



# AGENDA

**REGULAR MEETINGS OF THE  
HOUSING SUCCESSOR  
SUCCESSOR AGENCY  
AND CITY COUNCIL**

**April 9, 2020  
6:00 P.M.**

VIA TELECONFERENCE

**Annette Rodriguez, Councilmember  
Juanita Trujillo, Councilmember  
Joe Angel Zamora, Councilmember  
John M. Mora, Mayor Pro Tem  
William K. Rounds, Mayor**

**Americans with Disabilities Act:** *In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*

**\*\*\*\*GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
\*\*REGARDING CORONAVIRUS COVID-19\*\***

On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. The Governor has issued Executive Orders that temporarily suspend requirements of the Brown Act, including allowing the City Council to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Please be advised that, until further notice, City Council meetings will be held by teleconference. City Hall, including Council Chambers, is closed to the public.

You may attend the City Council meeting telephonically or electronically using the following means:

**Electronically using Zoom**

Go to Zoom.us and click on "Join A Meeting" or use the following link:

<https://zoom.us/j/521620472?pwd=U3cyK1RuKzY1ekVGZFdKQXNZVzh4Zz09>

Zoom Meeting ID: 521620472  
Password: 659847

**Telephonically**

Dial: 888-475-4499  
Meeting ID: 521620472

You may submit public comments in writing by sending them to the City Clerk at [cityclerk@santafesprings.org](mailto:cityclerk@santafesprings.org). If you attend the meeting by telephone, you must submit a public comment in writing to be heard. To ensure that they are received for the meeting, please submit your written comments prior to 4:00 p.m. on the day of the City Council meeting. You may also contact the City Clerk's Office at (562) 868-0511 ext. 7314.

1. **CALL TO ORDER**

2. **ROLL CALL**

Annette Rodriguez, Councilmember  
Juanita Trujillo, Councilmember  
Joe Angel Zamora, Councilmember  
John M. Mora, Mayor Pro Tem  
William K. Rounds, Mayor

3. **PUBLIC COMMENTS**

**HOUSING SUCCESSOR**

4. **CONSENT AGENDA**

*Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Housing Successor.*

Minutes of the March 12, 2020 Housing Successor Meeting (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

**SUCCESSOR AGENCY**

5. **CONSENT AGENDA**

*Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Successor Agency.*

Minutes of the March 12, 2020 Successor Agency Meeting (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

**CITY COUNCIL**

6. **CONSENT AGENDA**

*Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the City Council.*

- a. Minutes of the March 12, 2020 Regular City Council Meeting and March 18, 2020 Special City Council Meeting (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

- b. General Motion to Waive Full Reading and Read Ordinance by Title Only Pursuant to California Government Code Section 36934 (City Clerk)

**Recommendation:**

- Approve a general motion to waive full reading and read Ordinance titles only, pursuant to California Government Code Section 36934.

- c. Status Update for the Appeal of a Denial Involving an Application for a Conditional Use Permit (CUP Case No. 795), Five (5) Zone Variances (ZV Case Nos. 82 and 84-87) and a Development Agreement (DA 01-2020), filed by Becker Boards, on a Parcel Located at 13539 Freeway Drive (APN: 8069-016-006) (Planning)

**Recommendation:**

- Receive and file the report.

- d. A Resolution of the City Council Conferring Authority to and Ratifying the Actions of the City Manager in Response to the State of Emergency Due to COVID-19 (City Attorney)

**Recommendation:**

- Adopt Resolution No. 9669:  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, CONFERRING AUTHORITY TO AND RATIFYING THE ACTIONS OF THE CITY MANAGER IN RESPONSE TO THE NATIONAL, STATE, AND LOCAL EMERGENCY DUE TO THE THREAT OF COVID-19

**NEW BUSINESS**

7. Second reading of Ordinance No. 1107 Authorizing an Amendment to the City's Board of Administration California Public Employees' Retirement System (CalPERS) Contract (Finance)

**Recommendation:**

- Adopt Ordinance No. 1107, authorizing an amendment to the City's CalPERS contract.

8. Ratify the Purchase of Two (2) Vehicles from Norm Reeves Ford Superstore (Finance)

**Recommendation:**

- Ratify the purchase of two (2) Detective vehicles from Norm Reeves Ford Superstore of Cerritos (Cerritos Ford).

9. Authorize the Purchase of One (1) 2020 Chevrolet Traverse by Piggybacking off of Sourcewell Cooperative Contract No. 120716-NAF (Finance)

**Recommendation:**

- Authorize the purchase of (1) New 2020 Chevrolet Traverse from National Auto Fleet Group for \$36,098.41 per attached quote ID 23485.
- Authorize the Director of Purchasing Services to issue a purchase order to National Auto Fleet Group in the amount of \$36,098.41 for the purchase of this vehicle.

10. Landscape Maintenance Services: Authorization to Advertise Request for Proposals (Public Works)

**Recommendation:**

- Authorize staff to advertise a Request for Proposals for Landscape Maintenance Services.

11. Award of Contracts for the City's Firewall Appliances at City Hall

**Recommendation:**

- Authorize the Director of Purchasing Services to issue a purchase order in the amount of \$41,736.96 to GovConnection to purchase two Fortinet Firewall Appliances.
- Authorize the Director of Purchasing Services to issue a purchase order in the amount of \$8,740.97 to VectorOne for Firewall installation and migration services.

12. **CITY MANAGER'S AND EXECUTIVE TEAM REPORTS**

13. **COUNCIL COMMENTS**

**RECESS TO CLOSED SESSION** [will not take place on Zoom or over telephone]

**CLOSED SESSION**

14. THREAT TO PUBLIC SERVICES OR FACILITIES

(Pursuant to California Government Code Section 54957)

**Consultation with:** Fire Chief, Police Chief and Captain, Director of Police Services, City Attorney

**CLOSED SESSION**

15. CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, Director of Finance, Human Resources Manager, City Attorney, Labor Negotiator.

**Employee Organizations:** Santa Fe Springs City Employees' Association and Santa Fe Springs Firefighters' Association

**CLOSED SESSION**

16. CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, City Attorney, Labor Negotiator

**Employee Organization:** Santa Fe Springs Executive, Management and Confidential Employees' Association

**CLOSED SESSION**

17. PUBLIC EMPLOYMENT

(Pursuant to California Government Code Section 54957(b)(1))

TITLE: City Manager Evaluation

**RECONVENE MEETING** [on Zoom and over telephone]

18. **CLOSED SESSION REPORT**

**City of Santa Fe Springs**  
*Regular Meetings*

*April 9, 2020*

19. **ADJOURNMENT**

*I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; city's website at [www.santafesprings.org](http://www.santafesprings.org); and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 72 hours prior to the meeting.*



*for* Janet Martinez, CMC, City Clerk

April 2, 2020

Date

**FOR ITEM NO. 4  
PLEASE SEE ITEM NO. 6A**

**FOR ITEM NO. 5  
PLEASE SEE ITEM NO. 6A**



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 6A

April 9, 2020

## CONSENT AGENDA

Minutes of the March 12 and 18, 2020 Regular and Special City Council Meetings

### RECOMMENDATION(S)

- Approve the minutes as submitted.

### BACKGROUND

Staff has prepared minutes for the following meeting:

- March 12, 2020 Meeting Minutes
- March 18, 2020 Special Meeting Minutes

Staff hereby submits the minutes for Council's approval.



Raymond R. Cruz  
City Manager

### Attachments:

1. March 12, 2020 Meeting Minutes
2. March 18, 2020 Special Meeting Minutes



APPROVED:

## MINUTES OF THE MEETINGS OF THE CITY COUNCIL

March 12, 2020

1. **CALL TO ORDER**

Mayor Rounds called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

**Members present:** Councilmembers/Directors: Mora, Rodriguez, Zamora, Mayor Pro Tem/Vice Chair Mora, and Mayor/Chair Rounds.

**Members absent:** None

### HOUSING SUCCESSOR

3. **CONSENT AGENDA**

Minutes of the February 13, 2020 Housing Successor (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

It was moved by Councilmember Zamora, seconded by Councilmember Trujillo, to approve the minutes as submitted, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nays:** None

**Absent:** None

### SUCCESSOR AGENCY

4. **CONSENT AGENDA**

Minutes of the February 13, 2020 Successor Agency (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

It was moved by Councilmember Rodriguez, seconded by Councilmember Zamora, to approve the minutes as submitted, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nays:** None

**Absent:** None

**CITY COUNCIL**

**5. CONSENT AGENDA**

- a. Minutes of the February 13, 2020 Regular City Council Meeting (City Clerk)

**Recommendation:**

- Approve the minutes as submitted.

- b. General Motion to Waive Full Reading and Read Ordinance by Title Only Pursuant to California Government Code Section 36934 (City Clerk)

**Recommendation:**

- Approve a general motion to waive full reading and read Ordinance titles only, pursuant to California Government Code Section 36934.

It was moved by Councilmember Trujillo, seconded by Councilmember Rodriguez, to approve Items Nos. 5A and 5B, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nays:** None

**Absent:** None

**PUBLIC HEARING**

6. Adoption of Mitigated Negative Declaration, Tentative Parcel Map (TPM) No. 82709, Specific Plan Amendment (SPA) Case No. 1, Development Plan Approval (DPA) Case No. 964 (Planning)

**Recommendation:**

- Open the Public Hearing and receive any comments from the public regarding Tentative Parcel Map No. 82709, Specific Plan Amendment Case No. 1, Development Plan Approval Case No. 964 and related Environmental Document, and thereafter close the Public Hearing; and
- Find and determine that the proposed project will not be detrimental to persons or properties in the surrounding area or to the City in general, and will be in conformance with the overall purpose and objective of the Zoning Regulations and consistent with the goals, policies and programs of the City's General Plan; and
- Approve and adopt the proposed Mitigated Negative Declaration which, based on the findings of the initial study, indicates that although potential significant effects on the environment have been identified, revisions in the project plan or proposal made by, or agreed to by, the applicant, would avoid the effects or mitigate the effects to a point where clearly no significant effects on the environment would occur, and there is no substantial evidence in light of the whole record that the project, as revised, may have a significant effect on the environment; and
- Approve the proposed Mitigation Monitoring and Reporting Program (MMRP) for the proposed project; and
- Approve Tentative Parcel Map No. 82709; Development Plan Approval Case No. 964; and Specific Plan Amendment Case No. 1, subject to the conditions of approval as contained with Resolution No. 9666; and
- Adopt Resolution No. 9666, which incorporates the City Council's findings and actions regarding this matter.

Mayor Rounds opened the Public Hearing at 6:02 p.m.

There was no one wishing to speak during the Public Hearing.

Mayor Rounds closed the Public Hearing at 6:02 p.m.

It was moved by Councilmember Trujillo, seconded by Councilmember Zamora, to move this item to the March 26, 2020 City Council meeting, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

City Attorney announced that the applicant has met with the parent group.

Councilmember Trujillo requested to amend her prior motion and requested to reopen the vote for item No. 6.

It was moved by Councilmember Trujillo, seconded by Councilmember Zamora, to re-open the Public Hearing for Item No. 6, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

Santos Priman from the St. Paul High School Advisory Council spoke on Item No.6

It was moved by Councilmember Zamora, seconded by Councilmember Trujillo, to find and determine that the proposed project will not be detrimental to persons or properties in the surrounding area or to the City in general, and will be in conformance with the overall purpose and objective of the Zoning Regulations and consistent with the goals, policies and programs of the City's General Plan, approve and adopt the proposed Mitigated Negative Declaration which, based on the findings of the initial study, indicates that although potential significant effects on the environment have been identified, revisions in the project plan or proposal made by, or agreed to by, the applicant, would avoid the effects or mitigate the effects to a point where clearly no significant effects on the environment would occur, and there is no substantial evidence in light of the whole record that the project, as revised, may have a significant effect on the environment, approve the proposed Mitigation Monitoring and Reporting Program (MMRP) for the proposed Project, approve Tentative Parcel Map No. 82709; Development Plan Approval Case No. 964; and Specific Plan Amendment Case No. 1, subject to the conditions of approval as contained with Resolution No. 9666, adopt Resolution No. 9666, which incorporates the City Council's findings and actions regarding this matter, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

7. Resolution No. 9667 – Authorizing and Approving Projects and the Transfer of the City’s Community Development Block Grant (CDBG) Program Unallocated Funds for Fiscal Year 2020-2021 to the Community Block Grant Revolving Fund (City Manager)

**Recommendation:**

- Open the Public Hearing and hear from anyone wishing to speak on this matter and thereafter close the Public Hearing; and
- Approve the acceptance of CDBG funds as described in the body of this report; and
- Adopt Resolution No. 9667; and
- Authorize Staff to transmit the planning documents to the County of Los Angeles Community Development Commission.

Mayor Rounds opened the Public Hearing at 6:05 p.m.

There was no one wishing to speak during the Public Hearing.

Mayor Rounds closed the Public Hearing at 6:05 p.m.

It was moved by Councilmember Zamora, seconded by Mayor Pro Tem Mora, to approve the acceptance of CDBG funds as described in the body of this report, and adopt Resolution No 9667, and authorize Staff to transmit the planning documents to the County of Los Angeles Community Development Commission, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nays:** None  
**Absent:** None

**OLD BUSINESS**

8. Approval of Use Agreement for Athletic Fields and Facilities with Santa Fe Springs 49ers Youth Football & Cheer for the 2020 season (Community Services)

**Recommendation:**

- Approve the Use Agreement for Athletic Fields and Facilities with Santa Fe Springs 49ers Youth Football & Cheer for the 2020 season.
- Authorize the Mayor to execute and sign the Use Agreement for Athletic Fields and Facilities with Santa Fe Springs 49ers Youth Football & Cheer.

It was moved by Councilmember Zamora, seconded by Councilmember Trujillo, to approve the Use Agreement for Athletic Fields and Facilities with Santa Fe Springs 49ers Youth Football & Cheer for the 2020 season, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nays:** None  
**Absent:** None

**NEW BUSINESS**

9. Resolution No. 9650 Approving a contract amendment with the Board of Administration California Public Employees’ Retirement System (CalPERS) and Introduction of Ordinance No. 1107 authorizing an amendment to the City’s CalPERS contract (Finance)

**Recommendation:**

- Adopt Resolution No. 9650 that gives notice of intention to amend the CalPERS contract.
- Introduce by title and waive further reading of Ordinance No. 1107, authorizing an amendment to the City's CalPERS contract.

It was moved by Councilmember Rodriguez, seconded by Councilmember Zamora, to adopt Resolution No. 9650 that gives notice of intention to amend the CalPERS contract, and introduce by title and waive further reading of Ordinance No. 1107, authorizing an amendment to the City's CalPERS contract, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nayes:** None

**Absent:** None

10. FY 2019-20 Midyear Budget Review and Modifications (Finance)

**Recommendation:**

- Approve the proposed revenue and expenditure adjustments as detailed in Attachments A through C.

Director of Finance, Travis Hickey provided a presentation on Item No. 10 which covered financial projections.

It was moved by Councilmember Zamora, seconded by Councilmember Trujillo, to approve the proposed revenue and expenditure adjustments as detailed in Attachments A through C, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nayes:** None

**Absent:** None

11. Authorize the Purchase of One (1) Ford Police Interceptor Hybrid from Fairway Ford by Piggybacking off a Purchase by the City of Whittier (Finance)

**Recommendation:**

- Authorize the purchase of (1) New 2020 Ford Explorer Police Interceptor Hybrid by piggybacking off a purchase by the City of Whittier through Fairway Ford.
- Authorize the Director of Purchasing to issue a purchase order in the amount of \$43,649.62 to process this order.

It was moved by Councilmember Rodriguez, seconded by Mayor Pro Tem Mora, to authorize the purchase of (1) New 2020 Ford Explorer Police Interceptor Hybrid by piggybacking off a purchase by the City of Whittier through Fairway Ford, and authorize the Director of Purchasing to issue a purchase order in the amount of \$43,649.62 to process this order, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nayes:** None

**Absent:** None

12. Authorize the Purchase of One (1) Paratransit Bus by Piggybacking off the California Association for Coordinated Transportation Vehicle Purchasing Cooperative (CalAct) (Finance)

**Recommendation:**

- Authorize the purchase of (1) New Ford Starcraft Paratransit Bus from Creative Bus Sales by piggybacking off of CalAct/MBTA cooperative contract No. 15-3-CBS.
- Authorize the Director of Purchasing to issue a purchase order in the amount of \$93,178.67 to process this order.

It was moved by Councilmember Rodriguez, seconded by Mayor Pro Tem Mora, to authorize the purchase of (1) New 2020 Ford Starcraft Paratransit Bus from Creative Bus Sales by piggybacking off of CalAct/MBTA cooperative contract No. 15-3-CBS, and authorize the Director of Purchasing to issue a purchase order in the amount of \$93,178.67 to process this order, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nays:** None  
**Absent:** None

Councilmember Zamora inquired about donating the old paratransit bus to the sister City of Navajoa.

Director of Finance, Travis Hickey stated that consideration of donating items would return as a separate agenda item at a future council meeting.

13. Waste and Recycling Program Management Services – Authorization to Advertise Request for Proposals (City Manager)

**Recommendation:**

- Authorize the Senior Management Analyst to advertise a Request for Proposals for Waste and Recycling Program Management Services.

Councilmember Trujillo inquired why the City is going out to bid more than once for these services.

City Manager Ray Cruz stated that it is good practice to routinely go out to bid to compare prices with other competitors, and to provide transparency to the public.

Senior Management Analyst Maribel Garcia stated that the RFP, if approved, would also go out to the current contractor.

City Attorney Ivy Tsai and Director of Public Works Noe Negrete provided further clarifications about the RFP process.

It was moved by Councilmember Zamora, seconded by Councilmember Rodriguez, to authorize the Senior Management Analyst to advertise a Request for Proposals for Waste and Recycling Program Management Services, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nayes:** None  
**Absent:** None

14. Consideration of an appeal of a denial of an application for a Conditional Use Permit (CUP) Case No. 795, Zone Variance (ZV) Case No. 82, Zone Variance (ZV) Case No. 84-87 and Development Agreement (DA) 01-2020, filed by Becker Boards, on a parcel located at 13539 Freeway Drive (APN: 8069-016-006) (Planning)

**Recommendation:**

- Consider the information presented in this report, in combination with the January 13, 2020 and February 12, 2020 Planning Commission (PC) staff reports, approved minutes for the January 13, 2020 PC meeting, and the draft minutes for the February 12, 2020 PC meeting, which collectively provide necessary background and context; and
- Set a Public Hearing for the April 9, 2020 City Council meeting to hear and consider the subject appeal.

KC Heidler from Tom's Truck Center and George Saelzer from Electra-Vision Advertising Corporation spoke on Item No. 14.

