

P R O P O S A L

LANDSCAPE CONTRACT

for

CITY OF  
**MARICOPA**  
PROUD HISTORY • PROSPEROUS FUTURE

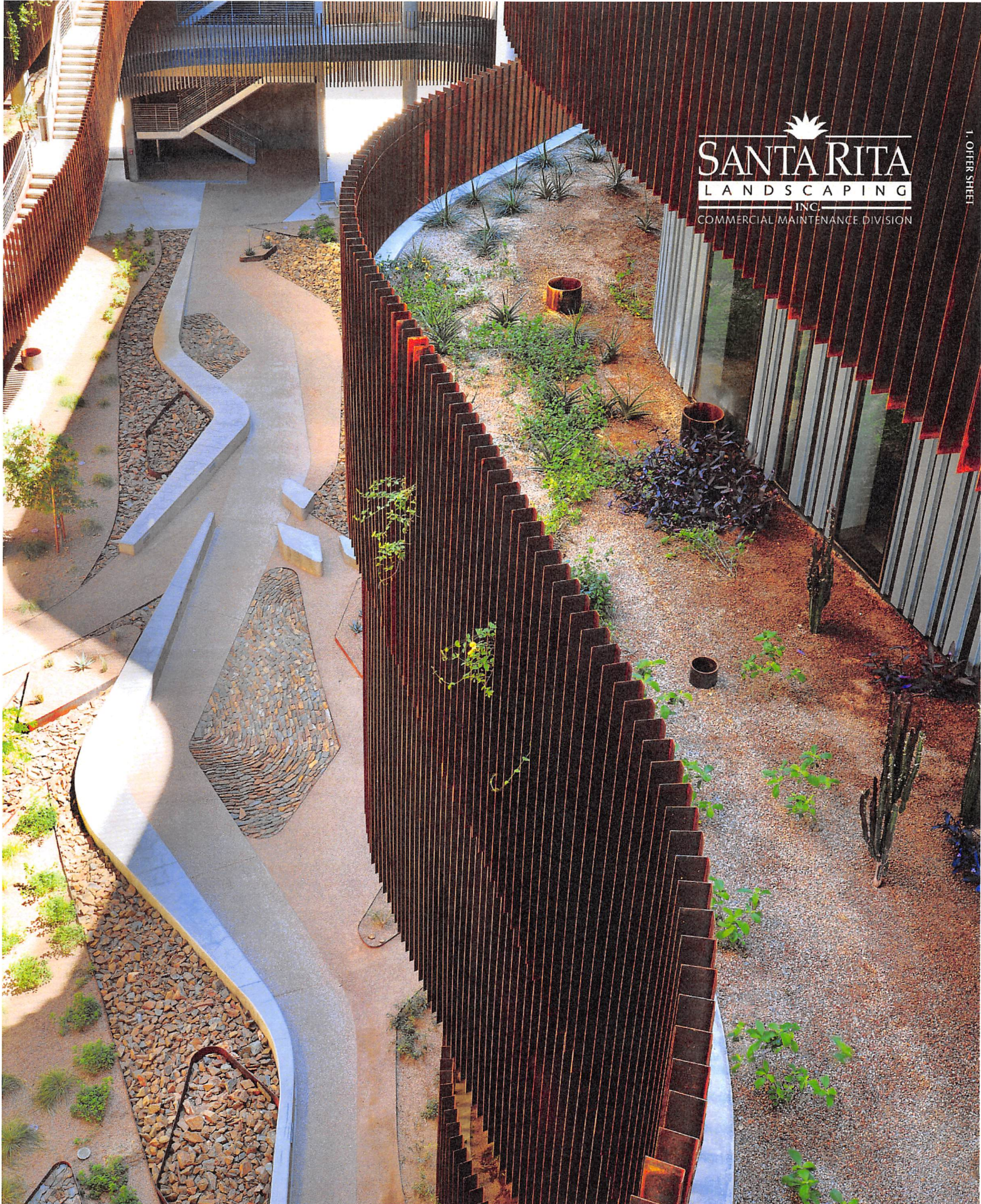
RFP #17-PW1242017

ORIGINAL



  
**SANTA RITA**  
LANDSCAPING  
INC.  
COMMERCIAL MAINTENANCE DIVISION





  
**SANTA RITA**  
**LANDSCAPING**  
INC.  
COMMERCIAL MAINTENANCE DIVISION

1. OFFER SHEET





39700 W. Civic Center Plaza  
 Maricopa, AZ 85138  
 Ph: 520.568.9098  
 Fx: 520.568.9120  
 www.maricopa-az.gov

**REQUEST FOR PROPOSALS  
 (RFP) # 17-PW1242017  
 LANDSCAPING CONTRACT  
 CITY OF MARICOPA, ARIZONA**

**INTRODUCTION**

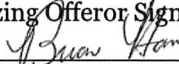
The City of Maricopa "City" will accept competitive sealed proposals from a qualified firm(s) for Landscaping Services at the address or physical location until the date and time detailed below. Proposals shall be delivered to the location listed below and shall be in the actual possession of the City on or prior to the exact date and time indicated below. Late proposals will not be considered.

**Proposals shall be submitted in a sealed package with "RFP #17-PW1242017 Landscaping Services" and the Offeror's name and address clearly indicated on the front of the package.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the *entire* Request for Proposal (RFP).

Pre-submittal Meeting:	None
Proposal Due Date:	April 20, 2017
Proposal Time:	2:00:00 PM (Arizona time)
Number of Qualifications:	1 unbound original and 5 bound copies (please label original)
Contact:	Matt Bellin, Purchasing Coordinator
E-Mail:	<a href="mailto:matt.bellin@maricopa-az.gov">matt.bellin@maricopa-az.gov</a>
Mailing Address:	39700 W. Civic Center Plaza, Maricopa, Arizona 85138
Location:	39700 W. Civic Center Plaza, Maricopa, Arizona 85138

**OFFER**

To the City of Maricopa: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with the Terms and Conditions contained in the Request for Proposal package issued by the City.

