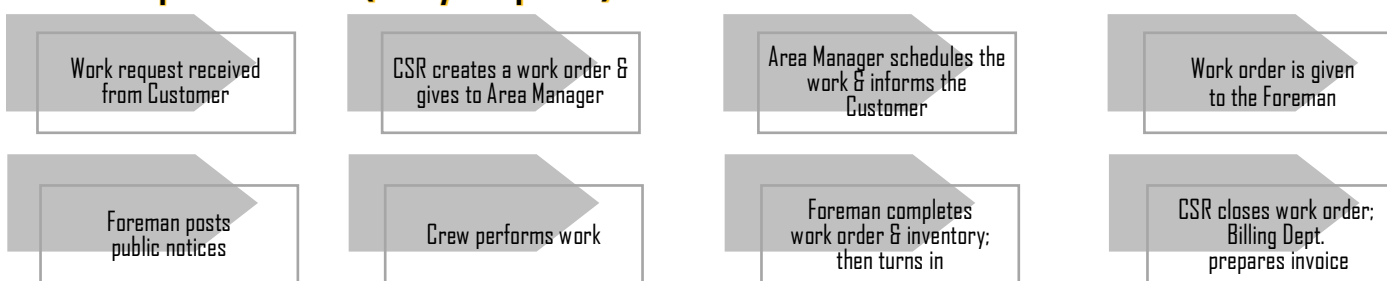
Removal Flowchart (15 day Completion)



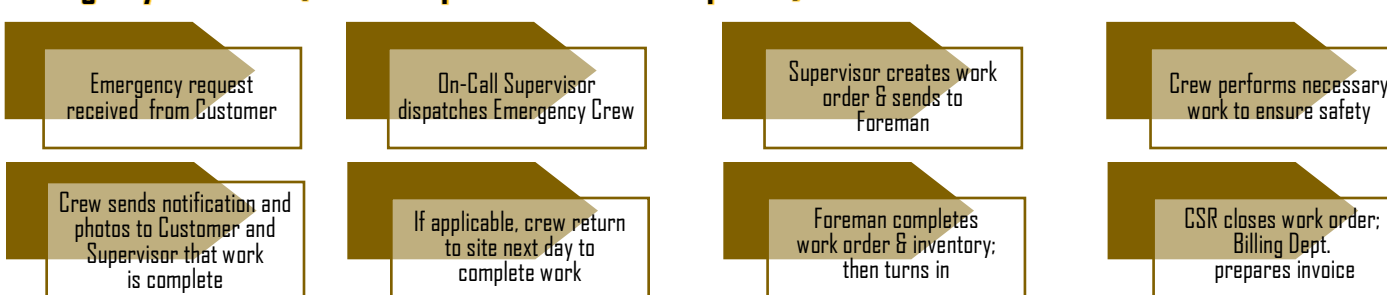
Planting Flowchart (15 day Completion)



Service Request Flowchart (15 day Completion)



Emergency Flowchart (1 Hour Response/ 24 Hour Completion)



EMERGENCY CONTACTS

TOLL FREE
866.546.2369

in case of emergency
after normal business hours

Leave a message, if you do not receive a call back within **10 minutes**, call the following contacts in order:

BRIAN KIRKEGAARD AREA MANAGER
(209) 663-0694

STEPHEN DAVIS SUPERVISOR
(714) 365-3716

JAMES SPECK SUPERVISOR
(714) 809-7257

CAL HAUPT AREA MANAGER
(925) 595-1720

PATRICK GREATHOUSE FOREMAN
(209) 810-7010

After confirmation from the on-call Manager, you can email multiple locations to:

LIMBDOWN@WCAINC.COM

NORMAL BUSINESS HOURS
(209) 547-0297



SAMPLE PLANTING DOOR HANGER

HELP ME GROW!

WATER THE TREE
once (1) per week during cool months.

PLEASE DO NOT
change or adjust the stakes.

PLEASE DO NOT
adjust the water basin or mulch placed around the tree.

WATER THE TREE
twice (2) per week during warm months.

KEEP THE TREE FREE
of weeds and other plants.

WCA
Services Provided By:
West Coast Arborists, Inc., 2200 E. Via Burton St., Anaheim, CA 92806
800.521.3714

TREE CARE PROFESSIONALS
SERVING COMMUNITIES WHO CARE ABOUT TREES

Project Site Maintenance

Work site will be left free of debris at the end of each workday. We will not discharge smoke, dust, or any other air containments in quantities that violate the regulations of any legally constituted authority.

Protection of Public and Private Property

WCA will provide all safety measures necessary to protect the public and worker within the work area. We will maintain good public relations at all times. The work will be conducted in a manner which will cause the least disturbance.

Public Convenience and Safety

WCA will comply with any and all local sound control and noise level rules, regulations, and ordinances which apply to any work performed in the contracted area. All work will cease by 5:00 pm or as directed by the Agency.

*Excluding emergency services.



Traffic Control

Traffic control procedures will be set-up in accordance with the Work Area Traffic Control Handbook (WATCH) and State of California Manual of Traffic Controls as well as the Agency Traffic and Safety Operating Rules. WCA will make adequate provisions to insure the normal flow of traffic over the public streets and park roads. Every effort will be made to keep commercial driveways and passageways open to the public during business hours. High visibility arrowboard(s) will be used when needed. Prior to use, the Agency will approve traffic safety equipment and devices. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker will serve to coordinate safe operations on the ground at all times when work operations are in progress.

Customer Service Department

As we work with, or near, the public, we are mindful that we will most likely be the first person the public contacts. We have a full-time Customer Service Department with each Customer Service Representative (CSR) trained in addressing concerned residents and bystanders.


All WCA vehicles are equipped with an Accident Kit should anything happen during the work day. Each kit has an Incident Report, an Accident Report, an Injury Report, a camera, First Aid instructions and protocol for contacting the corporate office. A computerized log of all incidents is maintained to include the date, time of occurrence, location, problem and action to be taken pursuant thereto or reasoning for non-action.

Complaints & Damage Resolution

Should there be any property damage, we adhere to specific procedures to resolve the problem. The Foreman on the job site will notify the resident and the Inspector immediately.

Any activities found by the Agency to be unacceptable will be rectified immediately. All other complaints will be abated or resolved within twenty-four (24) hours of the occurrence. We have teams specifically assigned for handling damage to properties, both private and public. Through our communication system, we have the ability to dispatch either of these teams and have them respond immediately to the site for proper repair. We pride ourselves on professional workmanship to avoid these types of incidents, however, should one occur, we take all appropriate measures to resolve the matter in a timely and efficient manner.


