Request for Quote

Landscape Maintenance LLD #3 Prominence

RFQ # 2306-091522

Proposal Due: **October 10, 2022 by 3:00pm PST**

Deliver to:
bids@hayward-ca.gov
Rita Perez, Acting Purchasing Manager
City of Hayward
777 B Street (3rd Floor)
Hayward, CA 94541

City of Hayward
777 B Street
Hayward, CA 94541

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1. Cover Letter

The cover letter should be on company letterhead and include the following:

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Notice of RFQ

1. Objective

The City of Hayward is seeking an experienced and qualified contractor who is specially trained, experienced, and competent to perform Landscape maintenance in accordance with the terms, conditions, and specifications contained in this Request for Quote (RFQ).

The objectives for this proposal are to:

- Perform all aspects of landscape maintenance
- Maintain LLD 3 in healthy attractive condition at all times
- Perform services within reasonable timelines.

2. Goal

The goal of this RFQ is to provide quality landscape maintenance services to the Prominence community.

3. Submission

NOTE: Respondents will absorb all costs incurred in the preparation and presentation of their proposal.

Interested parties are invited to submit a proposal to demonstrate their qualifications to perform these services. All proposals shall be submitted in accordance with the format and information listed in this RFQ.

DUE DATE: Proposal submissions for this RFQ must be received via email no later than **October 10, 2022, by 3PM PST.**

Please email bids@hayward-ca.gov with copy to MSDLandscape@hayward-ca.gov

1. Confirm your intent to bid,
2. Receive a complete list of questions asked by you and other vendors, along with the City's response, and
3. Submit your proposal.

Please note important proposal dates below:

Ref	Activity	Date
1	Issue RFQ	September 15, 2022
2	**In Person Walk Thru:** **Meet on corner of Barnrock Drive & Hayward Blvd.**	**Wednesday, September 21, 2022, at 10:30AM**
3	Deadline: email RFQ questions	September 26, 2022, at 3PM PST
4	**City provides RFQ questions answers via email**	**September 29, 2022, at 3PM PST**
5	Deadline: email RFQ proposal	October 10, 2022, by 3PM PST

****IT IS THE SOLE RESPONSIBILITY OF THE PROPOSING FIRM TO ENSURE THAT PROPOSALS ARE RECEIVED PRIOR TO THE CLOSING DATE AND TIME AS LATE BIDS WILL NOT BE ACCEPTED.**

Background

1. About the City of Hayward

With a population currently estimated at 158,937, Hayward is the third largest city in Alameda County. The city area includes sixty-one square miles lying between the eastern shore of the San Francisco Bay and the southern Oakland-Berkeley Hills.

The Mayor is directly elected to a four-year term of office and serves as a voting member and the presiding officer of the City Council. The City Council includes six other members, each of whom is elected at-large to overlapping four-year terms. The Mayor and City Council serve as the legislative and policy-making body of the City government and appoint a City Manager, a City Clerk, and a City Attorney. The City Manager is the City's chief executive officer and appoints all other City staff. The City Manager is responsible for the daily administration of the City government and provides overall direction to all City departments.

Hayward provides a full range of services to its residents including law enforcement; fire prevention and protection; paramedic services; housing and economic development; land use development services and regulations; community planning; libraries; street construction and maintenance; landscape maintenance services; transportation planning; and contracted curbside recycling and refuse collection. In addition, the City operates and maintains facilities for water distribution, storm water, and sanitary sewer collection and disposal. The City also operates a general aviation airport, downtown parking facilities, a main and branch library, and a civic center. Park and recreation services are provided through partnership with the regional Hayward Area Recreational District (HARD), headquartered in the City. Grounds and areas fully maintained by the City include City hall and Main Library grounds, Downtown on B Street, South Mission Blvd. Greenway, Medians on Jackson, Foothill, Mission, Harder, Tennyson, Industrial Pkwy, Hesperian, A Street, D Street, Winton, Orchard Roundabout.