It was moved by Councilmember Zamora, seconded by Mayor Pro Tem Mora, to consider the information presented in the report, in combination with the January 13, 2020 and February 12, 2020 Planning Commission (PC) staff reports, approved minutes for the January 13, 2020 PC meeting, and the draft minutes for the February 12, 2020 PC meeting, which will collectively provide necessary background and context, and set a Public hearing for the April 9, 2020 City Council meeting to hear and consider the subject appeal, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

15. Resolution No. 9665 – Request for Parking Restrictions during Certain Hours on Smith Avenue west of Norwalk Boulevard (Public Works)

**Recommendation:**

- Adopt Resolution No. 9665 to implement a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the north side of Smith Avenue from a point 645 feet west of Norwalk Boulevard to a point 1,070 feet west of Norwalk Boulevard and implement a tow-away zone within the same limits for vehicles that violate the restriction.

It was moved by Councilmember Zamora, seconded by Councilmember Trujillo, adopt Resolution No. 9665 to implement a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the north side of Smith Avenue from a point 645 feet west of Norwalk Boulevard to a point 1,070 feet west of Norwalk Boulevard and implement a tow-away zone within the same limits for vehicles that violate the restriction, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

16. Custodial Services – Request for Contract Increase (Public Works)

**Recommendation:**

- Approve a 5% increase to contract with EE Building Maintenance for performing city-wide Custodial Services retroactive to March 1, 2020.

Director of Public Works, Noe Negrete provided a brief presentation for Item No. 16.

Councilmember Zamora asked how long the current contractor has been in service with the City.

Noe Negrete stated they began work on July 1<sup>st</sup>, 2018. They are currently on a three-year contract.

Mayor Rounds stated that they have been doing excellent work.

It was moved by Mayor Pro Tem Mora, seconded by Councilmember Trujillo, to approve a 5% increase to contract with EE Building Maintenance for performing city-wide Custodial Services retroactive to March 1, 2020, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds

**Nays:** None

**Absent:** None

**CLOSED SESSION**

17. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Consideration of initiation of litigation pursuant to Government Code section 54956.9(d)(4): Four cases

**CLOSED SESSION**

18. PUBLIC EMPLOYMENT

(Pursuant to California Government Code Section 54957(b)(1))

TITLE: City Manager Evaluation

**CLOSED SESSION**

19. CONFERENCES WITH LABOR NEGOTIATORS

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, Director of Finance, Human Resources Manager, City Attorney

**Employee Organizations:** Santa Fe Springs City Employees' Association and Santa Fe Springs Firefighters' Association

**CLOSED SESSION**

20. CONFERENCES WITH LABOR NEGOTIATORS

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, City Attorney, Labor Negotiator

**Employee Organization:** Santa Fe Springs Executive, Management and Confidential Employees' Association

Mayor Rounds stated that Item Nos. 17 – 20 would be considered after Item No. 29 on the agenda.

**21. INVOCATION**

Invocation was led by Mayor Pro Tem Mora.

**22. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Pro Tem Mora.

**23. INTRODUCTIONS**

- Representatives from the Chamber of Commerce: Debbie Baker from Simpson Advertising, and Wendy Meador Kunert from Tangram Interiors

**24. ANNOUNCEMENTS**

- There were no announcements

**25. CITY MANAGER AND EXECUTIVE TEAM REPORTS**

- City Manager, Ray Cruz spoke about the measures being taken by other cities and city department heads in response to COVID-19. He directed staff to keep the community informed on the city's website in English and Spanish; closing the Gus Velasco Neighborhood Center except the pantry and Case Management office; the Library will be closed along with the Teen Center; all community centers, events, sports leagues, recreation permits, and community excursions to be canceled until April 19<sup>th</sup>. All employee training and travel will be suspended. Public presentations and council advisory committees are also suspended until April 19<sup>th</sup>. Lastly, the custodial crew will be tasked with cleaning and disinfecting all public facilities with more frequency.
- Director of Public Works, Noe Negrete spoke about the completion of certain street improvement projects, specifically Ann St. and Rivera Rd. Lastly, he spoke about being on an interview panel for the Rosecrans/Marquardt project.
- Director of Planning, Wayne Morrell called on Senior Planner, Cuong Nguyen to provide a presentation on the City's outreach efforts for the 2020 Census.
- Director of Police Services, Dino Torres provided a report on the notice of opposition sent to State Senator Bob Archuleta regarding the pretrial risk evaluation program. Lastly, he spoke about the Cesar Chavez day of service that was scheduled for March 11 was canceled due to inclement weather.
- Fire Chief, Brent Hayward spoke about the light and air unit which was debuted last year. Lastly, he spoke about the Career Day at Santa Fe High School.
- Director of Finance, Travis Hickey spoke about the City's treasury invested in fixed income security.
- Director of Community Services, Maricela Balderas, spoke about Community Services staff attending the Parks and Recreation Conference in Long Beach. She also spoke about SASSFA expanding the frozen meals program. The meals will be delivered to the

Gus Velasco Neighborhood Center on Mondays and Wednesdays and seniors may pick up food on Tuesdays and Thursdays.

**26. PRESENTATIONS**

- a. Recognition of Chase Bradshaw for Eagle Scout Project for renovation of pumper rail utility cart at Heritage Park

Mayor Rounds announced that Item Nos. 26B and 26C would not be presented tonight.

- b. Recognition of Santa Fe High School Junior Varsity and Varsity Pepsters
- c. Recognition of Santa Fe High School Junior Varsity Girls Cross Country Team

**27. APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

- a. Advisory Committee Appointments

There were no appointments made.

**28. ORAL COMMUNICATIONS**

Whittier resident Tim Nally, and Santa Fe Springs residents Gilbert Aguirre, Janie Aguirre, and Dolores Duran spoke during oral communications.

**29. COUNCIL COMMENTS**

Councilmember Rodriguez thanked the seniors for their concerns. She also thanked the Safe Neighborhood Team for their efforts and acknowledged the postponement of certain programs. She urged everyone to keep informed on the city's website regarding the changing information regarding COVID-19.

Councilmember Trujillo urged everyone to wash their hands and to avoid large public gatherings.

Councilmember Zamora also stressed the importance of keeping a distance from one another and to ensure that everyone gets their information from reliable news sources. He also urged everyone to wash their hands and take care.

Mayor Pro Tem Mora thanked those in attendance and urged everyone to keep their eyes and ears open. He lamented the absence of the high school presentations but encouraged everyone to stay positive.

Mayor Rounds urged everyone to take precautions and hopes that this will end soon. He also encouraged everyone to wash their hands thoroughly and to stay safe.

**CLOSED SESSION**

17. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Consideration of initiation of litigation pursuant to Government Code section 54956.9(d)(4): Four cases

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***Mayor Rounds recessed the meetings at 7:39 p.m.***

***Mayor Rounds convened the meeting at 9:07 p.m.***

City Attorney, Ivy M. Tsai, provided a report on the closed session items: Direction was given to staff and no reportable action was taken.

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21. **ADJOURNMENT**

Mayor Rounds adjourned the meeting at 9:07 p.m.

\_\_\_\_\_  
William K. Rounds  
Mayor

**ATTEST:**

\_\_\_\_\_  
Janet Martinez  
City Clerk

\_\_\_\_\_  
Date



APPROVED:

## MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL

March 18, 2020

1. **CALL TO ORDER**

Mayor Rounds called the meeting to order via teleconference at 6:20 p.m.

2. **ROLL CALL**

**Members present:** Councilmembers/Directors Rodriguez, Trujillo, Zamora, Mayor Pro Tem/Vice Chair Mora, and Mayor/Chair Rounds.

**Members absent:** None

### CITY COUNCIL

3. **ORAL COMMUNICATIONS**

There was no one present to speak during oral communications.

**CLOSED SESSION**

4. **THREAT TO PUBLIC SERVICES OR FACILITIES**

(Pursuant to California Government Code Section 54957)

**Consultation with:** Fire Chief, Police Chief and Captain, Director of Police Services, City Attorney

**CLOSED SESSION**

5. **CONFERENCES WITH LABOR NEGOTIATORS**

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, Director of Finance, Human Resources Manager, City Attorney

**Employee Organizations:** Santa Fe Springs City Employees' Association and Santa Fe Springs Firefighters' Association

**CLOSED SESSION**

6. **CONFERENCES WITH LABOR NEGOTIATORS**

(Pursuant to California Government Code Section 54957.6)

**Agency Designated Representatives:** City Manager, City Attorney, Labor Negotiator

**Employee Organization:** Santa Fe Springs Executive, Management and Confidential Employees' Association

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***Mayor Rounds recessed the meetings at 6:25 p.m.***

***Mayor Rounds convened the meeting at 8:06 p.m.***

City Attorney, Ivy M. Tsai, provided a report on the closed session items: Direction was given to staff and no reportable action was taken.

**NEW BUSINEES**

7. Adoption of Resolution No. 9668 Ratifying Proclamation No. 2020-01 Declaring the Existence of a Local Emergency (City Attorney)

**Recommendation:**

- Adopt Resolution No. 9668 ratifying proclamation by the Director of Emergency Services declaring the existence of a local emergency.

It was moved by Councilmember Zamora, seconded by Councilmember Rodriguez, to adopt Resolution No. 9668 ratifying proclamation by the Director of Emergency Services declaring the existence of a local emergency, by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

8. Approval of Governor's Office of Emergency Services Designation of Applicant's Agent Resolution for Non-State Agencies (Fire)

**Recommendation:**

- Approve Designation of Applicant's Agent Resolution for Non-State Agencies (Governor's Office of Emergency Services Form 130).

It was moved by Councilmember Trujillo, seconded by Mayor Pro Mora, to approve Designation of Applicant's Agent Resolution for Non-State Agencies (Governor's Office of Emergency Services Form 130), by the following vote:

**Ayes:** Rodriguez, Trujillo, Zamora, Mora, Rounds  
**Nayes:** None  
**Absent:** None

9. **CITY MANAGER'S AND EXECUTIVE TEAM REPORTS**

City Manager Ray Cruz spoke about practicing social distancing and thanked council for conducting the meeting via teleconferencing.

City Attorney Ivy Tsai talked about the Governor's Orders in regards to relaxing the Brown Act requirements due to COVID-19.

Director of Planning, Wayne Morrell reported that any of his staff that is over 65 years old was directed to stay at home. He also reported that plan checks could be submitted electronically. Due to it being the first day, he commented that current procedures would continue to be evaluated.

Director of Public Works, Noe Negrete reported that his department is continuing to evaluate procedures on a daily basis. His staff is making efforts to practice social distancing. He stated that all the consultants are still working whether in-office or remotely.

Director of Finance, Travis Hickey reported that demand for Access Transportation coupons and water billing is still currently ongoing. He clarified that Access Coupons are sold by the city on behalf of Metro as a taxi vouchers.

Director of Community Services, Maricela Balderas spoke in regards to Options for Learning updates. They have closed the Lakeview and Los Nietos sites due to school closures. She added that the preschool program that operates out of the Gus Velasco Neighborhood Center remains open.

**10. ADJOURNMENT**

Mayor Rounds adjourned the meeting at 8:22 p.m.

ATTEST:

\_\_\_\_\_  
Janet Martinez  
City Clerk

\_\_\_\_\_  
William K. Rounds  
Mayor

\_\_\_\_\_  
Date



# City of Santa Fe Springs

City Council Meeting

April 9, 2020

## **CONSENT AGENDA**

General Motion to Waive Full Reading and Read Ordinance by Title Only Pursuant to California Government Code Section 36934

### **RECOMMENDATION(S)**

- Approve a general motion to waive full reading and read Ordinance titles only, pursuant to California Government Code Section 36934.

### **BACKGROUND**

In order to expedite the conduct of business at City Council meetings, California State Law (California Government Code Section 36934) allows Ordinances to be read by title if a majority of the legislative body supports the motion to waive the full reading.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

Attachment(s):

None



**CONSENT AGENDA**

Status update for the appeal of a denial involving an application for a Conditional Use Permit (CUP Case No. 795), five (5) Zone Variances (ZV Case Nos. 82 and 84-87) and a Development Agreement (DA 01-2020), filed by Becker Boards, on a parcel located at 13539 Freeway Drive (APN: 8069-016-006)

**RECOMMENDATION**

- Receive and file the report.

**BACKGROUND**

This report is for informational purposes only.

On February 13, 2020, the City Clerk's office received a formal appeal of the Planning Commission's actions relating to the subject applications on property located 13539 Freeway Drive. The appeal, submitted by Becker Boards, was received within the 14-day appeal period, as specified in Section 155.865 of the City's Zoning Regulations.

On March 12, 2020, in accordance with Section 155.866 of the City's Zoning Ordinance, the City Council unanimously voted in favor of setting the appeal matter as a public hearing before itself. The public hearing was set for the April 9th City Council Meeting to allow the City Council to consider the subject appeal. However, due to health concerns and travel limitations surrounding the Covid-19 (coronavirus) outbreak, the applicant has requested that the matter be postponed until the May 28<sup>th</sup> City Council Meeting.

Unless, the current health crisis dictates a further postponement, staff is moving forward with the goal of presenting the appeal matter to the City Council on Thursday, May 28<sup>th</sup>. Nevertheless, staff will continue to monitor the health crisis, and will also reach out to the applicant, prior to sending out the Public Hearing notice for the May 28<sup>th</sup> meeting. If further postponement is necessary, staff will provide the City Council with a subsequent update.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

**Attachments:**

1. March 24, 2020 e-mail from applicant's representative, Danielle Hayman.

## Teresa Cavallo

---

**From:** Danielle Hayman <dhayman@beckerboards.com>  
**Sent:** Tuesday, March 24, 2020 4:22 PM  
**To:** Teresa Cavallo  
**Cc:** Cuong H. Nguyen  
**Subject:** Re: Appeal Submittal Request for 13539 Freeway Dr. Santa Fe Springs, CA 90670

Teresa,

Good afternoon. Hope you are staying well and safe! I think its best to push this to when hopefully this pandemic slows down/ ends. We would like to continue our hearing **Thursday, May 28th** until further notice. Please ensure you have received this request. Additionally, please send a notification and Agenda or link when this is published.

I appreciate your time and wish for you family and friends to stay healthy during this time.

Best,

Danielle Hayman  
818-943-0080

---

**From:** Teresa Cavallo <TeresaCavallo@santafesprings.org>  
**Sent:** Monday, March 23, 2020 12:23 PM  
**To:** Danielle Hayman <dhayman@beckerboards.com>  
**Cc:** Cuong H. Nguyen <CuongNguyen@santafesprings.org>  
**Subject:** FW: Appeal Submittal Request for 13539 Freeway Dr. Santa Fe Springs, CA 90670

Danielle,

Please let us know when you would like to have City Council hear your appeal. We need enough time to notice the hearing prior to the actually City Council date. We need thirteen (13) days prior to the City Council meeting. The following next three Council Meetings are as follows:

Thursday, April 23<sup>rd</sup>

Thursday, May 14<sup>th</sup>

Thursday, May 28<sup>th</sup>.

If either of these dates work for you and your company, please let me know.

Thank you,

**Teresa Cavallo** | Planning Program Assistant  
City of Santa Fe Springs | Planning Department  
11710 Telegraph Road | Santa Fe Springs, CA 90670  
(562) 868-0511, Ext 7309 | (562) 868-7112 Fax  
[teresacavallo@santafesprings.org](mailto:teresacavallo@santafesprings.org) | [www.santafesprings.org](http://www.santafesprings.org)

Danielle,

It is honestly up to you and Mr. White when we place your item on the City Council Agenda. Please note that we are not holding any meetings open to the public at this time, but Council Meetings are moving forward via teleconferencing via zoom. Depending on how this Thursday's City Council meeting goes, the City will proceed to hold meetings in this manner during the Covid-19 stay at home orders.

If you would like us to continue your item until you feel comfortable, please let us know.

Thank you,

**Teresa Cavallo | Planning Program Assistant**  
City of Santa Fe Springs | Planning Department  
11710 Telegraph Road | Santa Fe Springs, CA 90670  
(562) 868-0511, Ext 7309 | (562) 868-7112 Fax  
[teresacavallo@santafesprings.org](mailto:teresacavallo@santafesprings.org) | [www.santafesprings.org](http://www.santafesprings.org)

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**From:** Danielle Hayman [<mailto:dhayman@beckerboards.com>]  
**Sent:** Friday, March 20, 2020 2:15 PM  
**To:** Fernando N. Munoz <[FernandoMunoz@santafesprings.org](mailto:FernandoMunoz@santafesprings.org)>  
**Cc:** Teresa Cavallo <[TeresaCavallo@santafesprings.org](mailto:TeresaCavallo@santafesprings.org)>; Joseph White <[jwhite@beckerboards.com](mailto:jwhite@beckerboards.com)>; Tracy Zinn <[tzinn@tbplanning.com](mailto:tzinn@tbplanning.com)>; Mark Becker <[mbecker@beckerboards.com](mailto:mbecker@beckerboards.com)>  
**Subject:** Re: Appeal Submittal Request for 13539 Freeway Dr. Santa Fe Springs, CA 90670

Good afternoon Fernando,

Given the current conditions with COVID - 19, my team and I think it's best to set or formally request for our agenda item **13539 Freeway Drive on April 9th** to be continued to a further / following council hearing date. We are unable to fly at this time and we need to keep our staff as safe as we can. Wishing you, your family and friends stay healthy and safe during this difficult time.

Please confirm receipt of this email and let me know what date we can expect or any other news regarding city council meetings during this time.

I appreciate your time and help with this.

Best,

Danielle Hayman

On Feb 14, 2020, at 4:34 PM, Fernando N. Munoz  
<[FernandoMunoz@santafesprings.org](mailto:FernandoMunoz@santafesprings.org)> wrote:

Good afternoon Ms. Hayman,

We are in receipt of your formal appeal letter. It will be forwarded to the Planning Department today.

Please contact me if you have any questions.

**Fernando N. Muñoz | City Clerk Technician**  
**City of Santa Fe Springs | City Manager's Office**  
11710 Telegraph Road | Santa Fe Springs, CA 90670  
(562) 868-0511, Ext 7308 | (562) 868-7112 Fax  
[fernandomunoz@santafesprings.org](mailto:fernandomunoz@santafesprings.org) | [www.santafesprings.org](http://www.santafesprings.org)

Follow us... [Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#)

**From:** Danielle Hayman [<mailto:dhayman@beckerboards.com>]  
**Sent:** Thursday, February 13, 2020 7:34 PM  
**To:** Janet Martinez <[JanetMartinez@santafesprings.org](mailto:JanetMartinez@santafesprings.org)>; Fernando N. Munoz  
<[FernandoMunoz@santafesprings.org](mailto:FernandoMunoz@santafesprings.org)>  
**Cc:** Teresa Cavallo <[TeresaCavallo@santafesprings.org](mailto:TeresaCavallo@santafesprings.org)>; Joseph White  
<[jwhite@beckerboards.com](mailto:jwhite@beckerboards.com)>  
**Subject:** Appeal Submittal Request for 13539 Freeway Dr. Santa Fe Springs, CA 90670

Dear Janet and Fernando,

Please find attached a formal letter to appeal the commissions action on 2/13/2020 to deny the request of entitlements for the proposed billboard located at *13539 Freeway Dr. Santa Fe Springs, CA 90670*.