<b>OFFEROR CONTACT INFORMATION - For clarification of this offer contact:</b>	
Name: <u>Brian Ham</u>	Email: <u>brian@srlandscaping.com</u>
Federal Employer Identification Number: <u>86-0583190</u>	Authorizing Offeror Signature: 
<u>Santa Rita Landscaping, Inc.</u> Company Name	<u>Brian Ham</u> Printed Name
<u>755 West Grant Road</u> Address	<u>Principal</u> Title
<u>Tucson</u> <u>AZ</u> <u>85705</u> City                              State                      Zip Code	Telephone: <u>520-623-0441; 520-838-5402 (Direct)</u> Fax: <u>520-623-9026</u>





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# TABLE OF CONTENTS

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1. Offer Sheet .....	1
2. Table of Contents.....	2
3. Letter of Transmittal .....	3
4. Firm Overview .....	4
5. Bonds.....	5
6. Experience .....	7
7. Detailed Responses to the Evaluation Criteria.....	11
8. References .....	19
9. Disclosures of Conflict of Interest.....	20
10. Substitute W-9 Form & Attachment C.....	21
11. Fee Schedule - Proposed Fees/Compensation.....	24
Sample Monthly Water Usage Report.....	25



*City of Maricopa City Hall*





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3. LETTER OF TRANSMITTAL





April 20, 2017

Mr. Matt Bellin, Purchasing Coordinator  
City of Maricopa  
39700 W. Civic Center Plaza  
Maricopa, AZ 85138

RE: Proposal for Landscaping Contract, RFP # 17-PW1242017

Members of the Selection Committee:

On behalf of Santa Rita Landscaping (SRL), I am grateful for the opportunity to present our proposal for your Landscaping Contract. SRL is one of the largest and most highly qualified landscape maintenance and construction firms serving Central and Southern Arizona.

We perform landscape maintenance services for other municipalities and welcome the opportunity to begin a relationship with the City of Maricopa. A summary of our key qualifications for this contract includes:

- We offer a thorough approach to managing and scheduling that will allow for maximum efficiency and cost effective landscape maintenance for the City.
- Our portfolio of similar projects includes many landscape maintenance projects for a variety of public agencies and commercial property owners.
- Our landscape maintenance team consists of full-time employees who average 10 years with SRL and receive full employee benefits packages.
- We have an established Quality Control/Quality Assurance Plan to ensure the highest quality landscape maintenance services for every client.
- We have a large staff with the ability to provide emergency services within two hours of receiving a call.
- We have an excellent record for jobsite safety.
- A vast majority of SRL's principals and employees are certified in Sustainable Landscape Management.
- We have a Certified Arborist available.
- We practice ANSI standards.

We hereby acknowledge receipt of minutes from the pre-bid meeting and questions and answers issued on 4/13/17.

We look forward to your positive review of SRL's qualifications, and to ultimately being selected to provide Landscaping Services for the City of Maricopa.

Sincerely,

Brian Ham

Principal

[brian@srlandscaping.com](mailto:brian@srlandscaping.com)

Direct (520) 838-5402

Office (520) 623-0421

Fax (520) 623-9026





BURRITO  
BEAN & CHEESE  
AND EUCLID

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FIRM OVERVIEW



## 4. FIRM OVERVIEW

### THE SANTA RITA DIFFERENCE!

Santa Rita is dedicated to our clients. We are professionally trained and experienced to provide you with unique outdoor spaces that suit your needs and budget.

Our clients stay our clients because we exceed their expectations not only in the execution of the project, but also by educating them on the proper care and maintenance of their completed project.

### a. Your firm is in what primary line of business?

Landscape Maintenance, Landscape Contracting.

### b. Does your firm have at least one (1) office located in the State of Arizona? Please note if home office is located in another state, but show presence in the State of Arizona.

Santa Rita Landscaping, Inc. is based in Tucson, Arizona, our sole office. We service southern and central Arizona.

### c. Discuss the structure of your firm. If a private firm, state whether a corporation, partnership, sole proprietorship, or combination.

Santa Rita Landscaping, Inc. is a corporation.

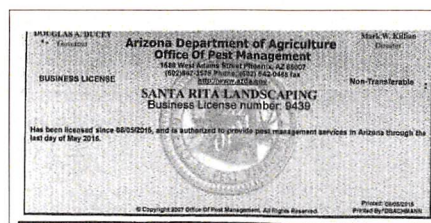
### Provide a listing of all principals and/or owners.

Owners: Brian Ham, Garrett Ham, Richard Spross.

### Indicate the length of time the firm has been in business under the current business name as well as any previous business names.

Santa Rita Landscaping, Inc. has been in business for 32 years, since 1985.