If the resident is not at home, then we will leave a WCA card with instructions to call our Claims Coordinator in our corporate office. The ultimate goal at each work site is to leave the property in the same condition as before we entered it. We will notify the Agency Representative immediately upon damage of personal property including plans for corrective measures to take place within 48



OATH OF COMMITMENT

WCA is committed to working with Yolo County staff to develop and maintain a work schedule that will provide the citizens with the most effective and efficient means to perform tree care services. We will adhere to the schedule established by the County and ensure residents of our dedication to completing work in a timely manner. We understand that there may be fluctuations in the County's budget and that the County may ask us to reduce service levels in an effort to meet the current economic demands. By being flexible, we can help to ease any financial strain, promote contractor stability and guarantee residents with quality tree care & customer service.

This is our oath of commitment to uphold the prestigious namesake of Yolo County by providing gold standard tree care services.



Patrick Mahoney, President

3/12/2020

PRUNE CLASSIFICATIONS

Grid Prune- Grid tree pruning is based on pruning in pre-designed districts, or grids on a set cycle and includes all trees (small, medium and large-sized.) Pruning will include structural pruning, crown raising, and crown cleaning in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and shall have no more than 25% of the live foliage removed at a given time.

Full Prune/Crown Reduction- Crown reduction is performed when conditions within the crown of a hardwood tree are such that the entire tree needs to be reduced. A full prune is recommended when the primary objective is to maintain or improve tree health and structure, and includes pruning to reduce overall canopy mass and excessive wood weight. Trees that are identified for a full prune shall have more than 25% of the live foliage removed at a given time.

Service Requests

A Service Request Prune includes tree maintenance services on designated tree(s) as ordered by the Agency Arborist or designee. Pruning may include structural pruning, crown raising, crown cleaning or pruning to reduce/restore the crown. Whichever work type is ordered by the Agency, pruning will be performed in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards and the Best Management Practice, Tree Pruning Guidelines. Work assignments from the Agency may require mobilization from one tree site to another within the Agency.

Line Clearance

Trees that interfere or have the possibility of interfering with utility lines will be trimmed in a manner to achieve the required clearances as specified and in accordance with the California Public Utilities Commission. It is our goal to protect the current health and condition of the tree and to maintain its symmetry and direct growth away from the utility lines.

Small Tree Care

Proper pruning and care during the early stages of the tree's life will save money in the future, and create a safer, more beautiful, healthy, easy-to-maintain tree. We believe that tree care that is performed early will affect its shape, strength and life span. Our specialized small tree care team consists of certified personnel trained to perform the following:

- Selective structural pruning
- Removal of dead, interfering, split and/or broken limbs
- Pre-conditioning the water retention basin built around the tree
- Staking or re-staking
- Adjusting tree ties
- Adjusting trunk protectors
- Weed abatement

4

SCOPE OF SERVICES

Palm Trunk Skinning

Palm tree skinning consists of the removal of dead frond bases (only), at the point they make contact with the trunk without damage to the live trunk tissue.

Root Pruning

We strongly recommend against any root pruning, however, should the Agency elect to proceed, we recommend that it be done no closer than 3 times the diameter of the trunk. Roots will be pruned to a depth of approximately 12 inches by cleanly slicing through the roots, so as not to tear or vibrate the root causing damage to the tree. The excavated area will be backfilled with native soil and debris will be hauled away.

Tree Removal Operations

With a minimum of 48 hours advanced notice, WCA will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. The removal process consists of lowering limbs delicately onto the ground to prevent any hardscape damage. Immediately following the removal, the stump will be ground down, if ordered to do so and with proper USA notification.

Tree Planting

We can replace trees that have been removed and plant new trees in accordance with specifications. We are prepared financially and logistically to acquire and purchase selected tree species for tree planting. At a minimum of 48 hours in advance we will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. A well-trained planting team will perform the soil preparation and installation of the tree.

Tree Watering

Tree watering will be performed by a full-time, WCA team member on various routes, when requested by the Agency. This team will also be responsible for reporting special care needs to the small tree care team. This could include reporting weeds, soil that has settled, and/or staking and tying needs.

GREEN WASTE

WCA's commitment to be a socially responsible corporate partner to our customers and communities is exemplified in our Recycling Program. With the steadily-increasing concern for the ecological health of our communities, WCA has embarked on a landfill diversion process where all material is taken to recycling facilities where it is used in the production of soil amendments. We are committed to taking all recyclable materials removed from the trees trimmed for the duration of this project to a recycling center for processing. Verification of amounts recycled will be obtained and reported by WCA via ArborAccess for the purpose of meeting the goals of the State for reducing landfill usage.



MULCH is made from coarse ground branches and leaves. It should be spread on the ground at a rate of six to twelve inches for best effect. Fresh mulch will deplete nitrogen from the surface of the soil which will reduce unwanted weeds. Once the mulch has decayed, it returns nitrogen which helps build the quality of soil for plants. A large amount of tree debris is processed by WCA and used in large scale mulching projects for establishing native plants in open space areas.

COMPOST is made from fine ground branches, leaves or other organic material. When mixed with oxygen and water, the organic material will decay or "compost." A finished compost is excellent for turning into the top layer of soil and will add nitrogen and increase the water holding capacity of soil. You can make compost at home in a pile in your yard or in a bin that you make or purchase. Large scale composting is done at regional recycling facilities.

FIREWOOD is traditionally the most common use of large branches and logs. Firewood is used to heat homes during winter months. WCA takes logs to a yard in Irvine where a firewood retailer splits and resells the firewood to local residents.

LOGS TO LUMBER is an old idea with a new approach by converting Agency trees into usable lumber. WCA worked on a twelve month trial program with the California Department of Forestry and Fire Protection to create an environmentally sound and socially responsible alternative to importing lumber from other areas, reducing our demand on trees from natural forests.

LOGS TO LUMBER *Recycling the Urban Forest*



"Logs to Lumber" evolved from a 12-month trial program where West Coast Arborists, Inc. (WCA) worked with the California Department of Forestry and Fire Protection (CDF).

The Goal
is to create an environmentally sound and socially responsible alternative to importing lumber from other areas and to reduce the demand on trees from natural forests.

Reducing
waste from the urban forest.

Converting
trees removed into useable lumber.

Assisting
with landfill diversion (AB939).

Giving
back to the Community!

The program proves to be successful and now WCA transports suitable logs to our wood recycling center, Woodhill Firewood.



Emergency Response

We are prepared for emergency calls 24 hours a day, 7 days a week, including holidays. The toll free number is 866-LIMB-DOWN (866-546-2369). This number will be provided to the Agency, Police Department and/or Fire Department. Our emergency response team will do what is necessary to render the hazardous tree or tree-related condition safe until the following workday.

Crew Rental

Due to our vast amount of resources, including our specialty equipment and qualified personnel we are able to extend our commitment to our customers by providing various miscellaneous services outside of the most common tree maintenance services:

- Flag hanging
- Holiday light installation
- Changing ball park lights
- Misc. use of aerial towers and cranes (including equipment rental)
- Crown reduction
- Crown restoration

Arborist Reports

We have full-time Certified Arborists on staff that can prepare detailed arborist reports, tree evaluations and site inspections based on your specific needs. Reporting can be generated for one tree or an entire selection and is handled on a case-by-case basis.