Please submit this appeal at your earliest convenience. Additionally, please respond to this email ensuring you have received and processed this appeal within the 14 day period. If you have questions please feel free to call me.

Thank you,

Danielle Hayman  
818-943-0080  
Becker Boards, LLC



## CONSENT AGENDA

A Resolution of the City Council Conferring Authority to and Ratifying the Actions of the City Manager in Response to the State of Emergency Due to COVID-19

### RECOMMENDATION

- Adopt Resolution No. 9669:  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, CONFERRING AUTHORITY TO AND RATIFYING THE ACTIONS OF THE CITY MANAGER IN RESPONSE TO THE NATIONAL, STATE, AND LOCAL EMERGENCY DUE TO THE THREAT OF COVID-19

### BACKGROUND

On March 4, 2020, the Governor of California issued a proclamation declaring a state of emergency due to the threat of COVID-19. On March 13, 2020, the President of the United States issued a proclamation of national emergency, beginning March 1, 2020, due to the COVID-19 outbreak. On March 17, 2020, the City Manager, acting as the Director of Emergency Services, issued a proclamation declaring the existence of a local emergency beginning March 12, 2020, due to the threat of COVID-19, and on March 18, 2020, the City Council adopted Resolution No. 9668 ratifying the proclamation.

Section 36.05 of Chapter 36 of Title III of the Code of Santa Fe Springs provides certain powers and duties to the City Manager, acting as the Director of Emergency Services, including those conferred upon him by resolution of the City Council. Staff recommends that the City Council adopt the attached draft resolution conferring authority to the City Manager to respond to the state of emergency and ratifying prior actions taken by the City Manager in response to the state of emergency. This provides the City Manager clear authority to respond to the constantly evolving situation and new orders and directives issued by federal, state, and county authorities. It also creates a clear record of authority for cost reimbursement purposes. The draft resolution sets forth the following:

1. For the duration of the state of emergency, the City shall follow and impose all applicable laws, regulations, orders, and mandates, enacted or issued by Federal, State, or County authorities.
2. The City Manager is directed and empowered to take all actions he deems necessary to implement such directive, including establishing rules and regulations, and to respond to the state of emergency and effectively serve the interests and needs of the community of Santa Fe Springs, consistent with applicable laws, regulations, and policies.

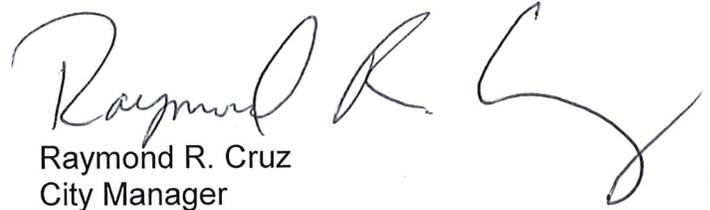


# City of Santa Fe Springs

City Council Meeting

April 9, 2020

3. The City Council ratifies all prior actions taken by the City Manager in response to the state of emergency.
4. The City Manager shall notify the City Council of all actions taken in response to the state of emergency as soon as is practicable.

  
Raymond R. Cruz  
City Manager

Attachment:

1. Resolution No. 9669

**RESOLUTION NO. 9669**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, CONFERRING AUTHORITY TO AND RATIFYING THE ACTIONS OF THE CITY MANAGER IN RESPONSE TO THE NATIONAL, STATE, AND LOCAL EMERGENCY DUE TO THE THREAT OF COVID-19**

WHEREAS, on March 4, 2020, the Governor of California issued a proclamation declaring a state of emergency due to the threat of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States issued a proclamation of national emergency, beginning March 1, 2020, due to the COVID-19 outbreak; and

WHEREAS, on March 17, 2020, the City Manager, acting as the Director of Emergency Services, issued a proclamation declaring the existence of a local emergency beginning March 12, 2020, due to the threat of COVID-19; and

WHEREAS, on March 18, 2020, the City Council adopted Resolution No. 9668 ratifying the proclamation declaring the existence of a local emergency; and

WHEREAS, Section 36.05 of Chapter 36 of Title III of the Code of Santa Fe Springs provides certain powers and duties to the City Manager, acting as the Director of Emergency Services, including those conferred upon him by resolution of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

1. For the duration of such Local Emergency, the City shall follow and impose all applicable laws, regulations, orders, and mandates, enacted or issued by Federal, State, or County authorities.
2. The City Manager is directed and empowered to take all actions he deems necessary to implement such directive, including establishing rules and regulations, and to respond to the state of emergency and effectively serve the interests and needs of the community of Santa Fe Springs, consistent with applicable laws, regulations, and policies.
3. The City Council ratifies all prior actions taken by the City Manager in response to the state of emergency.

4. The City Manager shall notify the City Council of all actions taken in response to the state of emergency as soon as is practicable.

APPROVED and ADOPTED this 9<sup>th</sup> day of April, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
William K. Rounds, Mayor

ATTEST:

\_\_\_\_\_  
Janet Martinez, CMC, City Clerk



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 7

April 9, 2020

## **NEW BUSINESS**

Second reading of Ordinance No. 1107 Authorizing an Amendment to the City's Board of Administration California Public Employees' Retirement System (CalPERS) Contract (Finance)

### **RECOMMENDATION:**

- Adopt Ordinance No. 1107, authorizing an amendment to the City's CalPERS contract.

### **BACKGROUND**

At its March 11, 2020 meeting, the City Council adopted Resolution No 9650, declaring its intention to amend the CalPERS contract and introduced Ordinance No. 1107, authorizing an amendment to the City's CalPERS contract.

Over the past several years, staff has been engaged with CalPERS with regards to the hourly exclusion contained in the City's contract with CalPERS and the differences in interpretation/application of the term "hourly" by the City and some CalPERS staff members. In discussions with CalPERS, it was agreed that in order to eliminate any misapplication of the exclusion, through a contract amendment, all hourly compensated positions listed on the current salary table would be excluded from CalPERS membership by title. Any new hourly position(s) created after the effective date of the contract amendment would be eligible for CalPERS membership based on CalPERS guidelines (i.e. if more than 1,000 hours per year are worked).

In addition, at the July 9, 2019 Council Meeting, a labor agreement was signed between the City Council and the Santa Fe Springs Firefighters Association. One of the items agreed upon, was a contract amendment with CalPERS removing Section 20434, "local firefighter" from members of the Environmental Protection and Fire Prevention Division. In so doing, any future member(s) hired on or after the effective date of the contract amendment would be placed in the miscellaneous benefit structure with CalPERS.

The City Council took the first of two steps required in this process at its March 11, 2020 meeting in adopting Resolution No. 9650, providing notice of intention to approve the contract amendment, and introducing Ordinance No. 1107, authoring the amendment to the CalPERS contract. The final step is to adopt the Ordinance.

The proposed amendment to the CalPERS contract is also attached as an exhibit to Ordinance No. 1107.

### **FISCAL IMPACT**

There is no fiscal impact with respect to the contract amendment affecting the hourly exclusion. The contract amendment affecting new employees to the Environmental



# City of Santa Fe Springs

City Council Meeting

April 9, 2020

Protection and Fire Prevention Division will result in fiscal year 2019-20 employer contribution rates going to 10.781% from 20.603% for Classic Members or 13.786% for PEPRA Members. In addition, a long-term savings will result from a lower liability accruing for each year of service, lessening the impact on the City's unfunded liability obligation when CalPERS' investments do not meet target returns. As noted above, the change will not affect current employees and will only apply to new hires after the effective date of the amendment.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz  
City Manager

Attachment(s):

1. Ordinance No. 1107
2. Exhibit A

**ORDINANCE NO. 1107**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS  
AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH THE BOARD OF  
ADMINISTRATION, CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES  
HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** That an amendment to the contract between the City Council of the City of Santa Fe Springs and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit, and by such reference made a part hereof as though herein set out in full.

**SECTION 2.** The Mayor of the City Council is hereby authorized, empowered, and directed to execute said amendment for and on behalf of said Agency.

**SECTION 3.** The ordinance shall take effect 30 days after the date of its adoption and the amendment to the contract shall be effective on May 10, 2020. The City Clerk shall certify to the adoption of this Ordinance, including the vote for and against and shall post a certified copy of this ordinance, within 15 days after its passage to be posted in at least three (3) public places within the City as established by ordinance, and, in compliance with Section 36933 of the Government Code.

PASSED and ADOPTED this 9<sup>th</sup> day of April, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
William K. Rounds, Mayor

\_\_\_\_\_  
Janet Martinez, CMC, City Clerk

1<sup>ST</sup> READING:  
2<sup>ND</sup> READING:



**Exhibit**

California  
Public Employees' Retirement System

---

**AMENDMENT TO CONTRACT**

**Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
City Council  
City of Santa Fe Springs**

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The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective December 1, 1958, and witnessed November 25, 1958, and as amended effective May 1, 1965, July 5, 1965, November 21, 1966, September 11, 1967, March 11, 1968, October 1, 1969, October 1, 1974, August 2, 1976, December 5, 1976, December 5, 1977, December 21, 1978, November 5, 1979, June 29, 1992, September 10, 1992, January 10, 1993, April 9, 1995, September 25, 1995, November 12, 2001, July 1, 2002, January 2, 2012 and November 19, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 16 are hereby stricken from said contract as executed effective November 19, 2012, and hereby replaced by the following paragraphs numbered 1 through 19 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new local miscellaneous members, age 50 for classic local safety members entering membership in the safety classification on or prior to November 19, 2012, age 55 for classic local safety members entering membership for the first time in the safety classification after November 19, 2012 and age 57 for new local safety members.

## PLEASE DO NOT SIGN "EXHIBIT ONLY"

2. Public Agency shall participate in the Public Employees' Retirement System from and after December 1, 1958 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Local Fire Fighters (herein referred to as local safety members);
  - b. Employees other than local safety members (herein referred to as local miscellaneous members);
  - c. The class of police shall be deleted from the police category, as Public Agency has never employed any police members.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **ADMINISTRATIVE CLERK I; AQUATICS AIDE; APPRENTICE – ALL TYPES; BUS DRIVER I AND II; CODE ENFORCEMENT INSPECTOR I; COMMUNITY SERVICE LEADER I, II, AND III; COMPUTER TECHNICIAN; FINANCE OFFICE AIDE; PARK RANGER; INSTRUCTOR LIFEGUARD I, II AND III; INTERN – ALL TYPES; LIBRARY INFORMATION DESK ASSISTANT; LIBRARY SERVICES AIDE; LITERACY ASSISTANT; OFFICE AIDE; PUBLIC SAFETY OFFICER; PUBLIC WORKS AIDE; PUBLIC WORKS AIDE II; RECREATION INSTRUCTOR; SYSTEMS ANALYST; AND WAREHOUSE ASSISTANT, HIRED OCTOBER 1, 1969 OR THEREAFTER; AND**
  - b. **POLICE OFFICERS.**
6. Removal of the exclusion of "PERSONS COMPENSATED ON AN HOURLY BASIS HIRED OCTOBER 1, 1969 OR THEREAFTER" pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after July 1, 2002 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after July 1, 2002 and not entering membership for the first time in the miscellaneous classification after November 19, 2012 shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
9. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time in the miscellaneous classification after November 19, 2012 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).

PLEASE DO NOT SIGN "EXHIBIT ONLY"

11. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member entering membership in the safety classification on or prior to November 19, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
12. The percentage of final compensation to be provided for each year of credited current service as a classic local safety member entering membership for the first time in the safety classification after November 19, 2012 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
13. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
14. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Sections 21624 and 21626 (Post-Retirement Survivor Allowance) for local safety members only.
  - b. Section 21222.1 (One-Time 5% Increase - 1970). Legislation repealed said Section effective January 1, 1980.
  - c. Section 20042 (One-Year Final Compensation) for classic local miscellaneous members and classic local safety members entering membership on or prior to November 19, 2012.
  - d. Section 20965 (Credit for Unused Sick Leave).
  - e. Section 21024 (Military Service Credit as Public Service).
  - f. From and after June 29, 1982 and until the effective date of this amendment to contract, Section 20434 ("Local Fire Fighter" shall include any officer or employee of a fire department employed to perform firefighting, fire prevention, fire training, hazardous materials, emergency medical services, or fire or arson investigation services as described in Government Code Section 20434).
  - g. Section 20903 (Two Years Additional Service Credit).
  - h. Section 21574 (Fourth Level of 1959 Survivor Benefits).

PLEASE DO NOT SIGN "EXHIBIT ONLY"

i. Section 20516 (Employees Sharing Cost of Additional Benefits):

Section 21354.5 (2.7% @ 55 Full formula) for classic local miscellaneous members. From and after January 2, 2012 the miscellaneous employees of Public Agency hired on or prior to November 19, 2012 shall be assessed an additional 2.5% of their compensation for a total contribution rate of 10.5% pursuant to Government Code Section 20516.

Section 21362.2 (3% @ 50 Full formula) for classic local safety members. From and after January 2, 2012 the safety employees of Public Agency hired on or prior to November 19, 2012 shall be assessed an additional 3% of their compensation for a total contribution rate of 12% pursuant to Government Code Section 20516.

j. Section 20475 (Different Level of Benefits). Section 21354 (2% @ 55 Full formula) and Section 20037 (Three-Year Final Compensation) without Section 20516 (Employees Sharing the Cost of Additional Benefits) applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after November 19, 2012.

Section 21363.1 (3% @ 55 Full formula) and Section 20037 (Three-Year Final Compensation) without Section 20516 (Employees Sharing the Cost of Additional Benefits) applicable to classic local safety members entering membership for the first time with this agency in the safety classification after November 19, 2012.

15. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on December 5, 1976. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.

16. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.

17. Public Agency shall also contribute to said Retirement System as follows:

a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.

- b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
- c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

18. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

19. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL  
CITY OF SANTA FE SPRINGS

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 8

April 9, 2020

## NEW BUSINESS

Ratify the Purchase of Two (2) Vehicles from Norm Reeves Ford Superstore

### RECOMMENDATION

- Ratify the purchase of two (2) Detective vehicles from Norm Reeves Ford Superstore of Cerritos (Cerritos Ford)

### BACKGROUND

Replacement vehicles are budgeted annually to take the place of those that have reached the end of their service-use life cycle. In the Fiscal Year 2019/20 Budget the City Council approved \$50,000 for the replacement of the below vehicles. The table below matches the new vehicles with those being replaced.

<u>Unit</u>	<u>Year</u>	<u>Dept.</u>	<u>Make/Model</u>	<u>Mileage</u>	<u>Replaced With</u>
544	2007	Police	Chevy/Malibu	88,500	2017 Honda/Accord
545	2007	Police	Nissan/Altima	88,000	2017 Hundai/Sonata

The Director of Purchasing Services & the Fleet Supervisor visited Cerritos Ford with the intent of locating one used replacement detective vehicle for the police fleet. After several test drives and vehicle inspections the Fleet Supervisor was satisfied with two used vehicles that would meet our needs. Cerritos Ford was willing to hold the vehicles for a short period before they would be released back into their general inventory. Both vehicles fell within the fair market range according to Kelly Blue Book.

Since each vehicle was approved in the budget, cost less than \$25,000 individually, and fell within the fair market value range, the City purchased and took possession of the above two (2) used detective vehicles on April 1, 2020. However, because the total purchase for both vehicles exceeds \$25,000, the Director of Purchasing Services felt it was appropriate to bring the purchase before the City Council for ratification.

### FISCAL IMPACT

The City Council approved \$50,000 in the Fiscal Year 2019-20 Budget for the acquisition of these vehicles. The cost to purchase these replacement vehicles total \$35,153.51, a savings of \$14,846.49 compared to the budgeted amount.

  
Raymond R. Cruz  
City Manager

### Attachments

1. Vendor Invoice (1 pg.)
2. Vendor Payment Detail (2 pgs.)
3. Kelly Blue Book Valuations (2 pgs.)

Report Submitted By: Paul Martinez  
Finance Department

Date of Report: April 2, 2020

# Invoice INV10851

**NORM REEVES FORD CERRITOS**

Business Number: 562-405.3500

18900 Studebaker Rd.

Cerritos

90703

562-335-7673

jvelazquez@normreevesford.com

**BILL TO**

**CITY OF SANTA FE SPRINGS**

11710 Telegraph Rd

Santa Fe Springs

90670

562-409-7535

paulmartinez@santafesprings.org

**NORM REEVES**



**SUPERSTORE**

**CERRITOS AUTO SQUARE**

DATE: Mar 20, 2020

DUE: Apr 3, 2020

DESCRIPTION	RATE	QTY	AMOUNT
<b>Hyundai Sonata 2017</b> vin# 5NPE24AF7HH478229	\$15,891.66	1	* \$15,891.66
<b>Honda Accord 2017</b> vin# 1HGCR2F52HA199433	\$19,261.85	1	* \$19,261.85

\* Indicates non-taxable line item

<b>SUBTOTAL</b>	\$35,153.51
<b>TAX (0%)</b>	\$0.00
<b>TOTAL</b>	\$35,153.51
<b>BALANCE DUE</b>	\$35,153.51

108000000 - 573450







Home Car Values Cars for Sale Car Reviews Car Repair Pricing Research Tools

Advertisement

See Trade-In Values



### Used 2017 Hyundai Sonata SE Sedan 4D

near Santa Fe Springs, CA 90670

2017

Print

Mileage: 28,502 Edit mileage and options

Advertisement

## Pricing

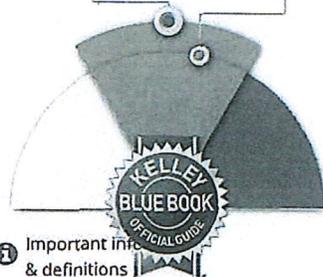
Updated weekly, the Kelley Blue Book Fair Purchase Price shows you what others have been paying for this car recently.

Buy from a Dealer	Buy Certified from a Dealer	Buy from a Private Party
-------------------	-----------------------------	--------------------------

What is Certified Pre-Owned (CPO)?