### d. Provide documentation that the Offeror is licensed under the







  
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5-10-15

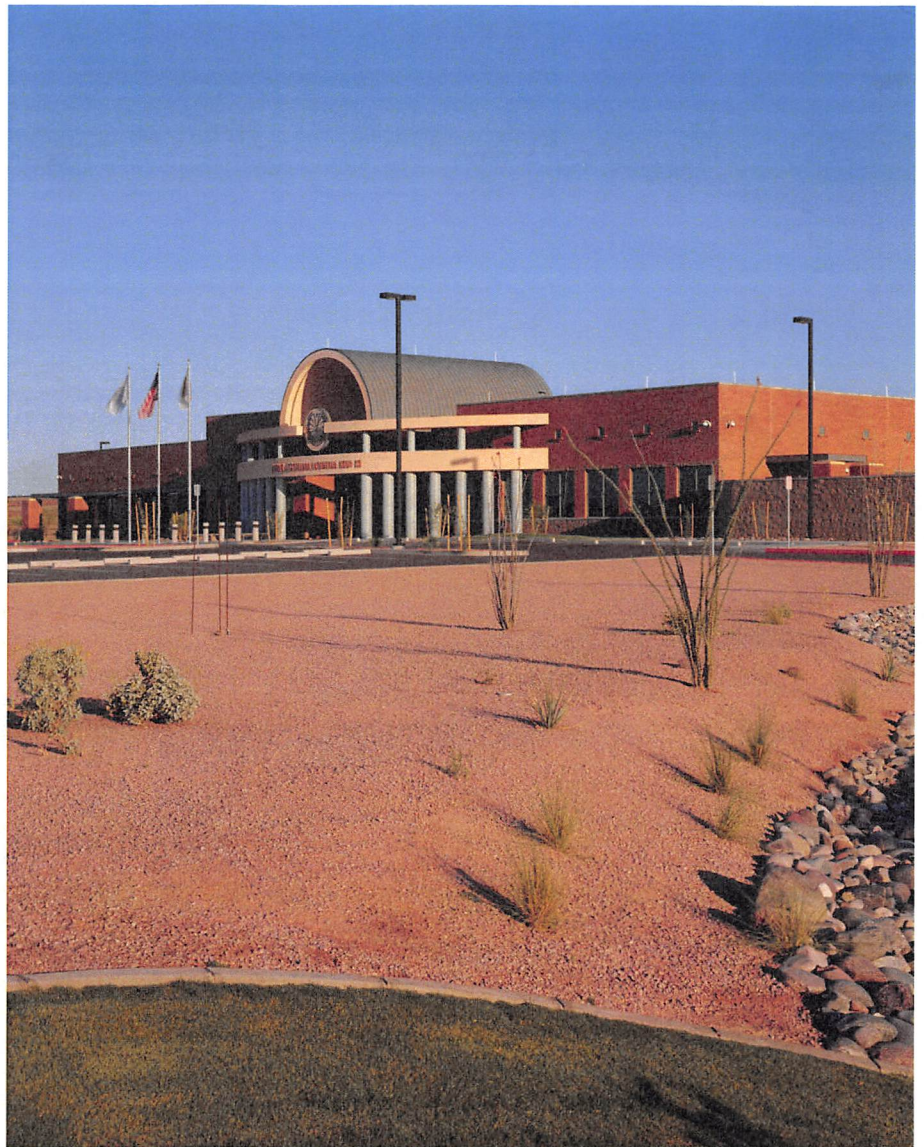


## 5. BONDS

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If applicable, the successful Contractor shall deliver to the City a Performance Bond issued by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance pursuant to Arizona Revised Statutes Title 20, Chapter 2, Article 1. The bond shall not be executed by an individual surety or sureties. Bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

Santa Rita Landscaping has the ability to provide a Performance Bond for this project if required. Please refer to the following page for evidence of bondability.



*Gila River Indian Community Tribal Courts Complex*



# McGhee Insurance

6152 E 22<sup>nd</sup> Street  
Tucson, AZ 85711

Phone: (520) 327-6534  
Fax: (520) 795-0846

McGheeInsuranceTucson.com  
CustomerService@McGheeAZ.com

4/12/2017

Re: Santa Rita Landscaping, Inc.  
Tucson, AZ

To Whom It May Concern:

We are pleased to write to you concerning our customer Santa Rita Landscaping. We have had the privilege of providing for their surety needs since 1993. Their current bonding limits are \$2,500,000 single job with a \$5,000,000 aggregate work program. We would anticipate no problem providing the customary performance and payment bonds for their normal scope of work, should they enter into a written contract.

The surety for Santa Rita Landscaping, Merchants Bonding Company (Mutual) is an AM Best rated "A VIII" company and is an admitted surety in all states. Merchants Bonding Company (Mutual) also appears on the U.S. Treasury list of approved companies.

Although Santa Rita Landscaping has our highest recommendation, execution of any final bonds would be subject to our normal underwriting procedures.

Regards,



Sean McGhee  
sean@mcgheeAZ.com





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## 6. EXPERIENCE

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**a. Describe comparable services provided by the firm to municipalities since 2012 similar in scope to the City's request. Please include the names of the municipalities and contact names, phone numbers and email addresses that you have provided this service.**

Santa Rita Landscaping has many years of experience in the regular maintenance of sites similar in nature to those that are a part of this contract. We have been able to form strong relationships with our clients throughout our company history. We find that in landscape maintenance, it is especially important to build a bond between the service provider and the Owner, in an effort to meet and exceed the expectations of our clients. Please find below a few recent examples of similar projects maintained by SRL:



**City of Tucson Department of Transportation.** SRL has been a long time provider of landscape maintenance services for a range of projects for the City of Tucson Transportation Department including several road projects including Campbell Ave, Pueblo Gardens and the Pennington Alignment.

**Reference:**

City of Tucson Department of Transportation  
Gary Wittwer, Project Manager  
(520) 400-2645  
[Gary.wittwer@tucsonaz.gov](mailto:Gary.wittwer@tucsonaz.gov)



**City of Tucson Westside Police Station and Crime Lab.** Since SRL installed the landscapes for these new facilities when they were built, we have provided full service landscape maintenance (including upper tree care and management as well as irrigation system maintenance and repair) to all areas of the property including secure areas where security access is required.

**Reference:**

City of Tucson Police Station/Crime Lab  
Tammy Czechowski  
520.873.7777  
[Tamela.Czechowski@tucsonaz.gov](mailto:Tamela.Czechowski@tucsonaz.gov)

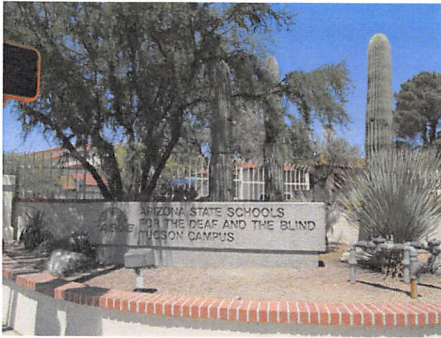


**Pima County Parks and Recreation.** SRL has completed a number of large scale projects for the City of Tucson Parks Department. The work at Pueblo Gardens Park included a number of long term maintenance periods after the construction phase was complete.

**Reference:**

Pima County Parks and Recreation  
Bob Just, Project Manager  
(520) 837-8037  
[Robert.just@tucsonaz.gov](mailto:Robert.just@tucsonaz.gov)





**Arizona Schools for the Deaf and Blind.** Since 2012, SRL has held a landscape maintenance contract for this large school campus which includes both campus buildings and athletic fields. The contract was awarded based on a combination of qualifications, approach, and pricing.

**Reference:**

Arizona School for the Deaf and Blind  
Albert Duff, Program Manager, Facilities  
(520) 770-3825  
Albert.duff@asdb.az.gov

**b. How long has your firm performed these services?**

Santa Rita Landscaping, Inc. has performed landscape maintenance services for 32 years.

**c. Please include the resumes of the principals of your firm along with their experience in the business and their number of years in the industry.**

*Please refer to the following pages.*



## BRIAN HAM, PRINCIPAL

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Brian graduated with a Bachelor's of Science in 1984 from the University of Arizona. Brian, along with his brother, Garrett Ham, founded Santa Rita Landscaping in 1985. Since then, Brian has directed Santa Rita's successful growth as a provider of commercial landscape installation and landscape maintenance, home builder, customer residential and improvement services.