Plant Health Care

Tim Crothers, Plant Health Care Manager

- ISA Board Certified Master Arborist WE-7655 BUM
- DPR Qualified Pest Control Applicator #145321
- QAL Category B & D

Our PHC program managed by Tim Crothers goes beyond standard chemical applications. We have developed an efficient Integrated Pest Management Program (IPM) that requires diagnosis before treatment. WCA is staffed with licensed applicators and advisors that are environmentally conscious as well as compliant with the California Department of Pesticide Regulation. This service allows us to provide you with:

- Proper diagnosis based on on-site inspection with laboratory testing when necessary
- Proactive and preventative recommendations that reduce the amount of potential pest and disease issues
- Follow-up evaluations to ensure that the recommended treatments result in a healthy and balanced urban forest

Shot Hole Borer

The Polyphagous Shot Hole Borer (PSHB) is a new pest in Southern California. This boring beetle drills into trees and brings with it a pathogenic fungus (*Fusarium euwallacea*), as well as other fungal species. When heavily infested, the resulting Fusarium causes the decline and death of trees. Over 120 different tree species are affected in Southern California and over 30 reproductive hosts are of high concern. As tree care professionals, we have a responsibility to understand and report when we see a tree we are working on infested with PSHB

ABILITY TO ACQUIRE, PURCHASE & STAGE TREES

Cities expect the highest quality of new trees, proven varieties and an organization with the knowledge and skills to provide them with the latest and most reliable information available related to tree planting. By meeting these expectations, we're able to contribute to the success of reforestation projects within communities. In order to complete successful tree planting programs, cities can rely on us to locate, acquire and purchase different tree species.

As part of our Corporate Capability, we are financially able to purchase large quantities of trees for planting projects. Being familiar with over 50 nurseries in California, allows us to obtain the best tree available from a broad and plentiful stock. The process by which we obtain trees is quite simple: First, we utilize our database of nurseries, and contact several of them requesting specific trees with their prices.

Upon locating the availability of trees, we then perform a tree pre-inspection at the nursery. When time is of the essence, nurseries will provide us with photos either by mail or by e-mail for our review. Once the trees are purchased, and depending on the size of the project, we have them delivered to our facility in Placentia, Brea, or if possible, at a staging area within the Agency. It is through this process that we have planted an average of 14,000 trees for all of our customers each year during the past three years.





Modern Fleet consisting of 1000+

5 EQUIPMENT INVENTORY

EQUIPMENT

Our modern fleet undergoes daily inspection prior to use to ensure efficiency and safety. All equipment is routinely serviced, painted, and detailed. All equipment used during the duration of this project will meet state and federal safety requirements and have all up-to-date certifications as required.

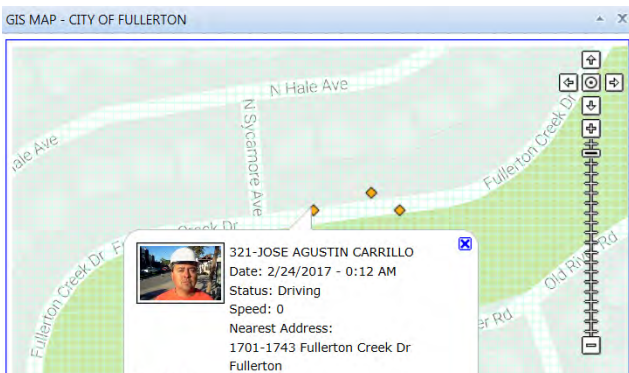
CHP Biennial Inspection of Terminal Certification

We have successfully been awarded the CHP Biennial Inspection Award of Recognition. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.

NetworkCar Fleet Solutions

WCA has partnered with NetworkCar Fleet Solutions to provide GPS units on all vehicles and equipment. This investment has given us and our customers the following benefits:

- Provide faster response times and more efficient routing allowing us to service more customers
- Lower operational costs by optimizing our fleet size, reducing labor, overtime, and insurance, and minimizing costly vehicle repairs
- Decrease fuel use by monitoring fleet fuel economy and saving on unnecessary fuel expenditures
- Reduce emissions by helping drivers improve their habits such as speed and idle time, and reducing total miles driven which will significantly reduce harmful greenhouse gas emissions
- Improve dispatching with landmarks and driving directions, GPS units helps us to better dispatch so that we can service more customers, faster
- Recover stolen vehicles reducing liability costs which can be passed on to customers



EQUIPMENT LIST SUMMARY:	
Pick Up Trucks	261
Aerial Lift Devices	252
95' Aerial Devices	15
Dump Trucks	147
Flat Beds	39
Forklifts	6
Arrowboards	60
ATVs	4
Stump Grinders	48
Loaders	65
Rubber Track Loader	1
Root Pruners	2
Rolloff Trucks	39
Saw Mill	2
Log Skidder	1
Back Hoes	1
Brush Chippers	152
Cranes	5
Toyota Prius	10
Toyota Yaris	8
Ford CMAX	4

6 INVENTORY SOFTWARE

INVENTORY SOFTWARE- ARBORACCESS

Our tree management program sets us apart from other companies. With nearly 2,000 active users, ArborAccess and our mobile app will help you easily manage your urban forest with ease and convenience. Tree site attributes include location (utilizing GPS coordinates), species type, and parkway size. Features allow you to view and edit work history records and create work orders directly from the field, all from our secure cloud.

The information contained in ArborAccess is live data that can also be linked directly to a GIS program, such as ArcView, for geo-coding purposes and can assist your Agency in meeting GASB34 requirements. ArborAccess provides an unlimited resource of information regarding your urban forest.