Fair Market Range (CPO) <b>\$14,732 - \$16,777</b>	Typical Listing Price (CPO) \$16,155
Fair Purchase Price (CPO) \$15,755	

**\$ 14,007.00**



Important info & definitions

7 styles available

SE Sedan 4D

Based on Very Good Condition or Better

Valid for ZIP Code 90670 through 03/23/2020

## Cars You May Like Near Santa Fe Springs, CA



See Trade-In Values



**Used 2017 Honda Accord Sport Sedan 4D**

near Cerritos, CA 90703

2017

Sedan

Typical Mileage: 46,515

Edit mileage and options



Advertisement

### Pricing

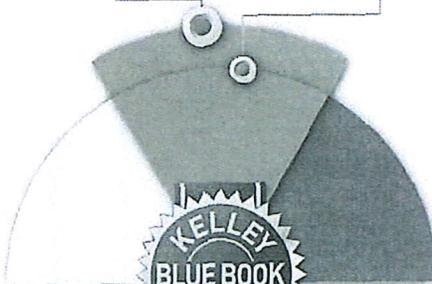
Updated weekly, the Kelley Blue Book Fair Purchase Price shows you what others have been paying for this car recently.

Buy from a Dealer	<b>Buy Certified from a Dealer</b>	Buy from a Private Party
-------------------	------------------------------------	--------------------------

What is Certified Pre-Owned (CPO)?

<b>Fair Market Range (CPO)</b> <b>\$16,853 - \$21,046</b>	Typical Listing Price (CPO)
Fair Purchase Price (CPO)	\$19,100
\$18,950	

*\$17,035 -*



Important info & definitions

167 for sale near you

[Browse Listings](#)



**NEW BUSINESS**

Authorize the Purchase of One (1) 2020 Chevrolet Traverse by Piggybacking off of Sourcewell Cooperative Contract No.120716-NAF

**RECOMMENDATION**

- Authorize the purchase of (1) New 2020 Chevrolet Traverse from National Auto Fleet Group for \$36,098.41 per attached quote ID 23485.
- Authorize the Director of Purchasing Services to issue a purchase order to National Auto Fleet Group in the amount of \$36,098.41 for the purchase of this vehicle.

**BACKGROUND**

Replacement vehicles are budgeted annually to replace those that have reached the end of their mileage and/or service-use life cycle. In the Fiscal Year 2019-20 Budget the City Council approved for the replacement of a 2003 Dodge Durango with 109,000 miles. This vehicle meets the replacement criteria and has been taken out of service because it needs a new transmission.

The Director of Purchasing Services requests approval to authorize this purchase by "piggybacking" off Sourcewell cooperative contract No. 120716-NAF with National Auto Fleet Group. Cooperative contracts work by aggregating the potential purchases of government agencies regionally and/or nationally to drive down the cost of products. Sourcewell holds hundreds of competitively solicited contracts including the one above.

The replaced vehicle was previously approved to send to auction by City Council action at the October 8, 2019 meeting.

**FISCAL IMPACT**

The City Council approved in the Fiscal Year 2019/20 Budget, \$40,000 for the purchase of the above vehicle. The total for this purchase realizes a savings of \$3,901.59 from the City Council approved budgeted amount. The quoted amounts include all taxes, fees, and delivery. Auction sale proceeds are recognized as applied revenue in various department budget accounts.

  
Raymond R. Cruz  
City Manager

**Attachment**

1. Sourcewell Cooperative Contract Quote



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

3/5/2020

Quote ID: **23485**

Order Cut Off Date: **6/25/2020**

paul martinez  
city of santa fe springs  
finance

11710 TELEGRAPH RD

Santa Fe Springs, California, 90670

Dear paul martinez,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2020 Chevrolet Traverse (1NC56) FWD 4dr LT Cloth w/1LT, )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$39,655.00	\$32,660.32	17.639 %	\$6,994.68
Tax (10.5000 %)		\$3,429.33		
Tire fee		\$8.75		
Total		\$36,098.41		

- per the attached specifications. Price includes 2 additional key(s).

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497



**GMC**

**In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:**

**Fax: (831) 480-8497**

**Mail: National Auto Fleet Group  
490 Auto Center Drive  
Watsonville, CA 95076**

**Email: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)**

**We will then send a W-9 if you need one**

**Please contact our main office with any questions:  
1-855-289-6572**

## Vehicle Configuration Options

EMISSIONS	
Code	Description
YF5	EMISSIONS, CALIFORNIA STATE REQUIREMENTS
ENGINE	
Code	Description
LFY	ENGINE, 3.6L V6, SIDI, VVT, (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)
TRANSMISSION	
Code	Description
M3V	TRANSMISSION, 9-SPEED AUTOMATIC, (STD)
PREFERRED EQUIPMENT GROUP	
Code	Description
1LT	LT CLOTH PREFERRED EQUIPMENT GROUP, Includes Standard Equipment
WHEELS	
Code	Description
PXJ	WHEELS, 18" (45.7 CM) BRIGHT SILVER PAINTED ALUMINUM, (STD)
TIRES	
Code	Description
QO5	TIRES, P255/65R18 ALL-SEASON BLACKWALL, (STD)
PAINT	
Code	Description
GAZ	SUMMIT WHITE
PAINT SCHEME	
Code	Description
___	STANDARD PAINT
SEAT TYPE	
Code	Description
AR9	SEATS, FRONT BUCKET, (STD)
SEAT TRIM	
Code	Description

H0U	JET BLACK, PREMIUM CLOTH SEAT TRIM
<b>RADIO</b>	
<b>Code</b>	<b>Description</b>
IOS	AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 PLUS SYSTEM, 8" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, Apple CarPlay and Android Auto capable, voice recognition, in-vehicle apps, cloud connected personalization for select infotainment and vehicle settings. Subscription required for enhanced and connected services after trial period
<b>ADDITIONAL EQUIPMENT</b>	
<b>Code</b>	<b>Description</b>
ZL3	CONVENIENCE AND DRIVER CONFIDENCE PACKAGE, includes (IOS) Chevrolet Infotainment 3 Plus system with 8" diagonal HD color touchscreen, (UDD) multi-color Driver Information Center display, (KA1) heated front seats, (UG1) Universal Home Remote, (BTV) Remote Start, (TB5) rear power liftgate, (UKC) Lane Change Alert with Side Blind Zone Alert, (UFG) Rear Cross Traffic Alert and (UD7) Rear Park Assist
BGP	DRIVER CONFIDENCE II PACKAGE, includes (UHY) Automatic Emergency Braking, (UEU) Forward Collision Alert, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UKJ) Front Pedestrian Braking and (TQ5) IntelliBeam headlamps Also includes (KI3) automatic heated steering wheel.)
PDZ	LPO, INTERIOR ENHANCEMENT PACKAGE, includes (VYW) first and second row premium carpeted floor mats, LPO and (VI4) third row premium carpeted floor mat, LPO and (S03) embroidered front row headrests, LPO
PDG	LPO, CARGO PACKAGE, includes (VRS) retractable cargo shade, LPO and (W2D) vertical cargo net, LPO
TQ5	HEADLAMPS, INTELLIBEAM AUTO HIGH BEAM CONTROL
TB5	LIFTGATE, REAR POWER
—	SIRIUSXM WITH 360L, Equipped with SiriusXM with 360L. Enjoy a trial subscription of the All Access package for the full 360L experience, with a greater variety of SiriusXM content, a more personalized experience and easier navigation. With the All Access package, you can also enjoy your favorites everywhere you go, with the SiriusXM app, online and at home on compatible connected devices.
KA1	SEATS, HEATED DRIVER AND FRONT PASSENGER
S03	LPO, EMBROIDERED FRONT ROW HEADRESTS, with logo on front
VYW	LPO, PREMIUM CARPETED FLOOR MATS, FIRST AND SECOND ROW
VI4	LPO, PREMIUM CARPETED FLOOR MAT, THIRD ROW
KI3	STEERING WHEEL, HEATED, includes AUTO heated steering wheel (selectable automatic activation)
UDD	DISPLAY, 4.2" DRIVER INSTRUMENT INFORMATION, ENHANCED, MULTI-COLOR
BTV	REMOTE START
UG1	UNIVERSAL HOME REMOTE, includes garage door opener, programmable
VRS	LPO, CARGO SHADE, RETRACTABLE
W2D	LPO, CARGO NET, VERTICAL
UD7	REAR PARK ASSIST WITH AUDIBLE WARNING
UKC	LANE CHANGE ALERT, with Side Blind Zone Alert
UHX	LANE KEEP ASSIST WITH LANE DEPARTURE WARNING

UE4	FOLLOWING DISTANCE INDICATOR
UEU	FORWARD COLLISION ALERT
UHY	AUTOMATIC EMERGENCY BRAKING
UFG	REAR CROSS TRAFFIC ALERT
UKJ	FRONT PEDESTRIAN BRAKING
<b>SEATING ARRANGEMENT</b>	
<b>Code</b>	<b>Description</b>
ABE	SEATING, 7-PASSENGER (2-2-3 SEATING CONFIGURATION), (STD)

# 2020 Fleet/Non-Retail Chevrolet Traverse FWD 4dr LT Cloth w/1LT

## WINDOW STICKER

2020 Chevrolet Traverse FWD 4dr LT Cloth w/1LT		
CODE	MODEL	MSRP
1NC56	2020 Chevrolet Traverse FWD 4dr LT Cloth w/1LT	\$35,400.00
<b>OPTIONS</b>		
YF5	EMISSIONS, CALIFORNIA STATE REQUIREMENTS	\$0.00
LFY	ENGINE, 3.6L V6, SIDI, VVT, (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)	\$0.00
M3V	TRANSMISSION, 9-SPEED AUTOMATIC, (STD)	\$0.00
1LT	LT CLOTH PREFERRED EQUIPMENT GROUP, Includes Standard Equipment	\$0.00
PXJ	WHEELS, 18" (45.7 CM) BRIGHT SILVER PAINTED ALUMINUM, (STD)	\$0.00
QO5	TIRES, P255/65R18 ALL-SEASON BLACKWALL, (STD)	\$0.00
GAZ	SUMMIT WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AR9	SEATS, FRONT BUCKET, (STD)	\$0.00
H0U	JET BLACK, PREMIUM CLOTH SEAT TRIM	\$0.00
IOS	AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 PLUS SYSTEM, 8" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, Apple CarPlay and Android Auto capable, voice recognition, in-vehicle apps, cloud connected personalization for select infotainment and vehicle settings. Subscription required for enhanced and connected services after trial period	INC
ZL3	CONVENIENCE AND DRIVER CONFIDENCE PACKAGE, includes (IOS) Chevrolet Infotainment 3 Plus system with 8" diagonal HD color touchscreen, (UDD) multi-color Driver Information Center display, (KA1) heated front seats, (UG1) Universal Home Remote, (BTV) Remote Start, (TB5) rear power liftgate, (UKC) Lane Change Alert with Side Blind Zone Alert, (UFG) Rear Cross Traffic Alert and (UD7) Rear Park Assist	\$1,795.00
BGP	DRIVER CONFIDENCE II PACKAGE, includes (UHY) Automatic Emergency Braking, (UEU) Forward Collision Alert, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UKJ) Front Pedestrian Braking and (TQ5) IntelliBeam headlamps Also includes (KI3) automatic heated steering wheel.)	\$625.00
PDZ	LPO, INTERIOR ENHANCEMENT PACKAGE, includes (VYW) first and second row premium carpeted floor mats, LPO and (VI4) third row premium carpeted floor mat, LPO and (S03) embroidered front row headrests, LPO	\$445.00
PDG	LPO, CARGO PACKAGE, includes (VRS) retractable cargo shade, LPO and (W2D) vertical cargo net, LPO	\$195.00
TQ5	HEADLAMPS, INTELLIBEAM AUTO HIGH BEAM CONTROL	INC
TB5	LIFTGATE, REAR POWER	INC
—	SIRIUSXM WITH 360L, Equipped with SiriusXM with 360L. Enjoy a trial subscription of the All Access package for the full 360L experience, with a greater variety of SiriusXM content, a more personalized experience and easier navigation. With the All Access package, you can also enjoy your favorites everywhere you go, with the SiriusXM app, online and at home on compatible connected devices.	INC
KA1	SEATS, HEATED DRIVER AND FRONT PASSENGER	INC

S03	LPO, EMBROIDERED FRONT ROW HEADRESTS, with logo on front	INC
VYW	LPO, PREMIUM CARPETED FLOOR MATS, FIRST AND SECOND ROW	INC
VI4	LPO, PREMIUM CARPETED FLOOR MAT, THIRD ROW	INC
KI3	STEERING WHEEL, HEATED, includes AUTO heated steering wheel (selectable automatic activation)	INC
UDD	DISPLAY, 4.2" DRIVER INSTRUMENT INFORMATION, ENHANCED, MULTI-COLOR	INC
BTV	REMOTE START	INC
UG1	UNIVERSAL HOME REMOTE, includes garage door opener, programmable	INC
VRS	LPO, CARGO SHADE, RETRACTABLE	INC
W2D	LPO, CARGO NET, VERTICAL	INC
UD7	REAR PARK ASSIST WITH AUDIBLE WARNING	INC
UKC	LANE CHANGE ALERT, with Side Blind Zone Alert	INC
UHX	LANE KEEP ASSIST WITH LANE DEPARTURE WARNING	INC
UE4	FOLLOWING DISTANCE INDICATOR	INC
UEU	FORWARD COLLISION ALERT	INC
UHY	AUTOMATIC EMERGENCY BRAKING	INC
UFG	REAR CROSS TRAFFIC ALERT	INC
UKJ	FRONT PEDESTRIAN BRAKING	INC
ABE	SEATING, 7-PASSENGER (2-2-3 SEATING CONFIGURATION), (STD)	\$0.00

Please note selected options override standard equipment

<b>SUBTOTAL</b>	<b>\$38,460.00</b>
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,195.00
<b>TOTAL PRICE</b>	<b>\$39,655.00</b>

Est City: 18 MPG  
 Est Highway: 27 MPG  
 Est Highway Cruising Range: 523.80 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

## Standard Equipment

### MECHANICAL

Engine, 3.6L V6, SIDI, VVT (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm)
Transmission, 9-speed automatic
E10 Fuel capable
Engine control, stop-start system
Traction Mode Select
Axle, 3.49 final drive ratio
Front wheel drive
Battery, heavy-duty 600 cold-cranking amps
Alternator, 170 amps
GVWR, 6160 lbs. (2800 kg)
Suspension, Ride and Handling
Steering, power
Brakes, 4-wheel antilock, 4-wheel disc, 17" front and rear
Electric Parking Brake
Capless fuel fill
Tool kit, road emergency

### EXTERIOR

Wheels, 18" (45.7 cm) Bright Silver painted aluminum
Tires, P255/65R18 all-season blackwall
Wheel, spare, 18" (45.7 cm) steel
Tire, compact spare, T135/70R18, blackwall
Roof rails, Black
Fascia, front body-color
Moldings, Black bodyside
Moldings, rocker, Black
Headlamps, high intensity discharge
Headlamps, automatic on/off
Fog lamps, front
Taillamps, LED
Mirror caps, body-color
Mirrors, outside heated power-adjustable manual-folding, body-color, with turn signal indicators
Glass, deep-tinted
Wipers, front intermittent with washers
Wiper, rear intermittent with washer
Door handles, body-color
Liftgate, rear manual (FWD model only.)

**ENTERTAINMENT**

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (FWD only.)

SiriusXM Radio

4G LTE Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Active Noise Cancellation

**INTERIOR**

Seats, front bucket

Seating, 7-passenger (2-2-3 seating configuration)

Seat trim, premium cloth

Seat adjuster, driver 8-way power

Seat adjuster, power driver lumbar control

Seats, third row 60/40 split-bench, manual-folding

Head restraints, front, 2-way adjustable

Head restraints, second and third row outboard, 2-way manual-folding

Console, front center with 2 cup holders, covered storage bin with storage and removable tray

Floor covering, color-keyed carpeting

Floor mats, color-keyed all rows

Steering wheel, leather-wrapped, 3-spoke

Steering column, tilt

Steering wheel controls, mounted controls for audio, phone and cruise

Display, 3.5" driver instrument information, monochromatic (FWD model only.)

Compass display, digital

Windows, power with driver Express Up/Down and front passenger Express-Down

Door locks, power programmable with lockout protection

Keyless Open includes extended range Remote Keyless Entry with lock/unlock feature

Cruise control, electronic with set and resume speed

Remote panic alarm

Theft-deterrent system, electrical, unauthorized entry

USB ports

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Sensor, humidity and windshield temperature

Defogger, rear-window electric

Heater ducts, 2nd row

Cup holders, 10 total

Umbrella holders, driver and front passenger doors

Mirror, inside rearview manual day/night
Visors, driver and passenger illuminated vanity mirrors, covered
Lighting, interior with theater dimming, cargo compartment, reading lights for front seats, second row reading lamps integrated into dome light, door-and tailgate-activated switches and illuminated entry and exit feature
Cargo storage, tray under rear floor
Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

## SAFETY

StabiliTrak, stability control system with traction control
Daytime Running Lamps, LED
Airbags, dual-stage frontal and side-impact for driver and front passenger, driver inboard seat-mounted side-impact and roof-rail side-impact for all rows in outboard seating positions (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)
Rear Vision Camera
Door locks, rear child security
Rear Seat Reminder
LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats
Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
Tire Pressure Monitor, includes Tire Fill Alert (Does not monitor spare.)
Horn, dual-note



# City of Santa Fe Springs

City Council Meeting

ITEM NO. 10

April 9, 2020

## NEW BUSINESS

Landscape Maintenance Services: Authorization to Advertise Request for Proposals

### RECOMMENDATION

- Authorize staff to advertise a Request for Proposals for Landscape Maintenance Services.

### BACKGROUND

The contract for landscape maintenance services is currently provided by Complete Landscape Care, Inc. (Complete). Complete has continuously provided this service to the City for approximately 38 years. Their current contract expires on June 30, 2021, and the contract has an option of two, one-year extensions contingent on City approval. The contract was originally awarded on July 1, 2016; therefore, the City Council has the option to exercise one more, one-year extension starting July 1, 2020.

At the January 23, 2020 Council meeting, Complete requested an increase of 19.4% to the current contract amount. The Council authorized a 4.5% increase retroactive to January 1, 2020. Moreover, the Council designated an Ad-Hoc Committee to further discuss how to proceed with this contract moving forward.

The Ad-Hoc Committee met on three separate occasions: January 30, February 18, and March 18. The Committee discussed extending the current contract, going out to bid, and how the current cost compares to other cities. The Ad-Hoc Committee was unable to agree on a recommendation to the City Council on how to proceed. Staff recommends soliciting a Request for Proposals and evaluating the results before deciding how to move forward.

City staff has prepared a Request for Proposals for Landscape Maintenance Services (see Attachment No. 1) that provides for the City to award a contract to a contractor that meets the City's landscape maintenance requirements based on their qualifications and experience in performing similar work. The contractor's proposed fee will be an important criterion. However, the City reserves the right to select a contractor that presents the best qualifications, and not necessarily the lowest annual fee.