### **Education:**

Bachelor's of Science, University of Arizona

### **Licensing/Certification:**

SLM Certified Professional A0312-13  
Rain Bird Factory Trained Site Manager Class  
Arizona SWPP Program Certified  
AZ ROC License # A21-071777 and C21-067801

## GARRETT HAM, PRINCIPAL

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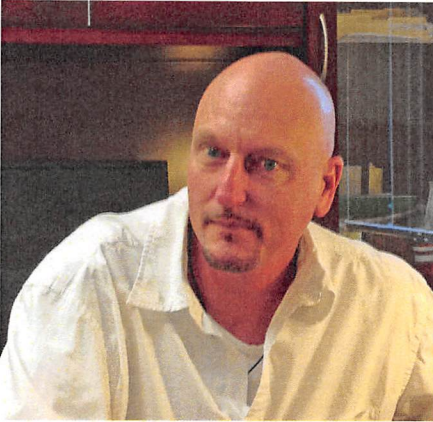


Garrett co-founded Santa Rita Landscaping 1985 after having obtained his ROC license while completing his high school education. He is a Principal and Co-Owner of Santa Rita Landscaping and has over 28 years of industry experience as a firm owner. His experience includes commercial landscape installation and maintenance, storm water pollution prevention (SWPP) and custom landscape design and installation. Garrett's quality control, customer relations, sales and marketing experience is critical to SRL's success.



## RICHARD SPROSS, PRINCIPAL

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Richard Spross is a native of Tucson and founded Southwest Envirosapes, Inc. in 1992. Richard successfully grew SWE into one of the leading Commercial Landscape Construction Companies in Southern Arizona. In January of 2012, SWE was merged with Santa Rita Landscaping, Inc. in an effort to become Southern Arizona's landscape solution. Richard brings in over 30 years of industry knowledge and experience to the Santa Rita team.





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COMMERCIAL MAINTENANCE DIVISION

7. DETAILED RESPONSES TO  
THE EVALUATION CRITERIA



## 7. DETAILED RESPONSES TO THE EVALUATION CRITERIA

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Please include detailed information addressing the evaluation criteria as defined in the “Special Terms and Conditions”, Item #7, page 10.

### Pricing.

*Please refer to the attached Fee Schedule.*

### Firms’ qualifications and municipal expertise to include references and financial stability.

Santa Rita Landscaping, Inc. has been providing landscape services in Pima County for over 32 years. The company was founded in 1985 and since its inception, continually added new services in in order to achieve the founders’ goal of becoming one of Southern Arizona’s leading providers of all landscape solutions. These wide-ranging services include Commercial Construction, Custom Residential, Homebuilder Services, SWPPP and Waste Management Services, and, of course, Landscape Maintenance.

Today, Santa Rita Landscaping, Inc. is widely recognized as one of Southern Arizona’s largest and most well-respected landscape companies offering a total solution to all landscape and irrigation needs. The combined experience and performance record of all three founders, Brian Ham, Garrett Ham, and Richard Spross, is a strength uncommon in the landscape construction and maintenance industry.

One of our founders, Brian Ham, was selected to participate in a nationwide peer group of landscape industry leaders known as “The Leaders Edge Peer Group”. This highly selective group meets several times each year in various cities throughout the country to continually develop company performance and knowledge. This has furthered SRL’s expansion, allowed us to separate ourselves from the competition, and to better serve our clients through our implementation of industry leading practices.

The Commercial Maintenance Division of Santa Rita Landscaping provides high quality landscape maintenance for Tucson and Southern Arizona public agencies, general contractors, land developers, and homebuilders throughout Southern Arizona.

Our public agency clients include:

- Pima County Natural Resources, Parks & Recreation Department
- Pima County Department of Transportation
- City of Tucson Parks & Recreation Department
- City of Tucson Department of Transportation
- Town of Marana

*“Working as a Landscape Inspector for Pima County for more than 25 years I have had the opportunity to work with Santa Rita Landscaping on more than one project.*

*I find them to be one of the most reliable landscape contractors in the Tucson area.*

*Santa Rita Landscaping has always been responsive to any requests that are made of them.*

*When it comes to landscape maintenance quick response times are often needed and Santa Rita has always met those challenges.*

*I would highly recommend Santa Rita Landscaping for any landscape, irrigation or landscape maintenance project, no matter what the size.”*

*—Timothy J. Sullivan  
Senior Construction Inspector  
Pima County Department of  
Transportation*



- Town of Sahuarita
- City of Benson
- Marana Unified School District
- Arizona School for the Deaf and Blind



### Sustainable Landscape Management

SRL employs Sustainable Landscape Management (SLM) practices in every aspect of our service. Sustainable Landscape Management employs practices which strive to preserve limited and valuable natural resources such as water and plants, reduce waste generation and strive for longevity and maturity of plant materials. Our crews are trained to care for your landscape using proven methods. Our goals are to enhance the landscape's aesthetics and natural appearance, encourage vigorous growth, and promote the overall health of plant materials.



*Texas Rangers sculpted to a shape that does not allow healthy growth*

Over the past 30 years, the economic demand for efficiency and drive for lower costs of landscape development and maintenance have disregarded and even eliminated practices that promote healthy landscapes. Improper pruning is detrimental to shrubs and trees. Hedging, topping and shearing of landscape plants cause excessive plant growth. In addition, topping of trees is a hazardous practice which creates a dangerous tree which is highly susceptible to wind damage. *This has resulted in landscapes such as those in the adjacent photo where the Texas Rangers are sculpted to a shape which does not allow healthy growth.*



The ultimate success and value of the landscape is fundamentally dependent on sustainable practices, that is, if the aesthetic appearance and health of plant material is a priority. Healthy, well maintained plants, soils, micro-climates and eco-systems—even in urbanized areas provide for each other in order to thrive. Sites that have sensibly applied development and maintenance principles for landscape related elements will be inherently sustainable. *This is illustrated by the adjacent photo that shows Texas Rangers that have been maintained in a sustainable manner which has allowed them to flourish.*



Santa Rita Landscaping Inc. trains all of its personnel in SLM and a vast majority of our employees are SLM certified. This certification process is conducted and tested through the Arizona Landscape Contractors Association (ALCA).

We believe that there is an ever-growing need for this type of service. However, we also recognize that is not suitable for certain clients and projects.

Our pricing structure is consistent for both sustainable and conventional landscape management. We can, if desired, designate certain sites to be maintained as sustainable or conventional practices.