Project Overview

1. Site Amenities

SITE INVENTORY	QTY.	NOTES
BUS STOP SHELTER	1	
V DITCHES	3	1731 Linear Ft 905 Hayward Blvd to Soto Property 215 Barnrock Dr. to Twilight Ct 431 Canyon 180 Across from Bus Stop
TOTAL LANDSCAPED AREA		Prominence Tract 169,372 Sqft. Above V Ditch 45,793 Sqft.
UTILITY METERS	6	WATER METERS 1. 17732786 on Hayward Blvd. by Barnrock Dr.1.5" near Barnrock controller. 2. 17732811 on Fairview near Bus Stop 1.5" next to Bus Stop controller.

		3. 17732785 on Foxhollow Canyon Area 1.5” near Canyon controller. 4. 17732805 Soto Property1.5” 5. 17732813 on Fairview top of Fairview 1.5” near top of Fairview controller. 6. 17732796 on Fairview by Woodstock 1.5” near Woodstock controller
IRRIGATION CONTROLLERS		CALSENSE ET 2000E 1. Barnrock 40 station LR-RRe serial # 36673 2. Bus Stop 16 station LR-G-RB-RRe serial #35179 3. Canyon 8 station LR-RRe serial #37687 4. Soto 8 station LR-RRe serial #38406 5. Top of Fairview 12 station LR-RRe serial # 37924 6. Woodstock 8 station LR-RRe serial # 38398
BACKFLOWS		FEBCO 825 Y 2” 1. Barnrock Serial # AE0223 2. Bus Stop Serial # AE0271 3. Canyon Serial # AE0252 4. Soto Serial # AA7690 5. Top of Fairview Serial # T5775 6. Woodstock Serial # AE0219
Trees	648	○ 294 Prominence tract yearly pruning ○ 39 Above the V ditch quarterly pruning of dead branches and water sprouts ○ Oak 175 ○ Pear 12 ○ Maple 4 ○ African Sumac 89 ○ Liquid Amber 4 ○ Pines 2 ○ Eucalyptus 3 ○ Flowering Plum 4 ○ Arbutus 9 ○ Chinese Flame 6 ○ Acacia 1 ○ Willow 1 ○ Redbud 5 Tree count as of August 2022
Trash Can	1	Located at bus stop
Doggie Stations	3	Hayward Blvd near Barnrock Foxhollow and across from Bus Stop Fairview Ave at the top of the Bus stop
MASONARY WALL	3,844 Sq.Ft.	Along Fairview Ave.
ENTRY WALLS	4	2 Hayward Blvd. 2 Fairway.

MAINTENANCE SCHEDULE	ITEMS
WEEKLY:	Clean Trash, Debris, And Animal Feces from Landscaped Areas. Remove Weeds. Check Irrigation Make Minor Repairs up to $500 Report Major Repair Issues to Landscape Division All walkways In Tract Are to Be Blown Weekly and Kept Clear of Trash, Debris, And Weeds. Clean Entrance Signs, Remove Weeds Litter and Debris. Keep Sign Lights Clear of Weeds, Mulch and Debris. Empty Trash Cans Empty Dog Waste Station and Refill Bag Containers Cleaning Of All V Ditches in Development Fall and Winter. Inspect V Ditches After Rainstorms for Blockages and Clean as Needed Weekly Maintenance Checklist Attachment C is to be Filled Out and Sent To Barnrockbiz@Hotmail.Com and **MSDLandscape@hayward-ca.gov**
BIWEEKLY THE 1ST AND 3RD WEEK OF THE MONTH.	Inspection And Testing of The Calsense and Irrigation/Sprinkler System to Assure Proper Performance and To Correct Any Problems Including Clearance of Vegetation from Sprinkler Heads and Emitters Biweekly Maintenance Checklist Attachment F is to be Filled Out and Sent To Barnrockbiz@Hotmail.Com and **MSDLandscape@hayward-ca.gov**
MONTHLY:	Inspection Of Development for Dead or Fallen Trees or Branches, Shrubs and Dead Vegetation and Removal of Found Items. Report Pesticide Use to Landscape Division. Refer To Attachment A Ivy trimming and control, to avoid invasion into bushes and trees during growing seasons. Cleaning Of Bus Stop Shelter Cleaning Of All V Ditches in Development in Spring and Summer Attend Monthly Meeting Monthly Irrigation Checklist Attachment D is to be Filled Out and Submitted To barnrockbiz@hotmail.Com and **MSDLandscape@hayward-ca.gov**