The proposed RFP includes two new components intended to enhance the quality of service in a cost-effective manner. First, the contractor will provide all materials regarding irrigation repairs. The City previously purchased the irrigation materials and Contractor was compensated for the labor of performing the repairs. Secondly, the Contractor will be responsible for providing the material for facility plant color changes. As with irrigation materials, the City currently provides the plant material when changing the color at certain City facilities. The RFP is requiring that the Contractor now provide the materials for both irrigation repair and plant material for color changes.

Report Submitted By: Noe Negrete  
Director of Public Works

A handwritten signature in blue ink, appearing to be 'NN' or similar initials.

Date of Report: April 2, 2020

**FISCAL IMPACT**

The Public Works Operations and Maintenance Budget includes the cost of the annual Landscape Services contract, which is currently \$952,422. With the addition of providing the materials for irrigation repair and plant materials for color changes, staff estimates the contract amount to increase with the new proposals. Furthermore, since Complete is requesting an increase due to the increase in minimum wage; this should also add to the contract amount. The changes, if any, to the contract amount would have to be included in the Public Works Operations and Maintenance budget for Fiscal Year 20/21 which we are currently preparing.

**INFRASTRUCTURE IMPACT**

The maintenance of the City's landscape and hardscape is vital to the residents' and businesses' safety, welfare and overall quality of life. This activity is also necessary to protect the City's assets including parks, parkettes, medians, parkways and facilities.



Raymond R. Cruz  
City Manager

**Attachment:**

Attachment No. 1: Request for Proposals – Landscape Maintenance Services

# **CITY OF SANTA FE SPRINGS**

## **REQUEST FOR PROPOSALS**

### **LANDSCAPE MAINTENANCE SERVICES**



**DEPARTMENT OF PUBLIC WORKS**

**INQUIRIES REGARDING THIS PROJECT  
MAY BE DIRECTED TO:**

**Kevin Periman, Municipal Services Manager  
City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670  
Phone: (562) 868-0511, Extension 3604**

**April 9, 2020**

## REQUEST FOR PROPOSALS

### LANDSCAPE MAINTENANCE SERVICES

The City of Santa Fe Springs ("City") is requesting proposals from qualified professional landscape contractors to provide all materials, equipment, tools, labor, and incidentals as required to perform the landscape and hardscape maintenance of the City's medians, parkways, parks, and public facilities.

The City invites proposals for the above-stated services and will receive such proposals in the Director of Public Works Office, City of Santa Fe Springs, 11710 Telegraph Road, Santa Fe Springs, California 90670, **until 3:00 p.m. on Tuesday, May 12, 2020.**

Interested proposers must submit four (4) copies of their proposal labeled "Proposal for Landscape Maintenance Services" to:

Noe Negrete  
Director of Public Works  
City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670

Proposals received after the time and date specified above will not be accepted and will be returned to the proposer unopened.

The Contractor for this work shall perform all the basic regulations, requirements and procedures pursuant to the Davis-Bacon Act and related prevailing wage statutes, including Title I of the State and Local Fiscal Assistance Act of 1972. All contractors and subcontractors must furnish electronic certified payroll directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

The local prevailing wages, as determined by the State of California, Director of Industrial Relations pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California are on file at the City Hall, City of Santa Fe Springs, 11710 Telegraph Road, Santa Fe Springs, California 90670, and are available for review by any interested party on request at City Hall.

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial relations pursuant to Labor Code section 1725.5. The project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion or handicap will also be required.

The Department of Industrial Relations (DIR) State of California is currently in full implementation of Senate Bill 854 for new public works projects. The public works reforms (SB 854) were signed into law on June 20, 2014. The reforms made several significant changes to the administration and enforcement of prevailing wage requirements by the Department of Industrial

Relations (DIR). SB 854 established a public works contractor registration program to replace prior Compliance Monitoring Unit (CMU) and Labor Compliance Program (LCP) requirements for bond-funded and other specified public works projects. The fees collected through the program established by SB 854 are used to fund DIR's public works activities. Contractors and Subcontractors must comply with DIR registration requirements as specified in Labor Code 1725.5, 1771.1(a), 1771.1, 1771.4. Additional information is available on DIR's Public Works webpage ([www.dir.ca.gov](http://www.dir.ca.gov)), with resources that include a webinar, presentation slides and frequently asked questions regarding SB 854. Special attention is called out to Page B-6 of Instruction to Bidders regarding Wage Scale.

The successful bidder shall be licensed in accordance with provisions of the Business and Professions Code and shall possess a valid C27 license Code at the time this contract is awarded. The successful Contractor and all subcontractors will also be required to possess business licenses from the City of Santa Fe Springs prior to commencement of work.

The City reserves the right to reject any or all proposals, to waive any irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received and to take all proposals under advisement for a period of 60 days. The award, if made, will be made to the Contractor whose proposal best meets the requirements of the RFP as determined by the City. The proposal submitted by the selected Contractor shall be incorporated as part of the final contract accordingly.

All questions regarding this project must be directed to Kevin Periman, Municipal Services Manager at (562) 868-0511, ext. 3604.

## INSTRUCTIONS TO PROPOSERS

### 1. TIMELINE TO SOLICIT PROPOSALS

In support of the selection process, the following timeline has been established:

<b>DESCRIPTION</b>	<b>DATE/TIME</b>
Request for Proposals Released	04/13/2020
Deadline to Submit Questions	04/28/2020 by 4:00 PM
Deadline to Receive Proposals	05/12/2020 by 3:00 PM

The City reserves the right to modify any element of the timeline should that become necessary.

### 2. SUBMISSION OF PROPOSALS

**To be considered, the Proposals must be received by the Department of Public Works, City of Santa Fe Springs, by 3:00 p.m. on Tuesday, May 12, 2020.** Contractors must submit four (4) copies of their Proposal labeled "Proposal for Landscape Maintenance Services" to:

Noe Negrete, Director of Public Works  
City of Santa Fe Springs  
11710 Telegraph Road  
Santa Fe Springs, CA 90670-3658

Proposals, and amendments to proposals, received after the date and time specified above will not be accepted and will be returned to the Contractor unopened.

### 3. DISSEMINATION OF RFP INFORMATION

From time to time, the City may issue responses to requests for clarifications, questions, comments, and addenda to this Request for Proposals ("RFP"), or other material related to this solicitation. **By submitting a proposal, Contractors are deemed to have constructive knowledge and notice of all information pertaining to this RFP.**

### 4. ADDENDA TO THE RFP

Any change(s) to the requirements of this RFP initiated by the City will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting agreement. The City will not be bound to any modifications to or deviations from the requirements set forth in this RFP unless they have been documented by addenda to this RFP. Contractors will be required to document that they are aware of all addenda issued by the City in their proposal.

### 5. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

#### A. **Contact Person for the Project**

All questions or contacts regarding this RFP must be directed to Kevin Periman, Municipal Services Manager, who can be reached at (562) 868-0511, ext. 3604 or by email at [kevinperiman@santafesprings.org](mailto:kevinperiman@santafesprings.org)

**B. Clarifications of the RFP**

Contractors are encouraged to promptly notify the City of any apparent errors or inconsistencies in the RFP, inclusive of all attachments, exhibits and appendices. Should a Contractor require clarifications to this RFP, the Contractor shall notify the City in writing in accordance with Subsection "a" above. Should it be found that the point in question is not clearly and fully set forth in the RFP, a written addendum will be issued clarifying the matter.

**C. Submitting Requests**

**All questions must be submitted to the City by 4:00 p.m. on Tuesday, April 28, 2020.** The City is not responsible for failure to respond to a request or question that has not been labeled correctly. Questions can be submitted via U.S. Mail, Personal Courier, Fax or Email as long as they are received no later than the date and time specified above. The City is not liable for any late arrivals due to courier method or electronic delivery.

**Requests for clarifications, questions and comments received after 4:00 p.m. on Tuesday, April 20, 2020 will not be responded to.**

**D. City Responses**

The City, in its sole discretion, will respond to requests for clarifications, questions and comments. Responses will be emailed to proposers on or before 5:00 p.m. on May 4, 2020.

**6. COST OF PROPOSAL PREPARATION**

Any party responding to this RFP shall do so at their own risk and cost. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Contractor who elects to submit a proposal in response to this RFP or by any Contractor that is selected. Pre-contractual expenses are defined as expenses incurred by Contractors and the selected Contractor, if any, in:

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to the City;
- Negotiations with the City on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or
- Any and all other expenses incurred by a Contractor prior to the date of award, if any, of an agreement, and formal notice to proceed.

The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind, which may be incurred by the Contractor.

**7. CONFLICT OF INTEREST**

By responding to this RFP, the Contractor represents to the best of its knowledge that:

- Neither Contractor, nor any of its affiliates, proposed subcontractors, and associated staff, have communicated with any member of the City since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;
- Neither Contractor, nor any of its affiliates, proposed subcontractors and associated staff, has obtained or used any information regarding this RFP and the proposed services that has not been generally available to all Contractors, and
- No conflict of interest exists under any applicable statute or regulation or as a result of any past or current contractual relationship with the City.
- Neither Contractor, nor any of its affiliates, proposed subcontractors or associated staff, have any financial interest in any property that will be affected by any of the referenced projects.
- Neither Contractor, nor any of its affiliates, proposed subcontractors, or associated staff, have a personal relationship with any member of the governing body, officer or employee of the City who exercises any functions or responsibilities in connection with the referenced projects.

**8. PERSONNEL**

It is imperative that personnel proposed to provide services have the background, experience and qualifications to properly undertake all necessary services for the successful performance of the Scope of Services. The Contractor must identify all proposed personnel in its Proposal. The Team must be well qualified and have sufficient experience in the areas described in the Scope of Services.

**9. BASIS FOR AWARD OF CONTRACT**

The City intends to select the Contractor on the basis of demonstrated competence and professional qualifications in accordance with Scope of Services. To that end, the contract is to be awarded to the Contractor whose proposal best meets the technical requirements of the RFP as determined by the City. Should an award be made, the proposal submitted by Contractor shall be incorporated as part of the final contract accordingly.

**10. TERM OF AGREEMENT**

The term of the Landscape Maintenance Services Agreement with the selected Contractor is thirty six (36) months, effective the date of executing the Agreement. The City reserves the right to extend the original term by two (2) additional one (1) year terms based on performance and City Council approval.

The City will compensate the Contractor on a monthly basis and compensation will be based on the fee schedule in the proposal. The Contractor will provide an invoice clearly documenting the services performed consistent with an approved Monthly Service Schedule.

**11. REQUIRED FORMAT FOR PROPOSALS**

The City is requiring all proposals submitted in response to this RFP to follow a specific format. The Proposal, including the Appendices, shall not exceed twenty (20) pages in

length, utilizing 8.5" x 11" pages with one-inch margins. As an exception, 11" x 17" pages may be used to display organizational charts. Font size shall not be smaller than 12 point for text or eight (8) point for graphics. Dividers used to separate sections will not be counted. Creative use of dividers to portray qualifications, experience, etc. is discouraged.

Contractors are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The written proposal should be organized as described below. Each section of the written proposal should contain the title of that section, with the response following the title. The following are the required titles with a brief statement as to that section's desired content:

**A. Letter of Offer**

- The Letter of Offer shall be addressed to Noe Negrete, Director of Public Works, City of Santa Fe Springs, and at a minimum, must contain the following:
- Identification of Contractor, including name, address and telephone number.
- Name, title, address, and telephone number of contact person.
- A statement to the effect that the Proposal shall remain valid for a period of not less than sixty (60) calendar days from the date of submittal.
- Identification of all proposed subcontractors, including legal name of the company, address and contact person.
- Acknowledgement that Contractor is obligated by all addenda to this RFP.
- A statement that the Proposal submitted shall remain valid for sixty (60) calendar days from the submittal deadline.
- Signature of a person authorized to bind Contractor to the terms of the Proposal.
- Signed statement attesting that all information submitted with the Proposal is true and correct.

**B. Qualifications of the Firm**

This section of the Proposal shall explain the ability of the Contractor to satisfactorily perform the required work. More specifically, in this section, the Contractor shall:

- Provide a profile of the Contractor including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a detailed description of Contractor's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty-five thousand dollars (\$25,000) for or against the firm; planned office

closures or mergers that may impede Contractor's ability to provide Landscape Maintenance Services.)

- Provide information on the strength and stability of the Contractor's current staffing capability and availability; current work load; and proven record of meeting schedules on similar landscape maintenance contracts.

**C. Proposed Staffing**

- The identity of personnel proposed to perform the work in the specified tasks, including major areas of the work. Include the person's name, current location, and proposed position for this project, current assignment, and level of commitment to that assignment, availability for this assignment and how long each person has been with the firm.

**D. Subcontractors**

The City desires to enter into a contract with one Contractor that will be responsible for all work, and services. There is to be no assignment of any aspect of this work without the prior written authorization from the City.

**E. Fee Schedule for Service Areas**

Contractors must complete and include as part of the proposal, the attached Service Fee Schedules, including the Fee Schedule Summary, Detailed Fee Schedule and Hourly Rate Schedule.

**F. Client References**

List the five (5) most recent similar clients (including name, address, contact person, and phone number). The City is most interested in government and California clients and may randomly select agencies to contact from the reference list as part of the evaluation process. Listing other municipalities that the Contractor is currently performing work for will be given more weight in the evaluation.

**G. Rights to Materials**

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Contractor that are submitted as part of the proposal and not withdrawn shall, upon receipt by City, become property of City.

**12. PROPOSAL EVALUATION PROCESS AND CRITERIA**

**A. GENERAL**

All proposals will be evaluated based on the technical information and qualifications presented in the proposal, reference checks, and other information, which may be gathered independently. Requests for clarification and/or additional information from any proposer may be requested at any point in the evaluation process. The proposed Annual Total Fee will be an important criterion; however, the City reserves the right to select a Contractor that presents the best qualifications, but not necessarily the lowest Annual Total Fee Amount.

**B. EVALUATION CRITERIA**

- Completeness of proposal.
- Contractor's experience in performing similar work for other municipalities. (30%)
- Contractor's capability to perform the work based on staffing and equipment. (10%)
- Quality of work previously performed by the Contractor as verified by reference checks. (10%)
- Annual Total Fee proposal. (50%)

**C. INTERVIEW (If Necessary)**

The Contractor should have available the project manager and key project personnel to discuss the following:

- The major elements of the Proposal and be prepared to answer questions clarifying the Proposal.
- A description of previously related experience.

**D. FINAL SELECTION**

The final selection will be the Contractor which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the Proposals received.

**13. EXCEPTIONS OR ADDITIONS**

The Proposal shall include a detailed description of all of the exceptions to the provisions and conditions of this RFP upon which the Consultant's submittal is contingent and which shall take precedence over this RFP.

**14. INSURANCE REQUIREMENTS**

Prior to the start of contract negotiations, the highest qualified Contractor will be required to submit to the City the required insurance certificates for the Contractor and its employees.

The successful Contractor shall indemnify and hold City and its officers, agents, employees, and assigns harmless from any liability imposed for injury whether arising before or after completion of work hereunder or in any manner directly or indirectly caused, occasioned, or contributed to, or claims to be caused, occasioned, or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of Contractor, or of anyone acting under Contractor's direction or control or on its behalf, in connection with, or incident to, or arising out of the performance of this contract.

The Contractor selected will be required to maintain the following levels of insurance coverage for the duration of the services provided, as well as any sub-consultants hired by the Contractor:

- Worker's Compensation insurance with statutory limits, and employer's liability insurance with limits not less than \$1,000,000 per accident
- Commercial general liability insurance or equivalent form, with a combined single limit of not less than \$2,000,000 per occurrence
- Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

**15. RIGHTS OF THE CITY**

The City reserves the right, in its sole discretion and without prior notice, to terminate this RFP; to issue subsequent RFPs; to procure any project-related service by other means; to modify the Scope of Services; to modify the City's obligations or selection criteria; or take other actions needed to meet the City's goals. In addition, the City reserves the following rights:

- The right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal.
- The right to amend, withdraw or cancel this RFP at any time without prior notice.
- The right to postpone proposal openings for its own convenience.
- The right to request or obtain additional information about any and all proposals.
- The right to conduct a back ground check of any Contractor. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the Contractor.
- The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a Proposal.
- The right to modify the response requirements for this RFP. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFP, including timing of RFP decisions and the schedule for presentations.
- The right to disqualify any potential Contractor on the basis of real or perceived conflict of interest that is disclosed or revealed by information available to the City.
- The right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any potential Contractor and to negotiate with other potential Contractors who are deemed qualified.

- Although cost is an important factor in deciding which Contractor will be selected, it is only one of the criteria used to evaluate Contractors. City reserves the absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.
- City reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the Request for Proposals and/or conditions. The City reserves the right to negotiate for a higher level, lower level or additional services.

This RFP is not a contract or commitment of any kind by the City. This RFP does not commit the City to enter into negotiations with any Contractor and the City makes no representations that any contract will be awarded to any consultant that responds to this RFP. Proposals received by the City are public information and will be made available to any person upon request after the City has completed the proposal evaluation. Submitted proposals are not to be copyrighted.

Should a contract be subsequently entered into between the City and Contractor, it shall be duly noted that entering into such an agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California. The successful Contractor shall secure a City of Santa Fe Springs business license through the City's Finance and Administrative Services Department at the time the contract is awarded.

#### **Waiver of Proposals**

Proposals may be withdrawn by submitting written notice to the City's Contact Person at any time prior to the submittal deadline. Upon submission, the Proposal and all collateral material shall become the property of the City.

#### **16. CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES**

The Contractor acknowledges that all information submitted in response to this RFP is subject to public inspection under the California Public Records Act unless exempted by law. If the Contractor believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the City to keep all submittals confidential until such time as negotiations are successfully concluded.