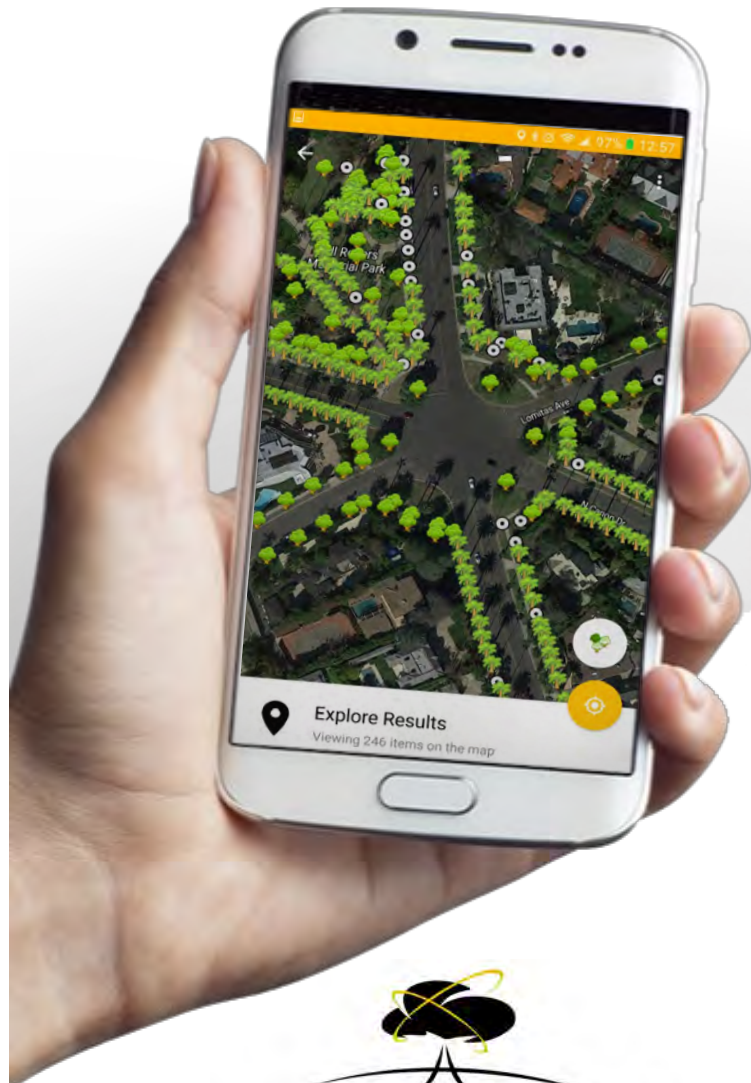
SOFTWARE TRAINING

Our IT Department is based out of our corporate office in Anaheim, CA with regional offices located throughout California and Arizona. Each office has the ability to provide software training to our customers. We are also available to provide training sessions on-site at the customer's discretion. On-site training is proven to be effective as it provides a guided hands-on experience.

We offer periodic tree maintenance and management workshops each year. These free workshops are provided to our customers regionally and educate over 250 people annually. They have proven to be a great round-table and networking opportunity for the different agencies in attendance. Presentations are provided by WCA management staff and complimented with guest speakers in the industry. Certified Arborists and Tree Workers who attend are eligible to receive continuing education credits (CEU's) from the International Society of Arboriculture.

The success of any urban forest program depends on the proper management of information. Unlimited telephone and/or email support is available to answer technical questions and aid staff in the use of the software system. Software training and support is included in the cost associated with the inventory data collection.

WCA has completed **300+** GPS tree inventories.



ARBORACCESS FEATURES

- Ease of use
- Create work orders
- View tree site details
- View work history
- View invoices
- Mobile app
- Live data
- GIS/GPS mapping

LIST TRACKING SYSTEM

The List Tracking Report in ArborAccess is a useful tool in the management of incoming work. This report allows both parties to track specific jobs as they are ordered by the Agency. Proper use of this system enables the Agency and WCA to track the completion of work that is ordered.

BILLING

WCA, Inc. operates a modern invoicing system that is updated on a daily basis. Progress billings will be submitted to the Customers on a bi-weekly basis, unless otherwise requested. Invoices will reflect an amount complete for the billing period, along with a year-to-date total for that job. Each billing will include a listing of completed work by address, tree species, work performed and appropriate data acceptable to the customer. This information will be supplied in hardcopy and immediately accessible on ArborAccess. Job balances reflecting the percent of completion for each job can be viewed on ArborAccess.

SAMPLE MANAGEMENT TOOLS

DETAILED TREE SITE CHARACTERISTICS

The advanced technology provides a valuable tool to urban forestry professionals by displaying specific tree site information along with a representative photograph of the species type and a recommended maintenance field. ArborAccess' built-in quality control features assist in data accuracy. As maintenance is performed, the work history is updated and accompanied with bi-weekly invoices. This process eliminates the need for dual-inputting and helps keep the tree inventory current and accurate.

MAINTENANCE RECORDS

Accurate maintenance records for each location oftentimes can assist the Agency with liability claims. Maintaining a detailed history of the work performed at each location demonstrates good faith in preserving its urban forest. It is imperative that work requests are pulled from the system prior to the work being performed, otherwise inventory accuracy is not guaranteed.

SAMPLE AGENCY SPECIES FREQUENCY REPORT

	Botanical	Common	Total	Pct.
	Liquidambar styraciflua	AMERICAN SWEETGUM	4,781	14.36%
	Lagerstroemia indica	CRAPE MYRTLE	2,008	6.03%
	Ulmus parvifolia	CHINESE ELM	1,963	5.90%
	Fraxinus velutina 'Modesto'	MODESTO ASH	1,820	5.47%
	Cupaniopsis anacardioides	CARROTWOOD	1,568	4.71%
	Fraxinus velutina	ARIZONA ASH	1,259	3.78%
	Pinus canariensis	CANARY ISLAND PINE	1,191	3.58%
	Grevillea robusta	SILK OAK	1,141	3.43%
	Pistacia chinensis	CHINESE PISTACHE	1,127	3.39%
	Liriodendron tulipifera	TULIP TREE	1,076	3.23%
	Other	OTHER	15,355	46.13%
	Total Trees		33,289	100%

The Species Frequency report can assist your Agency in identifying the tree population within the urban forest. This type of information is valuable in the event of an insect infestation, deadly disease, or even estimating future maintenance costs. In addition, an analysis can be performed to evaluate the history of the performance of a particular species within your Agency.

DETAILED REPORTING OPTIONS

- Inventory
- View Invoices
- Job Balances
- Green Waste
- Work History
- Work Type by District
- DBH Frequency
- Height Frequency
- District Frequency
- Species Frequency (sample above)
- All Tees at an Address
- Estimated Tree Value

CURRENT CONTRACT WORK EXPERIENCE

WCA, Inc. understands the challenge that many cities face to reduce the cost of tree maintenance services, while increasing the level of performance. Utilizing our services as a valuable, cost-effective resource, cities are able to provide better services to their community. These contracts cover a range of services from providing emergency response to maintaining the Agency's entire urban forest.



CITY OF ELK GROVE



Annual Budget: \$ 600,000
Contact: Steve Sims, Facility Manager
Address: 8820 Elk Grove, Elk Grove, CA 95624
Phone: (916) 869-3696
Email: stevesims@csdparks.com

SINCE 2009

WCA works for both the City of Elk Grove and the Consumes Community Service District. we have crews working year-round in this area. In 2011 WCA completed a two year tree inventory that accounted for over 50,000 city-owned trees. WCA has worked with city staff on the implementation of a 5 year zone pruning plan in an effort to establish a proactive tree maintenance program.