QUARTERLY:	Trim Shrubs (Keep Trimmed Away from Sidewalk, Walkways, And Curb for Pedestrian Traffic) Maintain Visibility of All Signs with Clearance of Trees and Shrubs Above V Ditch Maintenance Supervisor To Complete Quarterly Site Inspection Attachment E of Entire Tract and Submit To barnrockbiz@hotmail.Com and **MSDLandscape@hayward-ca.gov**
BI-ANNUALLY:	Fertilizer Applications Shrubs 16-6-8 Complete Fertilizer Plus Slow-Release March 1st 15-15-15 Slow-Release September 1st Trees 16-6-8 Complete Fertilizer Slow-Release March 1st 15-15-15 Slow-Release September 1 Canyon Area – Clear Cut All Vegetation and Remove All Clipping and Debris. Across From Bus Stop Open Area Down to V Ditch – Clear Cut All Vegetation and Remove All Clipping and Debris. Participate In Spring and Fall Grounds Assessment with Plc. Include totals and any information needed in Quarterly site inspection Attachment E Tract and Submit To barnrockbiz@hotmail.Com and **MSDLandscape@hayward-ca.gov**
ANNUALLY:	All Trees Shall Maintain A 6'6" Clearance for Pedestrian Traffic and A 13' Clearance Street Side in Traffic Lanes. All Trees Regardless of Height Shall Maintain the Min Clearance on Street, Sidewalks, and pathways. Include totals and any information needed in Quarterly site inspection Attachment E Tract and Submit To barnrockbiz@hotmail.Com and **MSDLandscape@hayward-ca.gov**

2. Proposed Scope of Services

AREA's	MAINTENANCE SCHEDULE
Barn Rock Drive – from Hayward Blvd to Twilight Court	V-Ditch Maintenance: • V-ditch - weekly maintenance during rainy season and monthly cleaning during spring and summer. 215 Ft. • Upper V-ditch - quarterly maintenance - check irrigation, pruning and removing dead plant material, weeds, and debris • Below V-ditch – weekly maintenance – check irrigation, weeds, and litter. • Quarterly Shrub Trimming
Canyon area	African Sumac separates *improved* and *open* areas. Open areas: • Maintained twice per year – clear cut all vegetation to the ground and remove all clippings and debris. Improved areas: • Weekly maintenance – check irrigation, weeds, and litter. • Quarterly Shrub Trimming • V-ditch - weekly maintenance during rainy season and monthly cleaning during spring and summer. 431 Ft.
Bus stop area on Fox Hollow Drive Ends at wooden fence post.	Bus stop side: • Landscape planting (light pole to phone box): Maintained weekly – check irrigation, weeds, removal of animal feces, and litter. • Quarterly shrub trimming. Shrubs require formal pruning. Across from bus stop: • Open area down to the v-ditch - Maintained twice per year – clear cut all vegetation to the ground and remove all clippings and debris. Improved areas from fence on Fairview Ave. to lawn area: Maintained weekly – check irrigation, weeds removal of animal feces, and litter. • Quarterly Shrub Trimming • V-ditch - weekly maintenance during rainy season and monthly cleaning during spring and summer. 180 Ft.

Fairview Ave – Woodstock Road to the mow band by the oak tree.	Weekly maintenance – check irrigation, weeds, removal of animal feces, and litter. Monthly trim ivy on wall. Ivy is to be kept trimmed back and not allowed to go over top of wall. Quarterly Shrub Trimming
Hayward Blvd – Soto Property to landscaping past Barn Rock Drive.	Soto property • Maintain only sprinkler heads – no hill maintenance. Hayward Blvd • Weekly maintenance from sidewalk to v-ditch – check irrigation, litter, weeds, and removal of animal feces. Keep trees and shrubs separated. • Quarterly Shrub Trimming • From V-ditch to fence – quarterly maintenance - check irrigation, pruning and removing dead plant material, weeds, and debris • V-ditch - weekly maintenance during rainy season and monthly cleaning during spring and summer. 905 Ft. • Prominence entrances require formal pruning.