PROPOSER NAME: \_\_\_\_\_

**CITY OF SANTA FE SPRINGS  
LANDSCAPE MAINTENANCE SERVICES  
FEE SCHEDULE**

SERVICE AREA	MONTHLY TOTAL	ANNUAL TOTAL
#1 - MEDIANS AND PARKWAYS	\$	\$
#2 - PARKS AND PARKETTES	\$	\$
#3 - FACILITIES	\$	\$
<b>GRAND TOTAL</b>	<b>\$</b>	<b>\$</b>

**The Contract will be awarded based on the Grand Total**

PROPOSER NAME \_\_\_\_\_

**DETAILED SERVICE AREA FEE SCHEDULE  
SERVICE AREA #1 – MEDIANS AND PARKWAYS**

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
M-01	<b>Alondra Blvd (weekly)</b> Median Shoemaker Rd to Valley View Ave (45,432 SF)	\$ _____	\$ _____
M-02	<b>Bloomfield Ave (weekly)</b> Greenbelt Telegraph Rd to Heritage Springs Dr (18,357 SF)	\$ _____	\$ _____
M-03	<b>Bloomfield Ave (weekly)</b> Median Telegraph Rd to Lakeland Ave (23,165 SF)	\$ _____	\$ _____
M-04	<b>Broaded Street (weekly)</b> Greenbelt Miller Grove Dr to Albutis Ave (16,569 SF)	\$ _____	\$ _____
M-05	<b>Carmenita Road –South Center Median (weekly)</b> Median Alondra Blvd to Imperial Hwy (26,623 SF)	\$ _____	\$ _____
M-06	<b>Carmenita Road (weekly)</b> Hardscape/Planters Foster Rd to Cambridge St (36,546 SF)	\$ _____	\$ _____
M-07	<b>Florence Ave (weekly)</b> Hardscape/Planter Bloomfield Ave to Norwalk Blvd –Hardscape/Planter (61,727 SF)	\$ _____	\$ _____

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
M-08	<b>Florence Ave (weekly)</b> Median City boundary to Carmenita Rd (77,928 SF)	\$ _____	\$ _____
M-09	<b>Florence Ave (weekly)</b> Greenbelt Orr & Day Rd to Ringwood Ave (24,878 SF)	\$ _____	\$ _____
M-10	<b>Getty Drive (weekly)</b> Planter Cul-de-sac to Lakeland Dr (5,707 SF)	\$ _____	\$ _____
M-11	<b>Imperial Highway (weekly)</b> Hardscape/Planter Bloomfield Ave to Transportation Dr (18,354 SF)	\$ _____	\$ _____
M-12	<b>Imperial Highway (weekly)</b> Median Bloomfield to Transportation Dr (10,000 SF)	\$ _____	\$ _____
M-13	<b>Los Nietos Sound Wall (weekly)</b> Greenbelt/Planter Pioneer Blvd to Railroad Tracks (8,788 SF)	\$ _____	\$ _____
M-14	<b>Meyer Road (weekly)</b> Median Shoemaker Ave to Painter Ave. (5,335 SF)	\$ _____	\$ _____
M-15	<b>Motor Center (weekly)</b> Greenbelt Firestone Blvd and Bloomfield Ave (12,746 SF)	\$ _____	\$ _____
M-16	<b>N/E Corner of Florence &amp; Laurel (weekly)</b> Greenbelt Florence Ave and Laurel Ave (7,713 SF)	\$ _____	\$ _____

**PROPOSER NAME** \_\_\_\_\_

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
M-17	<b>Norwalk Blvd (weekly)</b> Median North City Boundary to Clark St (5,256 SF)	\$ _____	\$ _____
M-18	<b>Orr &amp; Day Road (weekly)</b> Greenbelt Otro St to Davenrich St (19,221 SF)	\$ _____	\$ _____
M-19	<b>Orr &amp; Day Road (weekly)</b> Median/Planter Florence Ave to Pioneer Blvd (50,756 SF)	\$ _____	\$ _____
M-20	<b>Orr &amp; Day Road (weekly)</b> Greenbelt Florence Ave to Pioneer Blvd (20,512 SF)	\$ _____	\$ _____
M-21	<b>Pioneer Blvd (weekly)</b> Greenbelt Navojoa Pl to Mersin Pl (4,972 SF)	\$ _____	\$ _____
M-22	<b>Pioneer Blvd (weekly)</b> Median Florence Ave to Rivera Rd (95,900 SF)	\$ _____	\$ _____
M-23	<b>Pioneer Blvd (weekly)</b> Greenbelt Florence Ave to Dunning St (15,111 SF)	\$ _____	\$ _____
M-24	<b>Santa Fe Springs Parking Lot (weekly)</b> Planter Davenrich St (58,400 SF)	\$ _____	\$ _____
M-25	<b>Santa Fe Springs Road (weekly)</b> Median Telegraph Rd to Los Nietos Rd (29,985 SF)	\$ _____	\$ _____

<u>Site #</u>	<u>Site Name</u>	<u>Proposer Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
M-26	<b>Santa Fe Springs Road (weekly)</b> Greenbelt/Planter McCann Dr to Los Nietos Rd (73,408 SF)		\$ _____	\$ _____
M-27	<b>Slauson Ave (weekly)</b> Median/Planter Sorensen Ave to Santa Fe Springs Rd (35,022 SF)		\$ _____	\$ _____
M-28	<b>Sorenson Ave (weekly)</b> Median Washington Blvd to Slauson Ave (3,981 SF)		\$ _____	\$ _____
M-29	<b>Telegraph Road (weekly)</b> Greenbelt NW Corner of Telegraph Rd and Laurel Ave (8,411 SF)		\$ _____	\$ _____
M-30	<b>Telegraph Road (weekly)</b> Median Cedardale Dr to City Boundary (117,554 SF)		\$ _____	\$ _____
M-31	<b>Telegraph Road (weekly)</b> Greenbelt/Planter NW Corner of Telegraph Rd and Bloomfield Ave (9,909 SF)		\$ _____	\$ _____
M-32	<b>Telegraph Road (weekly)</b> Greenbelt/Planter Bloomfield Ave to 1400 feet east (76,547 SF)		\$ _____	\$ _____
M-33	<b>Telegraph Road (weekly)</b> Greenbelt/Planter Telegraph Rd @ Railroad Overpass (13,993 SF)		\$ _____	\$ _____
M-34	<b>Telegraph Road (weekly)</b> Greenbelt/Planter Telegraph Rd to Pioneer Blvd (13,993 SF)		\$ _____	\$ _____

**PROPOSER NAME** \_\_\_\_\_

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
M-35	<b>Washington Blvd (weekly)</b> Median Norwalk Blvd to City Boundary (8,568 SF)	\$ _____	\$ _____
M-36	<b>Valley View Ave (weekly)</b> Parkway Northwest Corner (1,525 SF)	\$ _____	\$ _____
M-37	<b>Borate St (weekly)</b> Parkway Frontage of Water Well No. 12 (1,765 SF)	\$ _____	\$ _____
M-38	<b>Heritage Corporate Center (weekly)</b> Flag Court and Parkway Norwalk Blvd and Telegraph Rd (19,389 SF)	\$ _____	\$ _____
M-39	<b>Carmenita Overpass South of 5 Freeway (weekly)</b> Eastside of bridge at Freeway Drive (16,400 SF)	\$ _____	\$ _____
M-40	<b>Firestone Blvd at Carmenita Pl (weekly)</b> Median South of 5 Freeway (7,200SF)	\$ _____	\$ _____
M-41	<b>Shoemaker Bridge at Firestone Blvd. (weekly)</b> Parkway South of 5 Freeway Eastside of Bridge (22,500SF)	\$ _____	\$ _____
	<b>SUBTOTAL M-01 thru M-41</b>	\$ _____	\$ _____

**ENTER SUBTOTAL M-01 THRU M-41 IN THE FEE SCHEDULE UNDER MEDIANS AND PARKWAYS**

PROPOSER NAME \_\_\_\_\_

**DETAILED SERVICE AREA FEE SCHEDULE  
SERVICE AREA #2 – PARKS AND PARKETTES**

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
P-01	<b>Alburtis Ave Walkway (weekly)</b> Hardscape/Landscape Alburtis Ave to Fallon Ave (9,906 SF)	\$ _____	\$ _____
P-02	<b>Bradwell (weekly)</b> Parkette Hardscape/Landscape Bradwell Ave @ Terradell St (12,912 SF)	\$ _____	\$ _____
P-03	<b>Davenrich Cul-De-Sac (weekly)</b> Parkette Cul-de-sac to 605 Freeway Sound Wall (5,984)	\$ _____	\$ _____
P-04	<b>Davenrich (weekly)</b> Parkette Davenrich St at Longworth Ave (10,285)	\$ _____	\$ _____
P-05	<b>Florence Avenue (weekly)</b> Parkette– City Monument Sign NW Corner of Florence Ave and Pioneer Blvd (5,144 SF)	\$ _____	\$ _____
P-06	<b>Florence Avenue (weekly)</b> Parkette SW Corner of Florence Ave and Pioneer Blvd (4,122 SF)	\$ _____	\$ _____
P-07	<b>Heritage Park –Groundskeeper Services</b> Park Parking Lots (daily-except Wednesdays)	\$ _____	\$ _____
P-08	<b>Heritage Park –Groundskeeper Services</b> <b>Special Events</b> On-Call Services Sat/Sun (4 hr. minimum) April – November (8 mos.)	\$ _____	\$ _____

<u>Site #</u>	<u>Site Name</u>	<u>Proposer Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
P-09	<b>Jersey/Clarkman Walkway (weekly)</b> Hardscape Jersey Ave to Clarkman St (14,262 SF)		\$ _____	\$ _____
P-10	<b>Lake Center Park (weekly - Athletic Fields Closed Nov-Feb)</b> Park Florence Ave to Clarkman St (510,000 SF)		\$ _____	\$ _____
P-11	<b>Lake Center Park Entry (weekly)</b> Greenbelt/Planter Florence Ave to Clarkman St (8,788 SF)		\$ _____	\$ _____
P-12	<b>Lakeview Park (weekly)</b> Park Joslin Street/Jersey Ave (255,500 SF)		\$ _____	\$ _____
P-13	<b>Little Lake Park (weekly - Athletic Fields Closed Nov-Feb)</b> Park Pioneer Blvd/Lakeland Rd (786,057 SF)		\$ _____	\$ _____
P-14	<b>Longworth (weekly)</b> Parkette Darcy St at Longworth Ave (13,989 SF)		\$ _____	\$ _____
P-15	<b>Los Nietos Park (weekly - Athletic Fields Closed Nov-Feb)</b> Park Charlesworth Rd to Broaded St (549,000 SF)		\$ _____	\$ _____
P-16	<b>Merson Garden (weekly)</b> Parkette Telegraph Rd and Bartley Ave (11,532 SF)		\$ _____	\$ _____
P-17	<b>Santa Fe Springs Park (weekly)</b> Park Davenrich St to San Gabriel River (538,000 SF)		\$ _____	\$ _____

**PROPOSER NAME** \_\_\_\_\_

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
P-18	<b>SFS Athletic Fields (weekly – Athletic Fields Closed Nov-Feb)</b> Park Jersey Ave and Pioneer Blvd (275,999 SF)	\$ _____	\$ _____
P-19	<b>Smith Ave Triangle (weekly)</b> Parkette Alburtis Ave to 750 feet East (31,400 SF)	\$ _____	\$ _____
P-20	<b>Sculpture Gardens (weekly)</b> Park Mora Dr at Ontiveros Pl (189,964 SF)	\$ _____	\$ _____
P-21	<b>Neighborhood Center (weekly)</b> Greenbelt/Planter Navojoa Pl to Placita Pl (28,290 SF)	\$ _____	\$ _____
P-22	<b>Post Office (weekly)</b> Greenbelt Telegraph Rd (8,807 SF)	\$ _____	\$ _____
P-23	<b>Town Center Walkway (weekly)</b> Greenbelt/Hardscape/Planter Town Center-Alburtis to Civic Center, Telegraph Rd to Clarke Estate (18,685 SF)	\$ _____	\$ _____
	<b>SUBTOTAL P-01 thru P-23</b>	\$ _____	\$ _____

**ENTER SUBTOTAL P-01 THRU P-23 IN THE FEE SCHEDULE SUMMARY UNDER PARKS AND PARKEETTES**

PROPOSER NAME \_\_\_\_\_

**DETAILED SERVICE AREA FEE SCHEDULE  
SERVICE AREA # 3 – FACILITIES**

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
F-01	<b>Aquatic Center (weekly)</b> Greenbelt/Planter Pioneer Blvd to Clarke Estate (18,867 SF)	\$ _____	\$ _____
F-02	<b>City Hall – Groundskeeper Services</b> Parking Lots Planters/Hardscape	\$ _____	\$ _____
F-03	<b>City Yard (weekly/ bi-weekly Nov-Feb)</b> Greenbelt Emmens Way (11,538 SF)	\$ _____	\$ _____
F-04	<b>Civic Center (weekly)</b> Greenbelt/Hardscape Telegraph Rd and Pioneer Blvd (85,406 SF)	\$ _____	\$ _____
F-05	<b>Clarke Estate – Groundskeeper Services</b> Park/Planters/Hardscape	\$ _____	\$ _____
F-06	<b>Clark Estate –Groundskeeper Services</b> <b>Special Events</b> On-Call Services – 4 hr. minimum (After normal work hours, weekends and holidays) April – November (8 mos.)	\$ _____	\$ _____
F-07	<b>Fire Station Headquarters (weekly)</b> Greenbelt Greenstone Ave (11,762 SF)	\$ _____	\$ _____

**PROPOSER NAME** \_\_\_\_\_

<u>Site #</u>	<u>Site Name</u>	<u>Monthly Price</u>	<u>Annual Price</u>
F-08	Fire Station No. 4 (weekly) Greenbelt Telegraph Rd (2,400 SF)	\$ _____	\$ _____

**SUBTOTAL F-01 thru F-08**      \$ \_\_\_\_\_

**ENTER SUBTOTAL F-01 THRU F-08 IN THE FEE SCHEDULE SUMMARY UNDER FACILITIES**

PROPOSER NAME: \_\_\_\_\_

**CITY OF SANTA FE SPRINGS  
LANDSCAPE MAINTENANCE SERVICES – EXTRA WORK RATE SCHEDULE**

**EXTRA WORK HOURLY RATE SCHEDULE**

<b><u>POSITION</u></b>	<b><u>Regular/Hr.</u></b>	<b><u>Overtime/Hr.</u></b>
Supervisor	\$ _____	\$ _____
Foreman	\$ _____	\$ _____
Groundskeeper	\$ _____	\$ _____
Laborer	\$ _____	\$ _____
Irrigation Specialist	\$ _____	\$ _____
Irrigation Laborer	\$ _____	\$ _____
Pesticide Applicator	\$ _____	\$ _____

**TURF MAINTENANCE RATES**

Mowing	\$ _____ per sq. ft.
Edging	\$ _____ per 1000 liner feet
Fertilization	\$ _____ per acre
Hollow Core Aerification (with removal of cores)	\$ _____ per acre
De-thatching	\$ _____ per acre
Weed Control (including material)	\$ _____ per acre

PROPOSER NAME: \_\_\_\_\_

**LANDSCAPE MAINTENANCE RATES**

- Edge and Trim \$ \_\_\_\_\_ per 1000 linear feet
- Weed Removal and Clean-up \$ \_\_\_\_\_ per 1000 sq. ft.
- Fertilization (placement only) \$ \_\_\_\_\_ per acre
- Pest Control-Chemical (including material) \$ \_\_\_\_\_ per hour
- Pruning/Shearing Shrubs \$ \_\_\_\_\_ per 1000 sq. ft.
- Vertical Mulch Trees \$ \_\_\_\_\_ each
- Vegetation Removal \$ \_\_\_\_\_ per sq. ft.
- Clean Hardscape/Sidewalks \$ \_\_\_\_\_ per sq. ft.

**PLANT MATERIAL (INSTALLED)**

- Annual Color (labor only) \$ \_\_\_\_\_ flat
- Annual Color (material only) \$ \_\_\_\_\_ flat
- Ground Cover \$ \_\_\_\_\_ flat
- One (1) gallon \$ \_\_\_\_\_ each
- Five (5) gallon \$ \_\_\_\_\_ each
- Fifteen (15) gallon \$ \_\_\_\_\_ each
- 24" Box Size Tree w/ Triple Staking System \$ \_\_\_\_\_ each
- Seeded and Top Dressed Turf Repair \$ \_\_\_\_\_ per sq. ft.
- Sodded Turf (remove, prep soil, replace) \$ \_\_\_\_\_ per sq. ft.
- Hydro-seeding (binder and fertilizer-exclude seed) \$ \_\_\_\_\_ per sq. ft.

PROPOSER NAME: \_\_\_\_\_

**CITY OF SANTA FE SPRINGS  
PESTICIDE AND FERTILIZER SCHEDULE**

<b>JANUARY</b>	Provide City with copies of all pesticide licenses, permits, pesticide labels, Safety Data Sheets and pest control recommendations that will be used during the year.
<b>FEBRUARY</b>	<b>Fertilizer</b> plus Herbicide for pre-emergent weed control.
<b>MARCH</b>	Blanket spray all turf areas City-wide with Speed Zone pesticide for broad leaf weeds.
<b>APRIL</b>	<b>Fertilize</b> with 16-06-08 to stimulate growth and green-up of permanent grasses.
<b>MAY</b>	Spot spraying of broadleaf weeds City-wide.
<b>JUNE</b>	Spot spraying of broadleaf weeds City-wide.
<b>JULY</b>	Spot spraying of broadleaf weeds City-wide.
<b>AUGUST</b>	<b>Fertilize</b> with 16-06-08.
<b>SEPTEMBER</b>	Spot spraying of broadleaf weeds City-wide.
<b>OCTOBER</b>	Spot spraying of broadleaf weeds City-wide.
<b>NOVEMBER</b>	<b>Fertilize</b> with 6-20-20 to enhance the turf from the fall over seeding. Spot spraying of broadleaf weeds City-wide.
<b>DECEMBER</b>	Spot spraying of broadleaf weeds City-wide.

## SCOPE OF SERVICES

### GENERAL CONDITIONS

The following general conditions detail basic program requirements and services to be provided under the contract.

A. NOT AN AGENT OF CITY

It is expressly understood and agreed that the Contractor furnishing all labor, services, materials and equipment and performing the work as provided in the Agreement is acting as an independent contractor and not as an agent or employee of the City.

B. PERFORMANCE OF WORK-GENERAL

Contractor shall, at its own cost and expense, furnish all labor, materials, tools, equipment and incidentals required by the Scope of Services and as referenced in the Agreement. The general items of work includes the maintenance and irrigation of the landscape and hardscape of the City's medians, parkways, greenbelts, planters, parkettes, athletic fields, and City facilities.

C. LOCATION OF WORK

The location of each work area and facility to be serviced is identified in the Detailed Service Area Fee Schedule.

D. EMERGENCY INFORMATION

The names, addresses and telephone numbers of the Contractor or their representatives, shall be filed with the City Engineer, the Municipal Services Yard (12636 Emmens Way), the Police Services Center (11576 Telegraph Road) and the Fire Department (11300 Greenstone Avenue).

E. STANDARD OF PERFORMANCE

Contractor agrees that all services performed hereunder shall be provided in a manner commensurate with the highest professional standards and shall be performed by qualified and experienced personnel; that any material furnished shall be subject to the approval of the Contract Administrator; and that both work and materials will meet the requirements of this Agreement.

F. REPRESENTATIVES

1. CITY - CONTRACT ADMINISTRATOR

City shall designate the Director of Public Works or his designee as the City's Contract Administrator, and shall act as the City's representative for the performance of the Agreement. The Contract Administrator shall have the power to act on behalf of the City for all purposes under the Agreement. Contractor shall not accept direction or orders from any person other than the City's Contract Administrator.