CITY OF ROSEVILLE



Annual Budget: \$ 700,000
Contact: Michael-Gerold Neumann, Urban Forester
Address: 2005 Hilltop Circle, Roseville, CA 95747
Phone: (916) 774-5579
Email: mneumann@roseville.ca.us

SINCE 2016

The City of Roseville is an active user of the ArborAccess inventory management system and regularly uses the system to forecast budget amounts and to schedule maintenance as needed.

CITY OF SACRAMENTO



Annual Budget: \$ 1,000,000
Contact: Kevin Wasson, Operations Supervisor
Address: 5730 24th St., Bldg. 12A, Sacramento, CA 95822
Phone: (916) 808-6336
Email: kwasson@cityofsacramento.org

SINCE 2012

We currently perform tree pruning, tree removals and tree planting as part of the City's tree maintenance program. This project is an annual contract. Together, we are able to maintain trees more efficiently while guaranteeing the residents and businesses top quality tree care for the City's urban forest.

CITY OF DAVIS



Annual Budget: \$ 425,000
Contact: Rob Cain, Sr. Urban Forest Mgr
Address: 1818 5th Street, Davis, CA 95616
Phone: (530) 757-5626
Email: rcain@cityofdavis.org

SINCE 2001

Primarily WCA performs tree maintenance services for all of Davis' city-owned trees including emergency crew response and other services on an as-needed basis. This project is an annual contract. WCA also performs line clearance for the City to ensure that utility service is uninterrupted.

CITY OF SAN RAMON



Annual Budget: \$ 450,000
Contact: Matt Early, Maintenance Supv.
Address: 2226 Camino, San Ramon, CA 94583
Phone: (925) 973-2833
Email: mearly@ci.san-ramon.ca.us

SINCE 2000

WCA provides as-needed service request maintenance for the City of San Ramon. Service includes grid pruning, service pruning, large tree removals, and emergency response city-wide and at a number of city-owned facilities including the fire houses.

CITY OF CITRUS HEIGHTS

SINCE: 2014
ANNUAL BUDGET: \$305,000
CONTACT: Armando Velazquez
PHONE: (916) 727-4770

COUNTY OF SACRAMENTO

SINCE: 2017
ANNUAL BUDGET: \$175,000
CONTACT: Cid Nieto
PHONE: (916) 826-5987

CITY OF FOLSOM

SINCE: 2017
ANNUAL BUDGET: \$220,000
CONTACT: Josh Johsrud
PHONE: (916) 468-3563

LIST OF COUNTY REFERENCES

HOUSING AUTHORITY OF YOLO COUNTY

SINCE 2017



Annual Budget: \$ 30,000
Contact: Fred Ichtertz, Facilities Director
Address: 147 West Main St., Woodland, CA 95695
Phone: (530) 669-2240
Email: fichtertz@ych.ca.gov

SACRAMENTO COUNTY

SINCE 2016



Annual Budget: \$ 400,000
Contact: Rodney Melton, Park Maintenance Supervisor or
 Cid Nieto, Parks Maintenance Supervisor
Address: 4040 Bradshaw Rd., Sacramento, CA
Phone: (916) 869-4087 or (916) 826-5987
Email: melton@saccounty.net or nieto@saccounty.net

ORANGE COUNTY PARKS

SINCE 2012



Annual Budget: \$ 3,200,000
Contact: Bill Kirk, Systems & Resource Management Division
Address: 13042 Old Myford Rd., Irvine, CA 92602
Phone: (949) 923-3736
Email: bill.kirk@ocparks.com

LOS ANGELES COUNTY

SINCE 2012



Annual Budget: \$ 4,300,000
Contact: Carl Pederson, Principal Civil Engineering Asst.
Address: 14747 E. Ramona Blvd., Baldwin Park, 91706
Phone: (626) 337-1277
Email: cpederson@dpw.lacounty.gov

FIRM EXPERIENCE

Listed below are current contracts (in alphabetical order) valued over \$1,000,000 annually. These contracts represent WCA corporate capabilities to provide superior and professional work to public agencies.

CUSTOMER	DURATION	ANNUAL CONTRACT AMOUNT
City of Anaheim/Anaheim Utilities	Since 2007	\$ 1,750,000.00
City of Beverly Hills	Since 2000	\$ 1,375,000.00
City of Corona	Since 2010	\$ 1,300,000.00
City of Fullerton	Since 1998	\$ 1,000,000.00
City of Glendale	Since 2015	\$ 1,056,000.00
City of Huntington Beach	Since 2008	\$ 1,000,000.00
City of Long Beach	Since 2016	\$ 1,200,000.00
City of Palo Alto	Since 2016	\$ 1,400,000.00
City of Sacramento	Since 2015	\$ 1,000,000.00
City of San Diego	Since 2015	\$ 2,000,000.00
City of Santa Ana	Since 2015	\$ 1,082,000.00
City of Santa Monica	Since 2011	\$ 1,723,000.00
County of LA	Since 2015	\$ 4,300,000.00
County of Orange	Since 2013	\$ 1,800,000.00
Riverside Public Utilities	Since 2016	\$ 2,000,000.00

EXPERIENCE (SIMILAR SIZE & SCOPE)

The references listed above are all current contracts displaying WCA's capabilities to provide the necessary manpower, experience, and equipment to manage Cities and Counties that require a heightened level of attention, expectation and need in comparison to other types of customers (i.e., HOA's, commercial and residential).

WCA, Inc. specializes in tree care for municipalities and public agencies. WCA, Inc. does not provide residential service or sub-contract.