***Please refer to references provided in Sections 4 and 8 of this Proposal.***

**Project Management.** SRL has a fully staffed project management team available to assign to this contract. This staff was heavily involved throughout the bidding process for this contract and thus knowledgeable



*"[I want] to acknowledge the excellent work that Santa Rita Landscaping continuously completed serving as a contracted vendor for Larsen Baker, LLC.*

*We were pleased to have Santa Rita associated with us for the past few years. They have worked effectively with all of our associates in providing landscape maintenance and improvement on multiple properties."*

*—Jessica Telep  
Director of Maintenance  
Larsen Baker, LLC*

of the requirements. Project managers will be involved on a day-to-day basis throughout the life of this contract. From beginning to end, project managers are involved in the following tasks:

- Daily scheduling operations
- Filling any employment needs to ensure no lost time due to any unforeseen leaves of absence in our crew
- Ensure that proper equipment is available for the use of our crews as necessary
- Coordination of any site meetings and 'walk-throughs'
- Timely and proper billing for our work
- Updating all contract requirements such as safety, insurance documents, and proper coordination and documentation of any field directive

### **Personnel experience and expertise.**

*Please refer to the resumes of proposed key personnel at the end of this section.*

### **Methodology/Quality Control Plan.**

#### **Methodology**

**Daily Operations.** Santa Rita Landscaping, Inc. has thoroughly reviewed the RFP and has visited and analyzed each and every facility listed in the RFP. During our review and estimating of this project, much has been taken into consideration.

***In addition to adequate supervision and field crews, SRL will also provide a Project Manager dedicated to this particular project. This will ensure the timely completion of our work, quality control, and maintenance of the project schedule. As requested each property will be visited on an every other week schedule. Our approach will provide alternating weeks of scheduled sites with the same crews every week. This will allow for weekly service availability in the event of an emergency during the off weeks.***

If it becomes necessary to expand our workforce to properly perform to your standards, additional workforce would be immediately assigned at no additional costs, as our commitment to properly perform is strong.

Upon award, SRL will provide a complete and detailed schedule outlining the work to be performed at each location. This schedule will show the days, exact times, and crew members that will be performing the work. SRL will strictly adhere to the schedule, and if at any point our crews fail to keep up with the required work, SRL is committed to adding to our workforce to ensure that the City of Maricopa's needs are met.

The Account Manager will ensure that the each crew member is immediately and thoroughly familiarized with their duties and specific site requirements.



**City of Maricopa Fleet  
Maintenance Building**



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Part of our day-to-day operations is the continual development and education of proper safety practices common to our industry, to provide maximum safety for not only our employees, but also the general public.

Our crews are trained to be flexible to changing activities as requested by the City. Any and all work requests will be expedited with the utmost urgency or as directed.

SRL acknowledges that there are multiple concerned parties other than the City, and will fully cooperate with these individuals (environmental group, rodent control, safety and security personnel, fire and emergency services, and any other concerned party).



**City of Maricopa Fire Station 571**

**Site Inspections.** Santa Rita Landscaping will provide qualified individuals to perform site inspections on a weekly, monthly, or as determined by the City. Depending on the specifics of the inspection required, we will make available the proper personnel, whether that be the Account Manager, Field Superintendent, Irrigation Technician, Certified Arborist, or others. ***SRL will conduct in-house site inspections on a weekly basis to ensure the quality of our work exceeds your expectations. Copies of these reports are available to the City of Maricopa representatives upon request.***

**Reclaimed Irrigation Water Systems.** Due to the ever-changing water requirements for specific projects, the use of reclaimed water for irrigation systems has increased. SRL has installed many of these systems, and is accustomed to working within the guidelines regarding the use of reclaimed water. SRL properly trains all of its employees on the use of reclaimed irrigation water systems and the associated safety regulations. SRL is currently maintaining several significant properties in the Tucson area that utilize reclaimed water systems. We will work to provide any additional training with regards to working with reclaimed water systems, if required for this specific project.



**City of Maricopa Fire Station 572**

**Chemical Spray Application.** SRL will utilize an in house licensed and qualified technician to implement a chemical weed control program for this project where required by contract. In the event that a sub-contractor is required for any additional work SRL will responsibly monitor, ensure, and guarantee our subcontractors' performance to comply with all national, state and local jurisdiction requirements.

**Emergency Responsiveness.** ***Our commitment is to respond to any emergency or after-hours call within two hours.***

SRL has the ability to respond to any potential work orders that must be completed on an accelerated schedule, or on an emergency basis. SRL is committed to maintaining the available resources for any accelerated or emergency work. We have the staffing, experience, and proper management procedures in place to provide immediate service and mobilize as required.

Upon award of contract, a complete list of emergency contacts will be provided,



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including work and personal telephone numbers of key personnel. Our dedicated team will be available 24 hours a day/7 days a week, throughout the entire contract for any emergency service.

### Quality Control

SRL has an established Quality Control Plan in place for the Landscape Maintenance Division that will be implemented upon award of this contract. *Because each project differs in scope and nature, we are willing and able to amend our Quality Control Plan to address specific needs for specific projects.* Upon award of this contract, a full copy SRL's Quality Control Plan will be submitted to the City of Maricopa. The major highlights of this plan include the following:



**City of Maricopa Fire Station 574**

- Twice a week, meetings are held between project management and specific crew members in an effort to evaluate their performance and discuss key project topics.
- Project (site) inspection forms are completed by SRL staff including the Principal in Charge, the Director of Operations, the Landscape Maintenance Department Operations Manager, the Account Manager, Superintendents, and Foremen. This ensures that all of SRL management personnel are in touch with the ongoing project, and provides an opportunity for discussion to occur that allows us to improve performance.
- Items covered in the project inspection form include:
  - Appearance and health of trees, shrubs, and groundcovers
  - Assurance of proper weed control, and litter and debris control
  - Irrigation inspections

SRL's project inspection report includes a rating system for the above items. This rating of inspection list items allows SRL to better identify focal points of the project to address, and also creates a competitive atmosphere between crew leaders, as the highest rated crew is rewarded at the end of each month.

Daily reports are completed that document which locations and what services have been provided for each day and documented for future reference. Each week, a compiled copy of daily reports will be sent to the City of Maricopa representative for their reference.