<u>The following is a list of services to be provided by the contractor:</u>

1. Contractor to attend monthly Prominence Landscape Committee (PLC) meeting. Both the Site Supervisor and Project Manager, or other knowledgeable designee with decision making authority, must attend and be present for comment/questions during the entire monthly, one hour, Zoom meetings. Contractor supervisor/manager that fills our quarterly checklist attachment shall attend the PLC meeting each quarter 1-hr. Virtual Zoom meeting for its entirety.
2. Contractor shall provide at least (3) crew members, for a minimum of 8 hrs. each be sent to the site, to perform the full range of maintenance services described herein, at least once per week. An additional (2) crew members will be required for two visits 8 hrs. each. per quarter to do maintenance tasks while the maintenance crew completes quarterly maintenance above V Ditch.
3. The Weekly maintenance crew shall include one member trained and experienced in operating the Calsense water management system, who must be capable of programing and repairing the system.
4. If more than three crew members are required, they shall be supplied by contractor at no additional cost.
5. Consequences of non-compliance to RFQ requirements in this document. Contractor will be notified by Landscape Manager items in this document are not completed. Contractor will be given 1 moth to correct all items. If not completed purchasing will be notified to issue a non-compliance letter. If the terms of the non-compliance letter are not met city will terminate the RFQ.
6. Maintain and monitor Calsense controllers weekly and submit weekly reports advising of alerts and response thereto, on a weekly basis. Maintain evapotranspiration gauge("ET") gauge at the bus stop controller by filling, removing, storing, and reinstalling as necessary. The rain gauge shall be cleaned and checked, as necessary, during the rainy season. Calsense to be set at weather sense/historical ET when ET gauge not in use. "Reports and notice of alerts shall be sent to barnrockbiz@hotmail.com and **MSDLandscape@hayward-ca.gov** and / or such email hereinafter designated, weekly."
7. "Maintain irrigation system biweekly, (every other week) make small repairs as necessary up to $500. Repairs in excess of $500 require advance approval of the PLC (Prominence Landscape Committee) and Landscape Manager.

8. Perform a biweekly (every other week) inspection/testing of the entire Calsense system and irrigation/sprinkler system to assure proper performance and to correct any problems. After each biweekly irrigation visit vendor shall complete biweekly irrigation checklist Attachment F and submit to barnrockbiz@hotmail.com and **MSDLandscape@hayward-ca.gov**
9. Vendor shall complete a weekly maintenance checklist Attachment C outlining work performed that week and submit to barnrockbiz@hotmail.com and **MSDLandscape@hayward-ca.gov**
10. Vendor shall complete a monthly maintenance checklist Attachment D outlining work performed that month and submit to barnrockbiz@hotmail.com and **MSDLandscape@hayward-ca.gov**
11. A quarterly site assessment Attachment E is to be performed by a company supervisor of the entire tract each quarter after v ditch maintenance is complete and submit to barnrockbiz@hotmail.com and **MSDLandscape@hayward-ca.gov**
12. Contractor is responsible for cleanup and removal of all cut and dead vegetation. Sidewalks shall be kept clear of vegetation and weeds.
13. All of contractor's equipment and any debris shall be removed from the site each week.
14. Application of complete fertilizer, conforming to California Food and Agriculture Code, shall be applied to trees and shrubs twice each year in March and September.
15. Soil Tests may be requested by Landscape Manager. Such soil tests shall be considered extra work.
16. Trees and Ivy shall be staked, as necessary. All areas shall be checked, monthly, for dead and fallen trees, bushes and dead vegetation which shall be cut and removed
17. A 6-foot 6-inch clearance shall be maintained over all walkways and a 13-foot clearance shall be maintained over the street side.
18. Contractor shall remove any fallen trees or branches as part of their weekly maintenance.
19. Maintain visibility of all signs by providing necessary shrub and tree clearance.
20. Empty trash can and all dog waste receptacles weekly. Refill dog waste bags dispensers weekly.
21. Keep concrete at bus shelter clean and free of trash, debris, accumulated soil, and runoff moss. Clean bus stop structure with water spray, as needed. Keep roof clear of branches and rain gutters free of leaves and debris.
22. Maintenance of masonry wall is limited to ivy trimming and graffiti removal only.
23. Quarterly maintenance above the V Ditch shall be completed by last week of March, June, September, and December
24. Provide immediate notification of landscape problems such as tree/plant disease, soil compaction, pest infestation and/or problematic water conditions.
25. Participate with PLC in spring and fall assessments of grounds for planting and/or removal of plants/trees.
26. V Ditches are to be kept clear of debris monthly spring, summer and weekly fall and winter.
27. Cobblestone in entire tract shall be cleaned and checked quarterly. Replace any missing cobblestones.