EXPERIENCE- CURRENT CALIFORNIA CITIES/COUNTIES UNDER CONTRACT WITH WCA

CITY OF AGOURA HILLS
 CITY OF ALAMEDA
 CITY OF ALHAMBRA
 CITY OF ANAHEIM
 CITY OF ARTESIA
 CITY OF AZUSA
 CITY OF BALDWIN PARK
 CITY OF BELL
 CITY OF BELLFLOWER
 CITY OF BEVERLY HILLS
 CITY OF BREA
 CITY OF BRENTWOOD
 CITY OF BUENA PARK
 CITY OF BURBANK
 CITY OF CAMARILLO
 CITY OF CARLSBAD
 CITY OF CARMEL-BY-SEA
 CITY OF CARPINTERIA
 CITY OF CARSON
 CITY OF CERRITOS
 CITY OF CHINO HILLS
 CITY OF CHOWCHILLA
 CITY OF CITRUS HEIGHTS
 CITY OF CLAREMONT
 CITY OF COACHELLA
 CITY OF CONCORD
 CITY OF CORDONA
 CITY OF CORDONADO
 CITY OF COSTA MESA
 CITY OF COVINA
 CITY OF CULVER CITY
 CITY OF DANA POINT
 CITY OF DAVIS
 CITY OF DEL MAR
 CITY OF DIAMOND BAR
 CITY OF DUARTE
 CITY OF EL CAJON
 CITY OF EL CERRITO
 CITY OF ENCINITAS
 CITY OF FILLMORE
 CITY OF FONTANA
 CITY OF FRESNO
 CITY OF FULLERTON
 CITY OF GARDEN GROVE
 CITY OF GARDENA
 CITY OF GILROY
 CITY OF GLENDALE
 CITY OF GLENORA
 CITY OF HUNTINGTON BEACH
 CITY OF IMPERIAL BEACH
 CITY OF INDIO
 CITY OF IRVINDALE
 CITY OF LA CANADA FLINTRIDGE
 CITY OF LA HABRA
 CITY OF LA MESA
 CITY OF LA MIRADA
 CITY OF LA PALMA
 CITY OF LA PUENTE
 CITY OF LA VERNE
 CITY OF LAGUNA BEACH
 CITY OF LAGUNA HILLS
 CITY OF LAGUNA NIGUEL
 CITY OF LAKE ELSINORE
 CITY OF LAKEWOOD
 CITY OF LODI
 CITY OF LOMITA
 CITY OF LOMPOC
 CITY OF LONG BEACH
 CITY OF LOS ALAMITOS
 CITY OF LOS ALTOS
 CITY OF LOS ANGELES
 CITY OF MADERA
 CITY OF MANHATTAN BEACH
 CITY OF MAYWOOD
 CITY OF MENLO PARK
 CITY OF MILPITAS
 CITY OF MISSION VIEJO
 CITY OF MONROVIA
 CITY OF MONTECLAIR
 CITY OF MONTEBELLO
 CITY OF MONTEREY
 CITY OF MONTEREY PARK
 CITY OF MOORPARK
 CITY OF MORENO VALLEY
 CITY OF MORGAN HILL
 CITY OF MOUNTAIN VIEW
 CITY OF MURRIETA
 CITY OF NEWARK
 CITY OF NORCO
 CITY OF NORWALK
 CITY OF OAKLEY
 CITY OF OCEANSIDE
 CITY OF ONTARIO
 CITY OF ORANGE
 CITY OF OXNARD
 CITY OF PALO ALTO
 CITY OF PARAMOUNT
 CITY OF PERRIS
 CITY OF PLACENTIA
 CITY OF PLEASANTON
 CITY OF POMONA
 CITY OF PORTERVILLE
 CITY OF POWAY
 CITY OF RANCHO PALOS VERDES
 CITY OF REDLANDS
 CITY OF RIALTO
 CITY OF RIVERSIDE
 CITY OF ROSEMEAD
 CITY OF ROSEVILLE
 CITY OF SACRAMENTO
 CITY OF SAN BERNARDINO
 CITY OF SAN DIEGO
 CITY OF SAN DIMAS
 CITY OF SAN FERNANDO
 CITY OF SAN GABRIEL
 CITY OF SAN JACINTO
 CITY OF SAN JOSE
 CITY OF SAN JUAN CAPISTRANO
 CITY OF SAN MARCOS
 CITY OF SAN RAMON
 CITY OF SANTA ANA
 CITY OF SANTA BARBARA
 CITY OF SANTA CLARA
 CITY OF SANTA FE SPRINGS
 CITY OF SANTA MARIA
 CITY OF SANTA MONICA
 CITY OF SANTA PAULA
 CITY OF SANTEE
 CITY OF SIERRA MADRE
 CITY OF SIGNAL HILL
 CITY OF SOLANA BEACH
 CITY OF SOUTH PASADENA
 CITY OF SOUTH SAN FRANCISCO
 CITY OF STOCKTON
 CITY OF SUNNYVALE
 CITY OF TEMECULA
 CITY OF TEMPLE CITY
 CITY OF THOUSAND OAKS
 CITY OF TORRANCE
 CITY OF TRACY
 CITY OF TULARE
 CITY OF TUSTIN
 CITY OF UNION CITY
 CITY OF UPLAND
 CITY OF VENTURA
 CITY OF VICTORVILLE
 CITY OF VISALIA
 CITY OF VISTA
 CITY OF WALNUT
 CITY OF WEST COVINA
 CITY OF WEST HOLLYWOOD
 CITY OF WEST SACRAMENTO
 CITY OF WHITTIER
 CITY OF WOODLAND
 CITY OF YORBA LINDA
 COUNTY OF ALAMEDA
 COUNTY OF COLUSA
 COUNTY OF CONTRA COSTA
 COUNTY OF FRESNO
 COUNTY OF LOS ANGELES
 COUNTY OF MONTEREY
 COUNTY OF ORANGE
 COUNTY OF RIVERSIDE
 COUNTY OF SAN BERNARDINO
 COUNTY OF SAN DIEGO
 COUNTY OF SAN JOAQUIN
 COUNTY OF TULARE
 COUNTY OF YOLO
 TOWN OF ATHERTON
 TOWN OF LOS GATOS

**TREE TRIMMING & REMOVAL SERVICES
EXHIBIT "A" COST PROPOSAL SHEET**

A. LABOR RATES (PER PERSON, INCLUSIVE OF ALL COSTS)				
LINE	DESCRIPTION	STRAIGHT TIME 7AM-4PM	OVERTIME: AFTER HOURS &	SUNDAYS & HOLIDAYS
1	Certified Arborist	\$ <u>125.00</u> per hour	\$ <u>125.00</u> per hour	\$ <u>145.00</u> per hour
2	Climber/Bucket Operator	\$ <u>90.00</u> per hour	\$ <u>135.00</u> per hour	\$ <u>135.00</u> per hour
3	Groundsman	\$ <u>90.00</u> per hour	\$ <u>135.00</u> per hour	\$ <u>135.00</u> per hour
4	Stump Grinder	\$ <u>25.00</u> per hour	\$ <u>25.00</u> per hour	\$ <u>25.00</u> per hour
B. TRAVEL				
5	FLAT RATE TRIP CHARGE (TO AND FROM COUNTY JOB SITE)			\$ <u>200.00</u>
C. PAYMENT TERMS				
6	<u>PROMPT PAYMENT DISCOUNT:</u> Contractor will allow <u>1</u> % discount if paid within <u>20</u> days (eg. 1%, 2%, 5%, etc.)			<u>1</u> % <u>20</u> DAYS
****MUST ALSO ATTACH A LIST OF EQUIPMENT ON HAND ****				

*Please references Section 5; Equipment Inventory

County of Yolo
Tree Trimming & Removal Services
SUPPLIERS QUESTIONNAIRE Exhibit "B"

Where applicable questions must be answered and dates given. If necessary, questions may be answered on separate attached sheets. Supplier may submit additional information if needed.

1. Name of Company: West Coast Arborists, Inc.

2. Permanent Main Office Address: 355 Commerce Circle, Sacramento, CA 95815

3. When Organized: 1972 4. If a corporation, where incorporated: California

5. How many years have you been operating under your present firm name: 42 years

6. List Contractors License No. 366764

License Classification: C61/D49,C27

License Expiration Date: 12/31/2020

Applicable Licenses See above.