2. **CONTRACTOR - SUPERVISOR**

Contractor shall designate a Supervisor to act as the Contractor's representative for the performance of this Agreement. The Supervisor shall have full authority to represent and act on behalf of the Contractor for all purposes under the Agreement. The Supervisor shall supervise and direct the performance of the Scope of Services. The Supervisor shall meet with the Contract Administrator as necessary to effectuate the purposes of the Agreement, and must be available to respond to inquiries, job walks and inspections of the maintained areas as required.

The Supervisor shall have at least five (5) years' experience in the management of landscape maintenance services for municipal government entities.

The Supervisor shall be on site for a minimum of four (4) hours per workday. The cost for the Supervisor shall be included as part of the fee for each of the service areas as identified in the Detailed Service Area Fee Schedule. A separate cost for the Supervisor will not be accepted unless it is approved in advance by the City as Extra Work.

3. **CONTRACTOR- IRRIGATION SPECIALISTS**

Contractor shall maintain on staff Irrigation Specialists with demonstrated competency, knowledge and experience in the use, programming, troubleshooting, maintenance and repair of all stand-alone and centralized irrigation controllers used by the City.

Contractor shall provide an Irrigation Specialists for a minimum of sixty (60) hours per week to provide preventive maintenance and minor irrigation system repair services. Each Irrigation Specialists assigned to the City shall have their own vehicle to perform irrigation system services.

Irrigation Specialists shall have at least five (5) years' experience in the diagnosis, repair, replacement, and installation of all irrigation system components, including controllers, wiring and connections, mainlines, backflow prevention devices, control valves, master valves, flow sensors, pressure regulators, etc.

The cost for the Irrigation Specialists shall be included as part of the fee for each of the service areas as identified in the Detailed Service Area Fee Schedule. A separate cost for the Irrigation Specialists will not be accepted unless it is approved in advance by the City as Extra Work.

See pages eleven (11) and twelve (12) of the Scope of Services for details regarding irrigation system maintenance and repairs.

4. **CONTRACTOR – GROUNDSKEEPER**

Contractor shall provide three (3) Groundskeepers. Each Groundskeeper shall be assigned to and responsible for the landscape and maintenance of one of the following

City facilities:

- (a) City Hall (including TCH Plaza)
- (b) Clarke Estate
- (c) Heritage Park

Each Groundskeeper shall be assigned to a facility eight (8) hours per day, Monday through Friday (40 hours per week for 52 weeks).

G. MATERIALS PROVIDED BY CONTRACTOR

Contractor shall furnish all materials needed to complete the Scope of Services.

1. Waste disposal bins and disposal.
2. Irrigation parts required to make repairs and replacement.
3. Annual color flowers for flower beds designated and scheduled by the City. Installation schedule is quarterly, see page 10.

H. WORKFORCE

If applicable, contractor shall pay all workers engaged in the work, prevailing rates of wages for public works contracts, as determined by the Director of Industrial Relations of the State of California or Secretary of Labor for Federal Rates, whichever is greater.

The Contractor shall provide sufficient personnel to perform all work in accordance with the Agreement.

I. UNIFORMS

Contractor's personnel shall be clearly identifiable as an employee of the Contractor while working in the City by wearing clean and neat uniforms, complete with company name, logo and nametag.

The Contractor shall require its personnel to work proper work shoes and other clothing and gear required by Federal and/or State of California Safety Regulations.

J. VEHICLES AND EQUIPMENT

Contractor shall provide an adequate number of vehicles and equipment to perform the Scope of Services. All vehicles shall conform to the highest industry standards, shall be maintained in a clean and efficient condition and shall comply with all measures and procedures promulgated by all agencies and jurisdiction.

Contractor shall make available sufficient back-up vehicles and equipment to ensure that the provision of services remains uninterrupted during the term of the Agreement.

The Contractor's vehicles shall be clearly identifiable by company name, logo, and local telephone number printed conspicuously on the vehicle. Each vehicle shall also bear a distinct identification number.

The noise level generated by vehicles and equipment shall not exceed a single-event noise level of seventy-five (75) decibels at a distance of twenty-five (25) feet from the vehicle or equipment.

K. COOPERATION WITH OTHER WORK FORCES

Contractor shall be responsible for ascertaining the nature and extent of any simultaneous, collateral and essential work by other agencies, City and companies. The City, its workers and contractors, utility companies and others, shall have the right to operate within or adjacent to the work site during the performance of the Scope of Services.

The Contractor shall not be entitled to any additional compensation from the City for damages or delay resulting from such simultaneous, collateral, and essential work.

L. CLEANING AND ENVIRONMENTAL CONTROLS

Contractor shall comply with all applicable litter, pollution and environmental laws (National Pollutant Discharge Elimination System Regulations) while performing the Scope of Services. All subcontractors and employees shall likewise obey these laws and it shall be the responsibility of the Contractor to insure compliance.

Contractor shall exercise every reasonable precaution to protect storm drains from pollution. The Contractor shall not discharge smoke, dust or any other pollutants into the atmosphere in such quantity as will violate the regulations of any legally constituted authority.

Contractor shall separate litter and trash from landscape green wastes and dispose of these waste materials in the appropriate waste disposal bins distributed throughout the City.

M. PROTECTION OF PROPERTY

Contractor shall be responsible for the protection of public and private property adjacent to each work site and shall exercise due caution to avoid damage to such property. Should any facility, structure, or property be damaged during the operations of the Contractor, the Superintendent shall immediately notify the property owner(s) or authorities.

Contractor shall repair or replace all existing improvements that are damaged as a result of its operations, at its own expense. The Contractor shall pay all damages and losses incurred. Repairs and replacements should be at least equal to existing improvements and shall match them in finish and dimension. Landscaping damaged by the Contractor's operations shall be restored or replaced in as nearly the original condition and location as reasonably possible.

N. TRAFFIC CONTROL – PUBLIC CONVENIENCE AND SAFETY

Contractor shall comply with the requirements of the American Public Works Association Traffic Control Handbook, and the State of California Manual of Temporary Traffic Controls for Construction and Maintenance Work Zones, except as modified and supplemented below:

1. Contractor shall conduct its operations so as to offer the least possible obstruction and inconvenience to the public, and shall have underway, no greater length or amount of work than can be prosecuted properly with due regard to the rights of the public.
2. Contractor shall maintain safe and adequate pedestrian and vehicular access to all properties. Access shall be continuous and unobstructed, unless otherwise approved by the Contract Administrator.
3. Contractor shall furnish and maintain all signs to safely guide the public through the project limits, as described herein, and as directed by the Contract Administrator.
4. Contractor's employees working within the right-of-way shall wear reflective vests at all times.
5. Lane Closures. In compliance with the California Traffic Control Handbook, Contractor shall provide, at its own expense, all materials, equipment and trained personnel required for proper closure of one or more lanes of traffic on City streets. This shall include, but not limited to the provision of cones, delineators, barricades, traffic control signs, arrow boards, extra traffic personnel, etc. No lane closures on arterial streets before 9am. See list below.

List of Arterial Streets

- 1) Telegraph Road
  - 2) Florence Avenue
  - 3) Orr and Day Road
  - 4) Norwalk Boulevard
  - 5) Carmenita Road (between Imperial Hwy and Alondra Boulevard)
  - 6) Pioneer Boulevard
6. Parking Restrictions. When necessary to facilitate the work, on-street parking of Contractor vehicles shall be restricted to within the work area limits, during the specified working hours, on weekdays only. Temporary "NO PARKING" signs shall be provided and posted by the Contractor not less than seventy two (72) hours in advance of the start of work requiring said restriction. Temporary "NO PARKING" signs must clearly state the days, dates and hours when the parking restrictions will be in effect.

O. CUSTOMER SERVICE

1. Office Hours. Contractor's office hours shall be weekdays from 7:00 a.m. to 5:00 p.m., excluding Saturdays, Sundays, and holidays. A Contractor representative shall be available by telephone during office hours for communication with the City's Contract Administrator at the Contractor's principal office.
2. After Hours Emergencies. Contractor shall maintain an emergency telephone number for use outside normal business hours. Contractor shall have a representative available at said emergency telephone number during all hours other than normal office hours.

P. PERMITS AND LICENSES

Contractor shall obtain all applicable permits and licenses required by other agencies of the State of California and County of Los Angeles, as well as a City business license. All applicable permits and licenses shall be obtained by and at the expense of the Contractor and/or subcontractors.

Q. DATA TO BE FURNISHED BY THE CONTRACTOR

Contractor shall furnish the Contract Administrator access to such information as may be required in connection with the progress and manner of the Scope of Services, including all information necessary to determine costs, such as the number of persons employed, their rate of pay, the time during which they worked on site and other pertinent data.

R. MAINTENANCE SCHEDULES

1. General. The Scope of Services shall be performed on a regular schedule, in accordance with the frequencies described in the Detailed Bid Schedule and incorporated herein by reference.
2. Initial Monthly Service Schedule. Within one week after the Notice to Proceed, and prior to the start of any work, the Contractor shall submit to the Contract Administrator for approval the proposed initial Monthly Service Schedule that reflects the service frequency identified in the Detailed Service Area Fee Schedule. The Contract Administrator will communicate approval or a revised schedule within five (5) working days.
3. Monthly Service Schedules. After the initial schedule, Contractor shall provide updated Monthly Service Schedules to the Contract Administrator not later than the first Friday of each month until completion of the Agreement. The updated Monthly Service Schedule should show any significant changes in activities since submission of the previous schedule, including upcoming seasonal periodic work.

S. MONTHLY REVIEW OF PERFORMANCE AND QUALITY OF SERVICE

The Contractor Administrator and Superintendent shall meet monthly to review the performance and quality of service by the Contractor as identified in the prior month's Service Schedule. The monthly review will include on-site visits to service areas to be determined by the Contract Administrator.

T. CHANGES TO THE SCOPE OF SERVICES- CONTRACTOR

If conditions develop during the progress of the work and the Contractor finds it impractical to comply strictly with the provisions of the Agreement or the Scope of Services, Contractor may request in writing for a modification of requirements or methods of work. The Contract Administrator is authorized to approve the requested change.

U. CHANGES TO THE SCOPE OF SERVICES - CITY

The City reserves the right to make such changes in the Scope of Services or to add Extra Work and as determined by the Contract Administrator to be necessary or in the City's best interests. Changes may include alterations, deviations, and additions of Extra Work or deletions from the Scope of Services. The City reserves the right to increase or decrease the frequency of any item or portion of work or to omit any item or portion of the Scope of Work.

1. Extra Work. Extra work shall include specific tasks of work outside the Scope of Services. Such extra work shall have a specific written scope of services, cost and schedule agreed upon the City and the Contractor. City will provide Contractor with a written Authorization to Proceed. Compensation for extra work will be based on Contractor's Extra Work Rate Schedule.
2. Changes to Scope of Services. Changes to the Scope of Services shall include specific additions to or deletions from the Scope of Services set forth in the Agreement, or an increase or decrease in the frequency of any item or portion of the Scope of Services.

The cost per month for added or deducted work areas shall be determined by computing the area (in square feet) of the added or deducted work area multiplied by the monthly bid price for the corresponding quantity of turf, planted area or hardscape area as listed in the Detailed Service Area Fee Schedule incorporated herein by reference.

V. WORK TO BE PERFORMED BY CONTRACTOR

1. Contractor shall maintain the landscape and hardscape areas identified in the Detailed Service Area Fee Schedule and incorporated herein by reference. The scope of work shall generally include maintenance of landscaped median islands, public parkways (greenbelts and planters and tree wells), parks, parkettes, parking lots, athletic fields and City facilities' landscape and hardscape areas.

2. Contractor shall not work or perform any operation, particularly during periods of inclement weather, which may destroy or damage plant, ground cover or turf areas. The Contract Administrator shall have authority to suspend the work, wholly or in part, for such period of time as may be deemed necessary, due to unsuitable weather or to such other conditions as are considered unfavorable for the suitable performance of the work. Any work not performed due to inclement weather and not rescheduled shall be deducted from the monthly billing statement.
3. Contractor shall be available twenty-four (24) hours a day, seven (7) days a week to respond to all emergencies within one (1) hours or notification. If Contractor cannot be notified or does not respond in a timely manner, the City will respond to the emergency.
4. Contractor shall schedule his operations so as not to interfere with the public's use of the areas set forth in the Detailed Service Area Fee Schedule. Contractor shall conduct its operations so as to provide maximum safety for the public and to offer the least possible obstruction and inconvenience to the public, or disruption to the peace and quiet of the area around which the services are performed.

W. WORKING HOURS

Unless otherwise approved by the City, work or activity of any kind shall be limited to the hours between 7:00 a.m. to 5:00 p.m. from Monday through Friday. No noise from the work performed under this Agreement shall be permitted between the hours of 5:00 p.m. and 7:00 a.m. of the next day, pursuant to the City of Santa Fe Springs Municipal Code.

No work shall be performed at night, Saturday, Sunday or during City holidays, as follows: *New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Cesar Chavez's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Day before Christmas, Christmas Day, Every day appointed by the President or Governor for a public holiday.* When a holiday falls on Sunday, the following Monday shall be observed. If the holiday falls on Saturday, the previous Friday is observed.

X. EMERGENCY WORK

The City may call upon the Contractor to respond to an emergency situation that requires immediate attention during working hours and outside of working hours. The City will be the sole judge in determining an emergency situation. Contractor shall be required to respond to the emergency within one (1) hours of notification by the City. Claims for additional compensation for emergency work will be paid as extra work.

Y. COMPENSATION AND BILLING

Payment for regular recurring landscape maintenance services provided under the Agreement shall be at the annual bid price, to be paid in equal monthly installments. Contractor shall only be compensated for actual services rendered in accordance with the Detailed Service Area Fee Schedule. The Contract Administrator will review and approve

the invoice for payment of services rendered consistent with the Agreement after the services have been completed.

Invoices will be processed monthly for payment and remitted within thirty (30) days from receipt of invoice, provided that work is accomplished consistent with Agreement as determined by the Contract Administrator.

Z. DEDUCTIONS

The City may withhold and/or deduct payment to such extent as may be necessary to protect the City from loss due to:

1. Work required as identified in the Detailed Service Area Fee Schedule that is defective, incomplete or not performed, including any maintenance not performed due to inclement weather and not rescheduled.
2. Claims filed or reasonable evidence indicating probable filing of claims for damages caused by the Contractor to private or public property.
3. Expenses incurred by the City to perform work required as identified in the Detailed Service Area Fee Schedule that the Contractor performed in a defective or incomplete manner.

**STANDARDS OF PERFORMANCE**

The Contractor shall perform the following services:

A. MOWING

Turf shall be mowed with a properly sharpened power rotary mower to ensure a smooth surface appearance without scalping or leaving visible clippings on the turf or adjacent walkways.

The mowing heights will be adjusted according to the needs of the City or during periods of renovation. A mowing schedule shall be established and maintained. This schedule will provide that all areas will be mowed not less than once a week. Mowing personnel shall flag broken sprinkler heads for repair.

B. EDGING

Grass along sidewalks, curbs, shrub and flowerbeds, and walls shall be trimmed to a neat and uniform line. Edging shall be done concurrent with each mowing. Turf edges shall be maintained to prevent grass invasion into adjacent shrub, flower, and ground cover bed areas. After mowing and edging is completed, all adjacent hardscape areas are to be cleaned. All trash and debris generated by mowing and edging shall be collected and removed immediately following the work performed.

Where trees occur in turf areas, all grass shall be removed 6 inches from the trunks of trees by approved chemicals or by hand as required. Mulch shall be applied to the base of tree trunks to reduce weed growth. String trimmers may not be used to clear turf around trees.

Contractor shall trim around all sprinkler heads as necessary in order to provide maximum irrigation coverage. The edge of the turf shall be trimmed around valve boxes, meter boxes, backflow devices, or any structures located within the turf areas using mechanical methods.

C. FERTILIZATION

Contractor will provide fertilizer and fertilize all turf areas at each City facility four (4) times per year, in accordance with the attached Pesticide and Fertilizer Schedule.

D. AERATION

Contractor will provide core aeration of all turf areas at each City facility two (2) times per year. The first aeration shall be performed in the months of March/April. The second aeration shall be performed in the months of October/November. Core aeration shall be performed removing ½ inch diameter by six (6) inch deep cores of turf, roots, and soil with tines not more than 6 inches spacing. Cores shall be pulverized over the turf surface.

E. SEASONAL OVERSEEDING

Contractor shall reseed all turf areas as identified in the Detailed Service Area Fee Schedule once a year in November, and pursuant to the Contract Administrator's authorization. The Contractor will provide all seed and materials necessary to all turf areas. All bare or sparse areas shall be seeded at the direction of the Contract Administrator.

F. WEED CONTROL

Turf areas will be maintained in as nearly a weed-free condition as reasonably possible. The Contractor will provide the chemicals. The Contractor shall apply chemicals for weed control in accordance with the attached Pesticide and Fertilizer Schedule.

G. ANNUAL COLOR

Contractor shall install and provide annual color flowers every three (3) months (4 times per year) at City Hall, Clarke Estate and Heritage Park only. The Contractor shall provide the color flowers to the City. The Contract Administrator will identify the areas at each identified City facility where the color flowers will be installed.

Annual Color Schedule

1. First two weeks in March
2. Second two weeks in June
3. Second two weeks in September
4. First two weeks in December

H. PLAYGROUND AREAS - PARKS AND PARKETTES

In addition to the landscape and hardscape maintenance, Contractor shall maintain the playground area surfaces by raking the sand, wood chips, engineered wood or other surface material adjacent to and under playground equipment including but not limited to swings, slides, stairs, etc. Special attention shall be given to the landing areas for the playground equipment.

Contractor shall inform the City when additional playground surface material is required to maintain a level surface. The City shall install the surface material.

I. PRUNING

Contractor shall perform pruning of all shrubs located within each of the City's service areas to promote healthy growth habits for shape and appearance. Shrubs shall be maintained free of damaged, dead, weak, diseased or insect-infested limbs, flowers, seed heads or fruiting bodies. Contractor shall remove all clippings the same day shrubs are pruned. Pruning shall be performed as often as necessary to maintain public safety, neat, tidy appearance and a vigorous healthy condition of all shrubs.

Contractor shall perform pruning services of low-hanging tree branches that pose a risk to public safety.

J. MAINTENANCE OF HARDSCAPE

Contractor shall maintain all hardscape areas identified in the Detailed Service Area Fee Schedule in a clean and safe condition. All litter shall be manually removed or vacuumed. Contractor shall not be permitted to use water to clean hardscape surfaces. Contractor shall not blow dirt or debris into traffic lanes.

Contractor shall maintain monument signs clean of dirt and debris. Vandalism of monument signs shall be reported to the Contract Administrator.

K. IRRIGATION SYSTEM MAINTENANCE

In accordance with State water regulations, Contractor shall be responsible for irrigating all landscaped areas as required to maintain vigorous growth rate and appearance. Consideration shall be given to the soil conditions, seasonal temperatures, wind conditions, humidity, minimizing runoff, and the relationship of conditions that affect day and night watering.