* Please note that specified areas include sleep grade, various terrain and will require handwork.

3. Desired Qualifications

Proposal Format

To ensure the fair and accurate consideration of all submissions, proposals must contain the following information.

1. Cover Letter

The cover letter should be on company letterhead and include the following:

i. Company name, address, phone and fax numbers.
ii. Designation of primary contact within the company who is authorized to answer questions regarding the assigned work, including their name, contact phone number and e-mail.
iii. Signature of an officer of the prime contractor. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.

2. Contact & Customer Service

Please describe all support services available from your company/business, specifically addressing the following issues:

i. Normal hours of availability
ii. Quality assurance program(s)
iii. Guaranteed response time
iv. Other support services

3. Reference and Experience

A list of three (3) references of current or past contracts for which the Contractor has performed or is performing work of similar type, scope, and complexity within the past five years. This list shall include the names, addresses, email addresses, and phone numbers of the contracting party as well as a description of services performed and the dollar amount of the contract. Upon further consideration of the Proposal, the City may request additional vendors.

4. Capacity to Perform the Work

Describe other major work commitments and/or capacity to perform the requested services. Projects completed within the past three years, particularly in Alameda, Contra Costa, Santa Clara or San Mateo Counties, are of particular interest.

5. Project Scope & Approach

Provide a detailed plan for providing the services as described in Exhibit A.

6. Prices

Prices for provision of services that are "all-inclusive" of all costs, including but not limited to supervision, equipment, overhead-profit and all required insurances as specified in this document.

7. Insurance

The proposal will include confirmation that the consultant has insurance for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability, and provide the policy limits where applicable. Selected vendor will be required to sign a Professional Services Agreement.

8. Current City Business License

The contractor selected for this project shall obtain or provide proof of having a valid City of Hayward business license.

9. Required Forms

Attach the following required forms:

i. Cover Letter
ii. Proposal
iii. Contactor Agreement
   1) Exhibit A. Scope of Work
   2) Exhibit B. Insurance
   3) Exhibit C. Certifications

Selection Process and Criteria

The City of Hayward will not award a contract based solely on price. The award will be in the best interest of the City and will be to a firm or firms whose overall proposal is rated as being in the City's best interest.

Factors to be considered in the selection process include:

1. Quality & thoroughness of the proposal;
2. Experience and past performance in completing projects of a similar type, size and complexity;
3. A reasonable timeline based on general conditions and project objectives;
4. Demonstrated capacity to deliver high-quality work within a preset timeline and budget;
5. The quality of example materials and any presentation requested by involved city officials;
6. Cost & budget proposal;
7. References; and
8. Any other considerations deemed pertinent by the City.

1. Selection Process

A review committee will evaluate all responses to the RFQ that meet the submittal requirements and deadline. Submittals that do not meet the requirement or deadline will not be considered. The review committee will rank the proposals and then may arrange for on-site interviews with staff if necessary.

The City reserves the right to request additional information or materials from bidding parties if necessary to determine the winning proposal.

Likewise, the City reserves the right to accept or reject any or all proposals, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any informality in the proposals. The City of Hayward retains the right at its sole discretion to select a contractor.

All proposals submitted in response to this RFQ become the property of the City and public records and, as such, may be subject to public review.

The City reserves the right to cancel or revise any section of this RFQ prior to the date proposals are due including, but not limited to: selection procedures, submittal date, and submittal requirements. If the City cancels or revises the RFQ, all interested firms will be notified. The City also reserves the right to extend the date by which proposals are due.