DIR# required 1000000956

7. Have you ever defaulted on a contract? NO. If so, where and why? _____

8. In the past five (5) years has any claim against your company concerning your company's work on a project been filed in court or arbitration? NO.

If yes, identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim(pending or, if resolved, a brief description of the resolution.

N/A

9. Has CAL OSHA cited and assessed penalties against your company for any "serious", "willful", or "repeat" violations of its safety or health regulations in the past five(5) years? NO.

Note: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it. If the answer is "yes", describe the citation, including information about the date of the citation, the nature of the violations, the project on which the citation was issued and the amount of penalty paid if any.

N/A

10. List the total number of employees and their qualifications available to support this type of work: WCA employs over 950 employees. Please refer to "KEY PERSONNEL" in the attached for qualifications.

- 11. State the number of years' experience your company has had providing tree trimming and tree maintenance services for commercial and/or government entities. 48 years
- 12. How long has the certified arborist been on staff with your company? Since 2013
- 13. Is your firm planning to subcontract portions of the work? Yes ___ No X If yes, indicate the name of the subcontractor(s) and the portion of the work that will be subcontracted:

Business Name	License No.	Street Address	Scope of Work
N/A			

- 14. Service Facility:
 - a). Indicate the distance in miles from the County where the Service Facility is located 36.5 miles.
 - b). Give the exact address of the Service Facility: 355 Commerce Circle, Sacramento, CA 95815

- 15. Describe in your experience, a challenge you had working with traffic and road right-of-way.

Please see explanation attached.

- 16. What can you company/firm provide that is not listed in the RFP that would be considered added value to the County?

Please see attached.

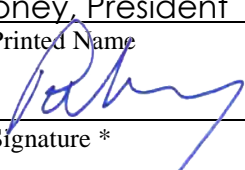
- 17. List three (3) recently completed contracts, stating the types of work performed, approximate gross costs for each and the month and year completed. Please refer to the section titled "REFERENCES" in the attached.

West Coast Arborists, Inc.
Company Name

Brian Kirkegaard, Area Manager
Contact Name

Patrick Mahoney, President
Authorized Signer Printed Name

(209) 663-0694
Contact Phone


Authorized Signer Signature *

3/11/2020
Date

* If submitting electronically, the printed "Authorized Signer Printed Name" will be considered as the signature.

County of Yolo
Tree Trimming & Removal Services
PREVIOUS CUSTOMER REFERENCE FORM Exhibit "C"

Contractor Name: West Coast Arborists, Inc.

Please provide at least three customer references for whom you have performed a job similar in size and scope (preferably California state or local government agencies) or within the greater Sacramento area.

1. Company Name: City of Elk Grove
 Address: 8820 Elk Grove
Elk Grove, CA 95624
 Contact Person: Steve Sims, Facility Manager
 Telephone: (916) 869-3696 E-Mail: stevesims@csdparks.com
 Services Provided: WCA works for both the City of Elk Grove & the Consumes Community Service District, we have crews working year-round in this area.
 Service Dates: From: 2009 To: Present
 Contract Value: \$ 600,000.00

2. Company Name: City of Roseville
 Address: 2005 Hilltop Circle
 Contact Person: Roseville, CA 95747
 Telephone: (916) 774-5579 E-Mail: mneumann@roseville.ca.us
 Services Provided: The City of Roseville is an active user of the ArborAccess inventory management system & regularly uses the system to forecast budget amounts.
 Service Dates: From: 2016 To: Present
 Contract Value: \$ 700,000.00

3. Company Name: City of Sacramento
 Address: 5730 24th St., Bldg, 12A, Sacramento, CA 95822
 Contact Person: Kevin Wasson, Operations Supervisor
 Telephone: (916) 808-6336 E-Mail: kwasson@cityofsacramento.org
 Services Provided: We currently perform tree pruning, tree removals and tree planting as part of the City's tree maintenance program. This project is an annual contract.
 Service Dates: From: 2012 To: Present
 Contract Value: \$ 1,000,000.00

Form Completed By: Victor Gonzalez, Vice President (714) 991-1900 3/11/2020
 Name Phone Date

**County of Yolo
Tree Trimming & Removal Services
SIGNATURE PAGE**

Solicitation Name: BID AUDRFPKK2008 Tree Trimming & Removal Services

The undersigned supplier hereby certifies that he/she has read the document in its entirety, understands the specifications, agrees to all instructions, terms, conditions, and addenda set forth in this request. Supplier further certifies that the prices and terms submitted for said product(s) and/or service(s) have been carefully reviewed and are submitted as correct and final, and shall be honored for the length of time indicated in the request.

All paper submittals must be manually signed in ink in the appropriate space below. If submitting electronically via BidSync, print name of "Authorized Person" in the space provided for signature.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

For clarification of this offer, contact:

West Coast Arborists, Inc.
Company Name

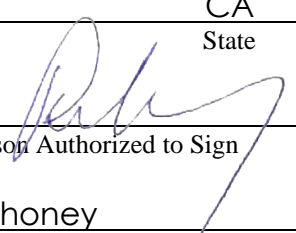
Name: Victor Goznalez@wcainc.com

Corporate Office: 2200 E. Via Burton
Address

Title: Vice President

Anaheim CA 92806
City State Zip

Phone: (714) 991-1900


Signature of Person Authorized to Sign

Fax: (866) 936-0377

Patrick Mahoney
Printed Name

Email: vgonzalez@wcainc.com

President
Title

3/11/2020
Date

Certificate of Insurance

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON YOU THE CERTIFICATE HOLDER. THIS CERTIFICATE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. POLICY LIMITS ARE NO LESS THAN THOSE LISTED. ALTHOUGH POLICIES MAY INCLUDE ADDITIONAL SUBLIMIT/LIMITS NOT LISTED BELOW.

This is to Certify that

WEST COAST ARBORISTS, INC
2200 EAST VIA BURTON
ANAHEIM CA 92806

NAME AND ADDRESS OF INSURED



Liberty Mutual.
INSURANCE

is, at the issue date of this certificate, insured by the Company under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and Conditions and is not altered by any requirement, term or condition of any contract or other document with respect to which this certificate may be issued.