The SRL Supervisor assigned to this contract will be required to perform the following tasks on a daily basis:

- Report to yard before crews arrive to inspect each SRL fleet vehicle for proper and adequate tools and equipment for the day's maintenance
- Provide in writing any additional information applicable to each specific crew's task for the day
- Oversee crews and project locations on a daily basis to ensure project quality control and identify any potential concerns before they arise
- Review corrective project tasks to ensure compliance with contract requirements





*City of Maricopa Fire Station 575*

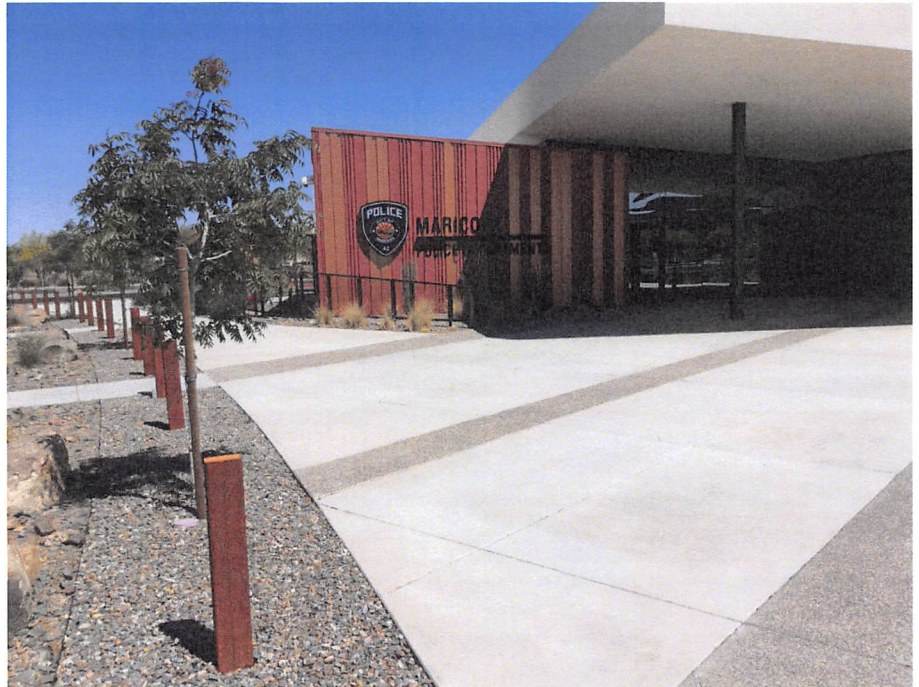
- Schedule and coordinate inspections with COM representative or inspector
- Take responsibility for reporting any vandalism, storm, accidental, or other damage to the COM representative
- Debrief with SRL crews at end of day to review daily performance

All SRL management, superintendents, and foremen are issued a cell phone to assist in communication between SRL and the City of Maricopa.

SRL Project Management, including the Principal in Charge and the Director of Operations, are available throughout the day to assist the City of Maricopa in timely resolution of any issue that may arise.

**Completeness of Proposal and Acceptance of Terms and Conditions.**

Santa Rita Landscaping, Inc. has answered all questions in this RFP and hereby accepts the City of Maricopa's Terms and Conditions for this Contract.



*City of Maricopa Police Substation*



## WILLIAM (BILL) BEARD, PROJECT MANAGER

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Bill is SRL's Landscape Maintenance Division Manager. He will act as Project Manager for this contract. He has over 30 years of professional landscape contracting experience in all phases from design/build to installation/construction and small to large scale commercial and residential landscape maintenance. He brings the full knowledge of all aspects of the landscape industry to the table. Prior to working with Santa Rita Landscaping, Bill spent 7 years overseeing all aspects of the landscape for the Stone Canyon Golf Club and Master Planned Community.

### **Education**

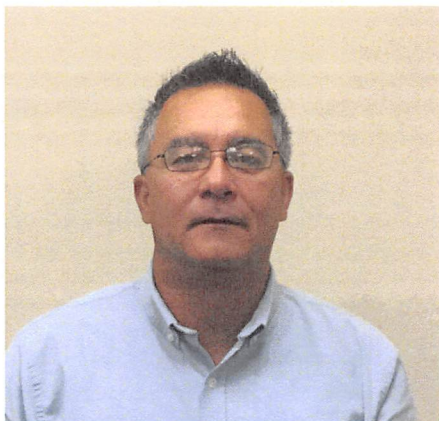
University of Arizona, B.S.  
Agriculture, (Major  
Horticulture/Agriculture  
Education

### **Licensing/Certification**

Certified Qualifying Applicator, Arizona  
Office of Pest Management

## RUBEN ARRIETA, PROJECT ADMINISTRATOR

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Ruben is SRL's Landscape Maintenance Operations Manager. He has over 5 years of professional landscape experience and over 15 years of contracting experience. Working in sales, operations and administration, Ruben has provided high quality production for all of his clients.

### **Education**

B.A. Northern Arizona University  
(major Business Administration)  
A.A.S. in Construction and  
Building Technologies Pima  
Community College

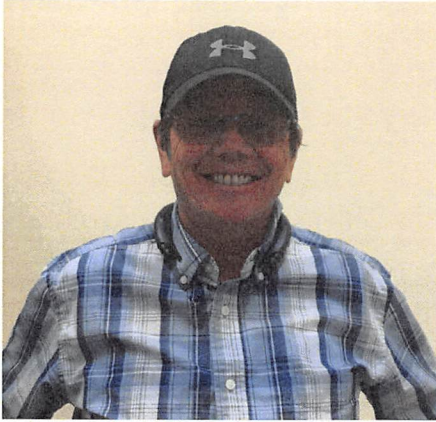
### **Licensing/Certification**

Certified Applicator Office of Pest  
Management  
Arizona Certified Landscape  
Professional



## HANNA DELASANTOS, LANDSCAPE MAINTENANCE SUPERVISOR

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Hanna has over 32 years of experience in the Landscape industry in Southern Arizona, covering many different aspects from new construction to routine maintenance. Hanna has over 12 years of experience in the supervisor position. Hanna oversees the daily activities of SRL's maintenance crews. Hanna prides herself on providing detailed quality on every job.

### Licensing/Certification

ALCA, 2007

SLM Certification, 2009

OSHA 10 Certification, 2009

## DAVE EVANS, LANDSCAPE MAINTENANCE SUPERVISOR

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Dave has over 22 years of experience in the Landscape industry, covering many different aspects from new construction to routine maintenance. Dave has over 7 years of experience in the supervisor position overseeing the daily activities of Santa Rita Landscaping's maintenance crews. Dave prides himself on leading by example to help achieve the best end product for his clients and team.