Contractor shall be responsible for maintaining all systems within the areas identified in the Detailed Service Area Fee Schedule and for the correction of coverage, sprinkler adjustments, nozzle replacements, head cleaning, minor valve and controller maintenance.

Contractor shall perform the following irrigation system maintenance services:

1. Perform periodic irrigation system checks and make adjustments to sprinkler system function and coverage following mowing or recurring maintenance activity.
2. Establish and maintain a schedule of performing irrigation system checks.
3. Flag broken sprinkler heads for repair or replacement with each mowing or recurring maintenance activity.
4. Manually irrigate areas that do not have automatic sprinkler systems, or during periods of prolonged heat.

5. Program irrigation controllers and make adjustments to sprinkler frequency and duration of cycle length.
6. Program controllers such that irrigation occurs between the hours of midnight and 5:00 a.m. Frequent repeat cycles may be required to germinate grass seed or reduce irrigation runoff.

L. IRRIGATION SYSTEM REPAIRS

Contractor shall perform minor (routine) repairs to the irrigation system arising from normal wear and tear at no additional cost to the City.

Minor repairs shall include but not limited to:

1. Replacement of nozzles, pop-up spray heads, rotary sprinkler heads, drip irrigation emitters, tubing and filters.
2. Repair/replacement of automatic control valve solenoids, bleed screws, diaphragms, etc.
3. Repair/replacement of broken swing joint assemblies, risers, quick couplers, etc.
4. Replacement of automatic controller batteries and other minor adjustments.

Contractor shall perform major (extraordinary) repairs to the irrigation system not described above for additional compensation by the City. Major repairs shall be performed as follows:

1. Contractor shall provide the City with a written estimate price to perform the major repairs. Major repairs will be billed as Extra Work following completion of the work and approval by the City.
2. The Contractor will provide all irrigation system parts for major repairs.
3. The City reserves the right to perform major repairs with its own staff or a third party.



**NEW BUSINESS**

Award of Contracts for the City's Firewall Appliances at City Hall

**RECOMMENDATION**

- Authorize the Director of Purchasing Services to issue a purchase order in the amount of \$41,736.96 to GovConnection to purchase two Fortinet Firewall Appliances.
- Authorize the Director of Purchasing Services to issue a purchase order in the amount of \$8,740.97 to VectorOne for Firewall installation and migration services.

**BACKGROUND**

The current firewall appliances were put in service in April of 2011. The current model is nine years old and Palo Alto Networks stopped selling these units in October of 2018. The official end-of-life date (no support) for the models we have is October 2023. Although these units have been steady performers over the years, over the last nine months we have consistently seen outages on one of the firewall units. If it were not for the secondary unit as a stand by backup appliance, the City and residents would have seen outages to the website and emails.

The Director of Technology Services recommends purchasing two Fortinet firewall appliances to replace our Palo Alto Networks appliances. The main reason of switching manufacturer is the cost. The cost of replacing our current firewall units with two Palo Alto Network appliances with one-year maintenance support is over \$90,000. Two comparable Fortinet firewall units with three years maintenance will cost around \$42,000. The new units will provides additional capabilities such as the ability to support higher outbound bandwidth, a higher inbound throughput and the new units can support 10 Gigabit interfaces.

Technology Services contacted five vendors who specialize in firewall appliances to submit a proposal to the City. Their proposed solutions and bid amounts are summarized in the table below:

Vendor	Bid Amount
GovConnection	\$41,736.96
VectorUSA	\$43,668.05
Provantage	\$55,363.04
CDWG	\$64,147.23
Altaware Palo Alto Networks Appliances	\$90,464.40



# City of Santa Fe Springs

City Council Meeting

April 9, 2020

After careful review of the proposals, the Director of Technology Services is recommending to purchase the firewall appliance from GovConnection and contract with VectorOne for the installation and migration services. A three-year maintenance agreement with Fortinet is included in the bid amount.

VectorUSA is based in Torrance, CA. They are a premier managed services provider that designs, builds, and maintain data, voice, and video networks. They have 30 years of experience and work closely with public agencies and private companies. Fortinet recommended that we go with VectorUSA because of their long-standing partnership with them over the years. Their experiences with both Palo Alto Networks and Fortinet products will make the installation and migration processes go smoothly.

GovConnection is a subsidiary of global IT procurement company that deals with government and educational institutions. The company is based in Merrimack, NH.

## **FISCAL IMPACT**

The purchase and installation of the firewall appliance is funded by the Capital Improvement Project (CIP) fund PW180514 - Network Equipment Upgrade (455-397-S030-4400). The CIP project currently has an available budget of \$135,849.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz", is written over a large, stylized flourish.

Raymond R. Cruz  
City Manager

## **Attachments:**

1. Vendor Quote for Hardware – GovConnection
2. Vendor Quote for Professional Services - VectorUSA



**ORDERING INFORMATION**

GovConnection, Inc. DBA Connection

Please contact your account manager with any questions.

**Ordering Address**  
GovConnection, Inc.  
732 Millford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

## SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

Account Executive: David Spence  
Phone: (800) 800-0019 ext. 75046  
Fax: 603-683-1133  
Email: david.spence@connection.com

# 24989690.02-W1  
PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

Date: 3/24/2020  
Valid Through: 4/23/2020  
Account #: S03064

Account Manager:  
Phone:  
Fax:  
Email:

Customer Contact: Alex Tong  
Email: alextong@santafesprings.org

Phone: (562) 868-0511 x7339  
Fax: (562) 868-7112

<b>QUOTE PROVIDED TO:</b> AB#: 6014477 CITY OF SANTA FE SPRINGS FINANCE DEPARTMENT 11710 TELEGRAPH RD SANTA FE SPRINGS, CA 90670  (562) 868-0511	<b>SHIP TO:</b> AB#: 8337097 CITY OF SANTA FE SPRINGS ALEX TONG CITY HALL 11710 TELEGRAPH RD SANTA FE SPRINGS, CA 90670  (562) 868-0511 x299
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	3.00 lbs	NET 30	

Important Notice: -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com), or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	2	36734381	FG-601E-BDL-980-36	FortiGate 601E w / 24x7 FC & FG Enterprise (3 Years) Fortinet	Fortinet	\$ 18,885.50	\$ 37,771.00
						Subtotal	\$ 37,771.00
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	\$ 3,965.96
						<b>Total</b>	<b>\$ 41,736.96</b>



# City of Santa Fe Springs

## Fortinet Firewall Migration Services

Date: 3/25/2020

Revision: 3.0

Prepared for: City of Santa Fe Springs

Prepared by:

Salvador Palacios, Account Executive

Scott Bly, Customer Solutions Architect



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## 1.0 EXECUTIVE SUMMARY

VectorUSA was engaged by City of Santa Fe Springs to provide migration services for a new Next-Generation Firewall (NGFW) solution. VectorUSA will install and configure two (2) Connection provided and delivered new Fortinet FortiGate 601E Next Generation Firewalls at the City of Santa Fe Springs Datacenter located at City Hall. A NGFW is a critical appliance and a significant step forward in protecting the modern enterprise. A Next-Generation Firewall is what Gartner defines, a “deep-packet inspection firewall that moves beyond port/protocol inspection and blocking to add application-level inspection, intrusion prevention, and bringing intelligence from outside the firewall.

Digital innovation has transformed enterprise networks, adding breakthrough capabilities to achieve business outcomes, while unintentionally exposing them to new vulnerabilities. With the rapid proliferation of mobile computing, multi-cloud deployment, and shadow IT, attack surfaces have dramatically expanded, adding complexity and making enterprise networks vulnerable to sophisticated attacks

Fortinet NSS Labs Recommended for SD-WAN FortiGate NGFWs enable security-driven networking and consolidate industry-leading security capabilities such as intrusion prevention system (IPS), web filtering, secure sockets layer (SSL) inspection, and automated threat protection. Fortinet NGFWs meet the performance needs of highly scalable, hybrid IT architectures, enabling organizations to reduce complexity and manage security risks.



## 2.0 COMPANY INFORMATION

VectorUSA's corporate vision is to "become the unsurpassed standard in 'Connecting People to Information'." We build our business one customer at a time through our family of dedicated employees by providing reliable, high-quality communications solutions that exceed our customer's expectations.

As a leader in core network technologies, VectorUSA's vision of information services is IP centric. Our fundamental approach begins with developing a deep understanding of the underlying flow of information across our customer's technology infrastructure. We then design our systems and services to assure that information flow is designed and managed to optimize efficiency, availability, security and cost-effectiveness.

VectorUSA has an extensive background serving customers in a wide variety of industries. Our expertise includes technology infrastructure consulting, facility upgrades, implementation of voice/data communication solutions and ongoing support and managed services for a wide variety of technology-based systems. Our diverse customer base includes major hospitals and medical research centers, multinational shipping and logistics companies, schools and universities, movie and television studios, commercial enterprises and many government and local service agencies.

Headquartered in Torrance, California, with offices in Arizona, California, Pennsylvania, and North Carolina, our team consists of over 350 employees including, but not limited to consultants, network and systems engineers, technical personnel, business development and customer service agents. Some of our business partners include Cisco, HP, Microsoft, Fortinet and Connection strategic technology vendors that specialize in a diverse array of technologies. These partnerships allow us to provide IT services and solutions that help our customers achieve their desired business outcomes.

VectorUSA is respected by our clients for executing large and complex projects and services on time and within budget. Never having filed for bankruptcy in our 30-year history, our financial health is very strong (D&B # 19-536-8774); Vector maintains an "A" corporate credit rating and a \$175-million aggregate project bonding capacity to assure our financial ability to implement multiple large projects for our clients simultaneously. VectorUSA also takes pride in our Safety practices and XMOD rating of less than 0.5 which is unheard of in the industry. We have the technical knowledge, breadth of technical capability, comprehensive implementation and maintenance services and financial resources to assure a long-term partnership and commitment to City of Santa Fe Springs.

## 3.0 SCOPE OF WORK

### Project Overview

VectorUSA will be providing professional services for the configuring and installing of the new networking hardware in the form of two (2) Fortinet Firewall(s) with Enterprise Protection and 24x7 FortiCare and FortiGuard services for the City of Santa Fe Springs located in City Hall. VectorUSA will be providing professional services only, as the hardware portion of this scope of work will be provided by Connection. The scope of work for this project will be described in further detail in the breakdown sections below:

### Firewall Hardware and Software

VectorUSA will configure and install two (2) Connection provided and delivered Fortinet FortiGate 601E Next Generation Firewall(s) at the City of Santa Fe Springs Datacenter located at City Hall. VectorUSA will be providing professional services from our bevy of highly technical networking and security professionals to assist in the implementation of the new Fortinet equipment and software which will be replacing existing Palo Alto Networks equipment in the form of a two (2) Fortinet FortiGate 601E. The general equipment and software to be implemented in the matrix below, and in further depth in the detailed pricing section of this proposal.

QTY (02) 601E 3-Year Hardware plus 24x7 FortiCare and FortiGuard Enterprise Protection

### Professional Services

Prior to VectorUSA initializing installation and integration of the new Fortinet equipment and software, a kickoff meeting will be used for VectorUSA's technical staff to thoroughly go over what the cutover services from the Palo Alto Networks equipment to the new Fortinet FortiGate 601E will entail. This time can also be used to develop additional policies for the new FortiGate(s) configurations. No new policies, features, or configuration services are currently included, however, if during this kick-off meeting it is decided those services are desired, they will be billed at a Time and Materials basis. If additional services for changes and features have been discussed, a final configuration will be agreed upon and scheduled for implementation as an aforementioned T&M Quote or full proposal (if deemed necessary). VectorUSA anticipates for the purposes of this scope of work that Connection will be delivering the NGFW(s) to the client site, and VectorUSAs cutover services will be conducted on-site. The remaining configuration services will be conducted remotely. VectorUSA will require access into the environment via VPN to stage the firewall remotely and to access the firewall web interface. The basic NGFW implementation services provided are described below:

- Routing
- Zones creation for multiple departments
- Policy Migration (one-to-one) with no modifications
- VPN (SSL-VPN) Remote Access Based + IPsec Site to Site Tunnels (up to 2 existing tunnels)
- LDAP Bind, Security Group for Firewall Admins and remote VPN security group

### HA Implementation

VectorUSA will configure and enable high availability during implementation. It provides the required redundancy and failover capabilities that enables a zero-downtime to guarantee up-time on business-critical operations and applications.



### SD-WAN Implementation

VectorUSA will leverage the built-in software define WAN interface to allow redundancy and failover between multiple circuits (depending on the environment's availability).

### Security Overview

The FortiGate next-generation firewall will utilize purpose-built security processors and threat intelligence security services from AI-powered FortiGuard labs to deliver top-rated protection, high performance inspection of clear-texted and encrypted traffic. Coupled with tight integration to Connection Fortinet products, your security extends and protects further and more effectively.

No new policies or configurations will be implemented during the migration unless agreed to under a T&M addendum quote.

This proposal has assumed a single technical resource being on-site for the physical cutover services. If additional on-site visits are required due to lack of access, a change order will be processed for resource mobilization.

No new patch cords, transceivers or horizontal cabling have been included in this proposal.



## 4.0 DETAILED PRICING

VectorUSA will be providing the professional services as described in the Scope of Work section of this proposal.

All professional services specified will be subject to the project parameters, terms and conditions, and payment requirements described in the following sections.

Fortinet FortiGate 601E HA Pair – Professional Services	
Description	Estimated Cost
Professional Services – HA Pair 601E Installation and Configuration	\$8,740.97
<b>Section Total</b>	<b>\$8,740.97</b>

### Additional Services

With this option, VectorUSA provides “time and materials” post-installation services and support. The standard support package includes access to the VectorUSA Help Desk during normal business hours, and 24/7 emergency assistance for critical issues. At the client’s request, VectorUSA will also handle manufacturer alerts directly for manufacturer warranties that include monitoring.

- CCIE Engineering Services \$225.00/hour
- Systems Engineer / Sr. Network Engineering Services \$170.00/hour
- Network Engineering Services \$135.00/hour

Minimum service increments for services billed on a Time and Materials basis are as follows:

- Remote Assistance Service Appointment: 30 Minute Minimum
- On-site Service Appointment: 30 Minute Minimum

Any work that is added to or deleted from the original scope of this proposal and which alters the original costs or completion date must be agreed upon by both parties in the form of a written charge order.

The client must provide five working days’ advance notice of any factor that will delay this project or Vector will issue a work stoppage change order. Additionally, idle time incurred by Vector due to the absence of required escorts, clearance, permits, inability to enter the workplace, delays by Connection trades or Connection factors beyond VectorUSA’s control will be addressed with a written change order.



## 5.0 PROJECT PARAMETERS

**Drawings and Configurations.** If applicable/available, preliminary soft-copy drawings must be provided by the client in MS Visio or AutoCAD format. Current network configurations must be provided 2 weeks in advance after approving the contract proposal/quote.

**Access.** VectorUSA has access to all areas required to perform the proposed scope of work in a timely manner.

**Change Order.** Any work that is added to or deleted from the original scope of this proposal and which alters the original costs or completion date must be agreed upon by both parties in the form of a written change order.

**Delays.** City of Santa Fe Springs must provide 5 working days' advance notice of any factor that will delay this project, or VectorUSA will issue a work stoppage change order. Additionally, idle time incurred by VectorUSA due to the absence of required escorts, clearance, permits, inability to enter the workplace, delays by Connection trades or Connection factors beyond VectorUSA's control, will be addressed with a written change order.

**Adequate Room.** City of Santa Fe Springs must provide adequate room for the installation of the proposed termination hardwired at the station and in the communications closets.

**Add & Delete.** This proposal is not to be used as an "Add & Delete" schedule; it only applies to the work specified in this proposal. Any additional work requested will be considered as separate work and addressed with a written change order.

**Defective Materials.** If there is a delay and/or VectorUSA is unable to perform its scope of work, due to problems with the existing hardware and/or materials provided by the client or Connection third parties, it will be addressed with a written change order.

**Network Equipment.** VectorUSA has based this proposal on City of Santa Fe Springs provision of all network switches/equipment. All network switches must be in place and operational prior to the cutover date.

In addition, the network equipment must meet the minimum standards set by the system's manufacturer.

**Taxes.** Taxes will be billed on tax rates and guidelines at the time of invoice.

**Extraordinary Service.** Certain additional charges related to extraordinary levels of support or out of pocket costs incurred by VectorUSA, through no fault of its own, will be reimbursable by City of Santa Fe Springs under this agreement.

Examples of costs reimbursable under this section include, but are not limited to; 1) shipping expenses related to unusual site handling expenses (e.g. extra distance, no loading dock, extra stairs, extra demurrage charges), 2) storage or special handling expenses incurred if an installation site is not able to accept delivery as scheduled, 3) expenses incurred by VectorUSA to resolve network compatibility issues caused by City of Santa Fe Springs's selection to substitute non-VectorUSA provided equipment or



services, and 4) expenses incurred by VectorUSA for additional installation time and/or materials caused by a site not being prepared as called for in this proposal.

VectorUSA shall promptly notify City of Santa Fe Springs in writing of such charges. Notification will be provided, when feasible, prior to the incurrence of such charges, unless circumstances preclude such prior written notification (by way of example, but not limited to, unusual site handling charges). Provided the incurrence of such charges is not due to VectorUSA's fault or negligence, VectorUSA shall be entitled to an equitable adjustment in the prices herein, the delivery schedule, or both to reflect such charges and any related delay.

**Proprietary Information.** The information contained in this document is proprietary to VectorUSA and intended to be used as evaluative and/or bidding information only. No part of this document may be disclosed, reproduced and/or distributed to anyone except the listed recipients within this package without written permission from VectorUSA.



## 6.0 TERMS AND CONDITIONS

All work is to be completed in a workmanlike manner according to standard practices. All material is to be specified. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over the estimate. All agreements contingent upon strikes, accidents or delays beyond our control will be settled in a formal agreement. The owner is responsible to carry fire, tornado, and Connection necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

## PAYMENT REQUIREMENTS

This proposal pricing is only valid for 30 days. Upon acceptance, a purchase order and 50% deposit are required and due prior to the commencement of work. Monthly progress invoices will be generated based on the percentage of completion and due Net 30. The balance will be invoiced upon substantial completion and due Net 30.

\_\_\_\_\_  
VectorUSA Authorized Signature

\_\_\_\_\_  
Date

Acceptance of Proposal – The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
City of Santa Fe Springs – Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

VectorUSA shall be entitled to refuse to delay shipments for failure by the client to pay within terms of any payments due to VectorUSA. In the event that it becomes necessary for VectorUSA to incur collection costs or institute a suit to collect any amount due and payable, the client agrees to pay additional collection costs, late charges (1.5% monthly, 18% annually), and expenses, including attorney's fees.