TYPE OF POLICY	EXP DATE	POLICY NUMBER	LIMIT OF LIABILITY	
	<input type="checkbox"/> CONTINUOUS <input type="checkbox"/> EXTENDED <input checked="" type="checkbox"/> POLICY TERM			
WORKERS COMPENSATION Statutory Limits	7/1/2020	WA7-66D-039499-079	COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATES: All States Except: ND, OH, WA, WY	EMPLOYERS LIABILITY Bodily Injury by Accident \$1,000,000 Each Accident
				Bodily Injury By Disease \$1,000,000 Policy Limit
				Bodily Injury By Disease \$1,000,000 Each Person
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE	7/1/2020	TB2-661-039499-019	General Aggregate	\$2,000,000
			Products / Completed Operations Aggregate	\$2,000,000
			Each Occurrence	\$2,000,000
			Personal & Advertising Injury	\$2,000,000 Per Person / Organization
			Other Damage to premises rented to you \$300,000	Other
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> HIRED	7/1/2020	AS7-661-039499-039		Each Accident—Single Limit \$2,000,000 B.I. And P.D. Combined
				Each Person
				Each Accident or Occurrence
				Each Accident or Occurrence
OTHER				
ADDITIONAL COMMENTS				

* If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (NOT APPLICABLE UNLESS A NUMBER OF DAYS IS ENTERED BELOW.) BEFORE THE STATED EXPIRATION DATE THE COMPANY WILL NOT CANCEL OR REDUCE THE INSURANCE AFFORDED UNDER THE ABOVE POLICIES UNTIL AT LEAST 30 DAYS NOTICE OF SUCH CANCELLATION HAS BEEN MAILED TO:

Liberty Mutual Insurance Group

Certificate Holder

Evidence Only
2200 E Via Burton
Anaheim CA 92806

Elaine Ulan

Elaine Ulan

Los Angeles / 0603 AUTHORIZED REPRESENTATIVE
818 W 7th Street, Suite 850 0564408
Los Angeles CA 90017 213-443-0782 6/18/2019
OFFICE PHONE DATE ISSUED



County of Yolo

www.yolocounty.org

DEPARTMENT OF FINANCIAL SERVICES

625 Court Street, Room 102
PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215
DPS @ yolocounty.org

CHAD RINDE, CPA
Chief Financial Officer

TOM HAYNES
Assistant Chief Financial Officer

- Financial Strategy Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Fee Collection
- Financial Systems Oversight
- Accounting & Financial Reporting
- Internal Audit
- Procurement

Date: 3/24/22

West Coast Arborists, Inc.
Attn: Patrick Mahoney
2200 E. Via Burton
Anaheim, CA. 92806

RE: Contract#AUDRFPKK2008 Extension for Tree Trimming & Removal Services for fiscal year "7/1/22-6/30/23"

Dear Mr. Mahoney:

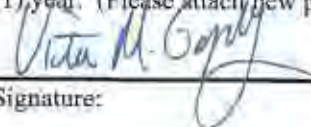
The bid contract for Tree Trimming & Removal Services expires on 6/30/22 and has a provision for renewal under the original terms, conditions and specifications for three (3) additional one (1) year terms. This would constitute the second extension of this bid contract.

Please sign and select one of the options provided below indicating your acceptance and acknowledgment. Your response must be received **no later than 5:00pm, April 26th**. Responses can be sent to this office via e-mail to karen.kawelmacher@yolocounty.org.

Should you have any questions or concerns, I can be reached at (530) 666-8073 or email karen.kawelmacher@yolocounty.org.

We offer to renew this contract under the current rates, terms, conditions and specifications for one (1) year. (Current Rates Attached)

We offer to renew this contract at further reduced rates under the current terms, conditions and specifications for one (1) year. (Please attach new pricing)


Victor Gonzalez, Vice President
4/20/2022

Signature: _____ Title: _____ Date: _____

Thank you for your attention and consideration to this matter.

Sincerely,

Karen Kawelmacher
Lead Buyer

**West Coast Arborists, Inc.
Fiscal Year 2022-2023**

**TREE TRIMMING & REMOVAL SERVICES
EXHIBIT "A" COST PROPOSAL SHEET**

A. LABOR RATES (PER PERSON, INCLUSIVE OF ALL COSTS)				
LINE	DESCRIPTION	STRAIGHT TIME 7AM-4PM	OVERTIME: AFTER HOURS &	SUNDAYS & HOLIDAYS
1	Certified Arborist	\$130.00 per hour	\$130.00 per hour	\$155.00 per hour
2	Climber/Bucket Operator	\$95.00 per hour	\$145.00 per hour	\$145.00 per hour
3	Groundsman	\$95.00 per hour	\$145.00 per hour	\$145.00 per hour
4	Stump Grinder	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour
B. TRAVEL				
5	FLAT RATE TRIP CHARGE (TO AND FROM COUNTY JOB SITE)			\$ 225.00
C. PAYMENT TERMS				
6	<u>PROMPT PAYMENT DISCOUNT:</u> Contractor will allow <u>1</u> % discount if paid within <u>20</u> days (eg. 1%, 2%, 5%, etc.)			<u>1</u> % <u>20</u> DAYS
****MUST ALSO ATTACH A LIST OF EQUIPMENT ON HAND ****				

*Please references Section 5; Equipment Inventory

**Appendix E of the Title VI Assurances
(US DOT Order 1050.2A)
Exhibit D**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Yolo County Community Services Department
Sample Work Proposal Form- Exhibit E
(Tree Trimming Services with Contractor Name)

Type of Service: _____
 Contractor Name: _____

Project Description: _____

County Contact Person _____ Contract Task Number: _____

RBF Task No: _____ Work Order No: _____ Fund No: _____

Completion Date: _____ Vendor No: _____ Account No: _____

Estimated Hours and Cost Proposal (not including contingency)				
Task Description	Projected Hours	Cost Per Hour/Item	Average Cost?	Projected Costs
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
Total Hours	0	COST (excludes contingency)		\$0.00

Contingency Estimated Hours and Costs				
Task Description	Projected Hours	Cost Per Hour/Item	Average Cost?	Projected Costs
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
			<input type="checkbox"/>	\$0.00
Total Hours	0	COSTS		\$0.00

Total Contract Amount _____ Spent to Date _____

Notes:

 Contractor Name Approval

 Date

 Contract Manager Recommendation for Approval

 Date

County Approval

Date

Deputy Director of Planning, Resources and Public Works

COUNTY OF YOLO
General Services Department

WORK AUTHORIZATION
Tree Trimming & Removal Services
AMENDMENT #1

Agreement Number: 22-192

BOS Agreement Number: 22-192

General Services Number: 4416

Project: Facility Division

Contractor: West Coast Arborist

Contact Person: Patrick Mahoney **Phone:** 714-991-1900

Project Description: Tree Trimming & Removal Services for fiscal year 2022-23 for General Services Facilities Division.

Original WA:	\$30,000
Amendment #1:	\$35,000
Total Cost:	\$65,000

Start Date: July 1, 2022

Completion Date: June 30, 2023

Approval: *Ryan Pistoichini* Date: *6/21/2023*
Ryan Pistoichini
Director, General Services
Ryan Pistoichini

Account: 501072 **Acct Unit:** 0100-66-1303-5375 **Activity:** **Activity Code:**