### Project Role

Landscape Maintenance Supervisor

### Education / Training

Pima Community College, '92

SRL Policy Training

Anti-Harrassment Training

Drug & Alcohol Enforcement

Customer Service Training

Leadership Training

### Certifications

Arizona Applicators License (pest, weed, turf, ornamental)

APS power plant substation safety

CPR Certified





  
**SANTA RITA**  
**LANDSCAPING**  
COMMERCIAL MAINTENANCE DIVISION

ST. JANE LEPIC ©



## 8. REFERENCES

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Include the name, address, telephone number, and email address of five (5) clients for whom similar services have been provided since January, 2012. References must be current and Arizona Based, (\*Acceptable if home office is located in another state, but must show presence in the State of Arizona), and should be relevant to the required services. Please provide a one (1) line description of services provided with each reference.

**Reference:**

City of Tucson Department of Transportation  
Gary Wittwer, Project Manager  
(520) 400-2645  
[Gary.wittwer@tucsonaz.gov](mailto:Gary.wittwer@tucsonaz.gov)

**Service:** Landscape maintenance services

**Reference:**

Pima County Parks and Recreation  
Bob Just, Project Manager  
(520) 837-8037  
[Robert.just@tucsonaz.gov](mailto:Robert.just@tucsonaz.gov)

**Service:** Landscape maintenance services

**Reference:**

Arizona School for the Deaf and Blind  
Albert Duff, Program Manager - Facilities  
(520) 770-3825  
[Albert.duff@asdb.az.gov](mailto:Albert.duff@asdb.az.gov)

**Service:** Landscape maintenance services

**Reference:**

Larsen/Baker Companies  
Ian Thompson, Director of Maintenance  
520.296-0200  
[ian@larsenbaker.com](mailto:ian@larsenbaker.com)

**Service:** Landscape maintenance services

**Reference:**

Dentco for Walmart  
Amy Calkins,  
800.993.3689  
[acalikin@dentco.com](mailto:acalikin@dentco.com)

**Service:** Landscape maintenance services





9. DISCLOSURES OF CONFLICT OF INTEREST

SANTA ANITA  
LANDSCAPING  
LANDSCAPE ARCHITECTURE  
IN AN ASSOCIATION WITH



## 9. DISCLOSURES OF CONFLICT OF INTEREST

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The offeror shall include a statement that no conflicts of interest exist as defined by Arizona Revised Statutes, Title 38, Chapter 3, Article 8. In the event any professional or personal financial interest, does exist the nature of the relationship shall be disclosed to the City and examined by the City of the material facts of the disclosure. The above reference statute shall govern the actions of the city in the event a conflict exists.

Santa Rita Landscaping, Inc. has no conflicts of interest with this contract for the City of Maricopa as defined by Arizona Revised Statutes, Title 38, Chapter 3, Article 8.



*City of Maricopa City Hall/Police Station*





  
**SANTA RITA**  
**LANDSCAPING**  
INC.  
COURTNEY & ANNE ANDERSON

10. SUBSTITUTE W-9 FORM



**ATTACHMENT B  
 SUBSTITUTE W-9 FORM**

**PART I: Company Information:**

1. Name (as shown on Income Tax Return): Santa Rita Landscaping, Inc.
2. Business Name (if different than above): \_\_\_\_\_
3. DUNS #: 18-185-1387
4. Federal employer identification number (or SSN): 86-0583190
5. Type of organization (check one):
 

<input type="checkbox"/> Individual/Sole Proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____	<input type="checkbox"/> Limited Liability Company* <b>*Choose the tax classification</b> <input type="checkbox"/> Disregarded Entity <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership
---	--
6. Order Address:
 

<u>755 West Grant Road</u>	<u>Tucson</u>	<u>AZ</u>	<u>85705</u>
<i>(Order address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip code)</i>
7. Remittance address (if different than above):
 

<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<i>(Remittance address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip code)</i>
8. Contact person for bid invitations: Brian Ham
9. Phone Number: 520-623-0421; 520-838-5402 (Direct) Fax Number: 520-623-9026
10. Email address of contact person: brian@srlandscaping.com
11. Applicant is a (check one):
 

<input type="checkbox"/> Factory Representative <input type="checkbox"/> Manufacturer <input type="checkbox"/> Retail dealer <input type="checkbox"/> Consultant	<input type="checkbox"/> Jobber <input type="checkbox"/> Authorized distributor <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Other: _____
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12. Indicate if the business is registered as a minority or woman-owned company.
 

<input type="checkbox"/> Minority-owned	<input type="checkbox"/> Woman-owned	<input checked="" type="checkbox"/> Not Applicable
---	--------------------------------------	--
13. How long has the company been in business? 32 years (founded 1985)
14. Does applicant currently hold a valid business license issued by the City of Maricopa?
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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**PART II: COMMODITY OR SERVICE DESCRIPTION**

1. Commodity/Service description (this section must be completed):  
Landscape Maintenance/Landscape Construction



**ATTACHMENT B  
 SUBSTITUTE W-9 FORM (CONT'D)**

**PART III: APPLICANT TERMS AND CERTIFICATION**

**Terms:**

**The City of Maricopa may take up to thirty (30) calendar days after the receipt of vendor's invoice to render payment unless other arrangements are made through a written contract. Applicant's signature below signifies acceptance of those terms.**

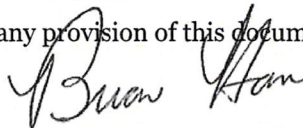
**Under Penalties of perjury, I certify that:**

1. The number shown on this form is my correct federal employer identification number.
2. I am not subject to backup withholding because of failure to report interest and dividend income.
3. I am a U.S. person (including a U.S. resident alien).  
 (NOTE: You must cross out item 2. above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return).
4. The following business ownership classifications are applicable:  
 Disadvantaged Business Enterprise Ownership Classification (Select One Only):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> 1 Non-Small/Non-Minority/Non-Disabled    | <input type="checkbox"/> 8 Small Business/Disabled Owner                    |
| <input type="checkbox"/> 2 Small Business (Per ARS §41-1001(20))             | <input type="checkbox"/> 9 Minority Woman Owned Business                    |
| <input type="checkbox"/> 3 Minority Owned Business [Per 15 CFR §1400.1(a)]   | <input type="checkbox"/> 10 Disabled-Minority Owned Business                |
| <input type="checkbox"/> 4 Woman Owned Business                              | <input type="checkbox"/> 11 Disabled-Woman Owned Business                   |
| <input type="checkbox"/> 5 Owned By Disabled Individual (Per ARS §41-1492.5) | <input type="checkbox"/> 12 Small Business/Minority-Woman Owned             |
| <input type="checkbox"/> 6 Small Business/Minority Owned                     | <input type="checkbox"/> 13 Small Business/Disabled-Minority Owned          |
| <input type="checkbox"/> 7 Small Business/Woman Owned                        | <input type="checkbox"/> 14 Small Business/Disabled-Minority-Woman<br>Owned |