NOTE: The City will not pay costs incurred by the proposer during this process. All costs shall be borne by the proposer.

2. Discretion and Liability Waiver

The City reserves the right to exercise discretion and apply its judgment with respect to any qualifications submitted.

The City reserves the right to reject any or all submittals, either in part or in their entirety, or to request and obtain, from one or more of the businesses submitting, supplementary information as may be necessary for City staff to analyze the qualifications pursuant to the contractor/consultant selection criteria contained herein.

The City may require contractors/consultants to participate in additional rounds of discussions, negotiations, or more refined submittals before the ultimate selection of a contractor/consultant is made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial qualifications.

End of Proposal

Attachment A

CITY OF HAYWARD
EXHIBIT A

Please complete and send this form to: ***Landscape Maintenance Division, 16 Barnes Ct., #3, Hayward, CA 94544*** at the end of each month. If no chemicals are applied, enter "***no application***." See sample entries in gray-shaded lines below

_____
Contractor

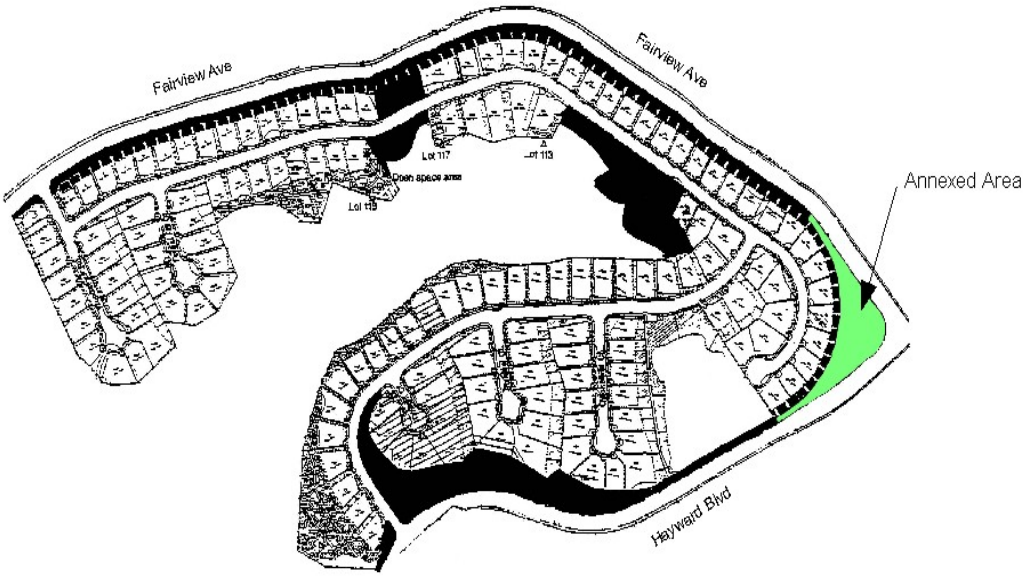
_____
Month

Date of Application	Location	Product Trade Name	Common Name	Class	Manufacturer/Company	Amount Applied	Unit (gal/oz/lb)	EPA/Cal-Reg #	Target Pest
01/01/12	Landscape outside Utility Building @ 24499 Soto Road	Pendulum	pendimethalin	Dinitroaniline	BASF	6	oz	524-475	Weeds
02/01/12	Median on Jackson between Santa Clara and Soto	Roundup Pro	glyphosate	Glycine	Monsanto	2	gal		Weeds

IPM_Contractor Monthly Reporting Form

Attachment B

PROMINENCE AREA TO BE ANNEXED BY STONEBRAE LLAD



WEEKLY MAINTENANCE REPORT

CITY OF HAYWARD

PROMINENCE

TREE, SHRUB & LAWN

Mowed turf every week. Edge turf as needed. Pick up leaves throughout the property. Mower height to remain at 3.5”

PLANT & TREE PRUNING

Pruning of shrubs, mowing and edging of the common area ground covers etc. as needed, hand pull weeds

WEED & PEST CONTROL

Monitor disease and pest problems and take necessary control measures

WEEK:

_ _ _ _ _ _ _ _ _ _ _ _ _ _

(510) 385-1068

MSDLandscape@hayward-ca.gov

barnrockbiz@hotmail.com

Attachment C

WEEKLY CHECK LIST:	
	Clean trash, debris, and animal feces from landscaped areas remove weeds
	All walkways in tract are to be blown weekly and kept clear of trash, debris, and weeds.
	Check irrigation make minor repairs report major repair issues to landscape division
	Heads Nozzles lateral lines sprinklers adjusted
	Empty trash cans
	Empty dog waste station and refill bag containers
	Calsense alert reports and repairs made to fix alert
	Cleaning of all V-ditches in development fall and winter. inspect v ditches after rainstorms for blockages and clean as needed
	Clean entrance signs, remove weeds litter and debris.
	Keep sign lights clear of weeds, mulch and debris.
	EMAIL Maintenance Checklist to: **barnrockbiz@hotmail.com** **MSDLandscape@hayward-ca.gov**

Add quantities of all irrigation items repaired

BI-WEEKLY MAINTENANCE REPORT

CITY OF HAYWARD

PROMINENCE

TREE, SHRUB & LAWN

PLANT & TREE PRUNING

WEED & PEST CONTROL

1ST OR 3RD WEEK:

_ _ _ _ _ _ _ _ _ _ _ _ _ _

(510) 385-1068

MSDLandscape@hayward-ca.gov

barnrockbiz@hotmail.com

Attachment D

BI-WEEKLY CHECK LIST:	
Date	Inspection and testing of the Calsense: ○ Barnrock 40 station LR-RRe serial # 36673 ○ Bus Stop 16 station LR-G-RB-RRe serial #35179 ○ Canyon 8 station LR-RRe serial #37687 ○ Soto 8 station LR-RRe serial #38406 ○ Top of Fairview 12 station LR-RRe serial # 37924 ○ Woodstock 8 station LR-RRe serial # 38398
Date	Manually test Irrigation/sprinkler systems.
	Rain bucket cleaned and in use.
Fill %	ET Gauge installed or uninstalled. When in use add fill percentage on report.
	Weather sense or Historical ET when ET Gauge uninstalled.
	List small repairs made $500 or less.
	List repair recommended over $500 and quote number.
	EMAIL Maintenance Checklist to: **barnrockbiz@hotmail.com** **MSDLandscape@hayward-ca.gov**

Add quantities of all irrigation items repaired

Barnrock 40 station LR-RRe serial # 36673	
Date	Inspection and testing of the Calsense controller
Date	Manually test Irrigation/sprinkler system to assure proper performance and to correct any problems including clearance of vegetation from sprinkler heads and emitters.
#	Irrigation heads replaced or repaired
#	Irrigation nozzles replaced
#Ft	Feet of inline drip repaired or replaced
#Ft.	Lateral line replaced
#	Heads and nozzles adjusted
List	Modifications to irrigation controller program
List	Recommendation /Extra work needed

Attachment D

Bus Stop 16 station LR-G-RB-RRe serial #35179	
Date	Inspection and testing of the Calsense controller
Date	Manually test Irrigation/sprinkler system to assure proper performance and to correct any problems including clearance of vegetation from sprinkler heads and emitters.
#	Irrigation heads replaced or repaired
#	Irrigation nozzles replaced
#Ft	Feet of inline drip repaired or replaced
#Ft.	Lateral line replaced
#	Heads and nozzles adjusted
List	Modifications to irrigation controller program.
List	Recommendation /Extra work needed

Canyon 8 station LR-RRe serial #37687	
Date	Inspection and testing of the Calsense controller
Date	Manually test Irrigation/sprinkler system to assure proper performance and to correct any problems including clearance of vegetation from sprinkler heads and emitters.
#	Irrigation heads replaced or repaired
#	Irrigation nozzles replaced
#Ft	Feet of inline drip repaired or replaced
#Ft.	Lateral line replaced
#	Heads and nozzles adjusted
List	Modifications to irrigation controller program.
List	Recommendation /Extra work needed

Attachment D

Soto 8 station LR-RRe serial #38406	
Date	Inspection and testing of the Calsense controller
Date	Manually test Irrigation/sprinkler system to assure proper performance and to correct any problems including clearance of vegetation from sprinkler heads and emitters.
#	Irrigation heads replaced or repaired
#	Irrigation nozzles replaced
#Ft	Feet of inline drip repaired or replaced
#Ft.	Lateral line replaced
#	Heads and nozzles adjusted
List	Modifications to irrigation controller program.
List	Recommendation /Extra work needed

Top of Fairview 12 station LR-RRe serial # 37924	
Date	Inspection and testing of the Calsense controller
Date	Manually test Irrigation/sprinkler system to assure proper performance and to correct any problems including clearance of vegetation from sprinkler heads and emitters.
#	Irrigation heads replaced or repaired
#	Irrigation nozzles replaced
#Ft	Feet of inline drip repaired or replaced
#Ft.	Lateral line replaced
#	Heads and nozzles adjusted
List	Modifications to irrigation controller program
List	Recommendation /Extra work needed

Attachment D

Woodstock 8 station LR-RRe serial # 38398	
Date	Inspection and testing of the Calsense controller
Date	Manually test Irrigation/sprinkler system to assure proper performance and to correct any problems including clearance of vegetation from sprinkler heads and emitters.
#	Irrigation heads replaced or repaired
#	Irrigation nozzles replaced
#Ft	Feet of inline drip repaired or replaced
#Ft.	Lateral line replaced
#	Heads and nozzles adjusted
List	Modifications to irrigation controller program.
List	Recommendation /Extra work needed

MONTHLY MAINTENANCE REPORT

CITY OF HAYWARD

PROMINENCE

MONTH:

_ _ _ _ _ _ _ _ _ _ _ _ _ _

510) 385-1068

MSDLandscape@hayward-ca.gov

barnrockbiz@hotmail.com

Attachment E

MONTHLY CHECK LIST:	
	Inspection of development for dead or fallen trees or branches, shrubs and dead vegetation and removal of found items.
	Ivy trimming and control, to avoid invasion into bushes and trees.
	Report pesticide use to landscape division. Attachment A
	Cleaning of bus stop shelter
	Cleaning of all V ditches in development in spring and summer
	EMAIL Maintenance Checklist to: **barnrockbiz@hotmail.com** **MSDLandscape@hayward-ca.gov**

QUARTERLY MAINTENANCE REPORT

CITY OF HAYWARD

PROMINENCE

QUARTER:

_ _ _ _ _ _ _ _ _ _ _ _ _ _

510) 385-1068

MSDLandscape@hayward-ca.gov

barnrockbiz@hotmail.com

Attachment F

QUARTERLY CHECK LIST: (Circle One) MARCH JUNE SEPTEMBER DECEMBER	
	Trim shrubs (keep trimmed away from sidewalk, walkways, and curb for pedestrian traffic)
	Maintain visibility of all signs with clearance of trees and shrubs
	Check entire tract for missing cobblestones and replace missing stones.
	Above v ditch maintenance. Walk V ditch to assess work completed.
	Maintain tree clearance of pathways, walkways and sidewalks 6'6" and roadways 13' Annually
	Review controllers
	Assure proper programming for the season/ weather conditions (Calsense)
	ET. Gauge installed
	Spring / Fall plantings
	Rain bucket operational.
	Application of complete fertilizer March and September Biannually
	Canyon Area – Clear Cut All Vegetation and Remove All Clipping and Debris. Biannually
	Across From Bus Stop Open Area Down to V Ditch – Clear Cut All Vegetation and Remove All Clipping and Debris. Biannually
	Assess company's work in entire tract and area above V ditch
	List program modification's done to controllers
	List any irrigation modifications if needed.
	List work recommendations noticed during walk
	List landscape problems such as tree/plant disease, soil compaction, pest infestation and/or problematic water conditions.
	EMAIL Maintenance Checklist to: **barnrockbiz@hotmail.com** **MSDLandscape@hayward-ca.gov**

This form is to be completed by area supervisor or manager quarterly after V Ditch maintenance is completed. The manager /supervisor shall be present at following PLC meeting with the field staff representative to report on work completed and recommend work if any is needed.