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

**Brian Ham** \_\_\_\_\_  
 Name (Please print)

 \_\_\_\_\_  
 Signature


Principal \_\_\_\_\_  
 Title (Please print)

April 19, 2017 \_\_\_\_\_  
 Date

<b><u>INTERNAL USE ONLY</u></b>	
CC# _____	AUTHORIZATION: _____
FAX: _____	EMAIL: _____
REQUESTED BY: _____	PRINT: _____



**ATTACHMENT C  
 PARTICIPATION IF BOYCOTT OF ISRAEL**

	<b>Participation if Boycott of Israel</b>		State of Arizona State Procurement Office 100 N.15th Ave., Suite 201 Phoenix, AZ 85007
		PAGE 1  OF 1	

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01 This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
  - (a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
  - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
  - (a) together with other investors that are not subject to this section.
  - (b) that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

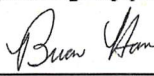
- My company does not participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- My company does participate in a boycott of Israel as defined by A.R.S. §35-393.01. :

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Santa Rita Landscaping, Inc.  
 Company Name

755 West Grant Road  
 Address

Tucson      AZ      85705  
 City                      State                      Zip

  
 Signature of Person Authorized to Sign

Brian Ham  
 Printed Name

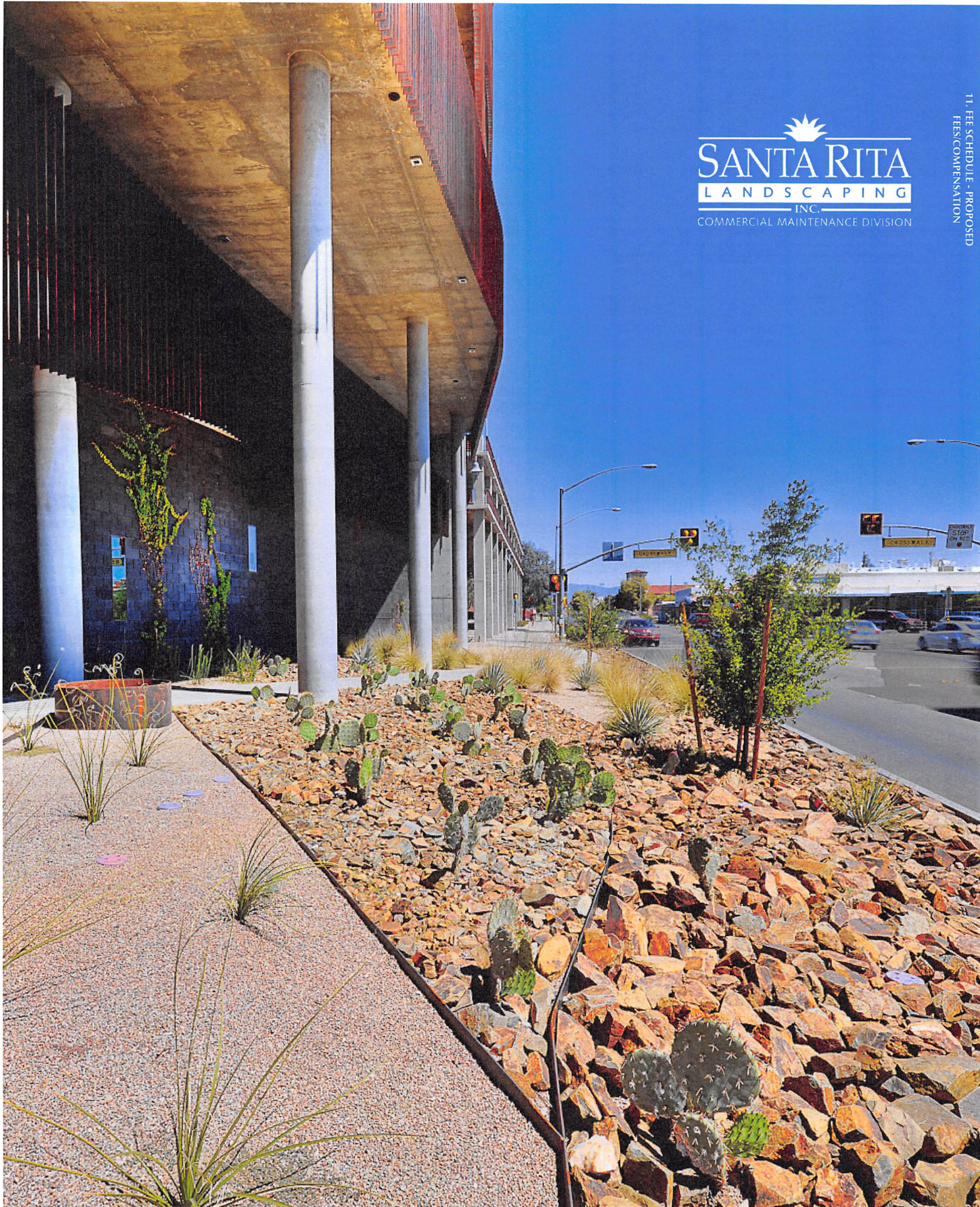
Principal  
 Title





SANTA RITA  
LANDSCAPING  
INC.  
COMMERCIAL MAINTENANCE DIVISION

11. FEE SCHEDULE - PROPOSED  
FEE COMPENSATION





**ATTACHMENT A  
 FEE SCHEDULE**

Please give a detailed listing of charges for services, stated in monthly and per hour format.

<b>Type of Fee</b>	<b>Monthly Fee</b>	<b>Hourly Fee</b>
Shrubs, Ground Cover and Granite Area Maintenance	\$5,631.00	\$32.00
Trees	Included in above	\$32.00
Debris Removal	Included in above	\$32.00
Irrigation System	Included in above	\$65.00
Storm Damage	Included in above	\$32.00
Insect/Pest Control	Included in above	\$32.00
Turf Maintenance	Included in above	\$32.00
Exterior Fountain	Included in above	\$32.00
Emergency Service(s)/as required.		\$95.00
Miscellaneous fees (Please denote if this would be applicable as an hourly or monthly rate)	Not applicable	See above

NOTE: Please detailed any further services not outlined above and define pricing per month/and or an hourly rate. These services will be at the sole discretionary request of the City of Maricopa Designee.



# SAMPLE MONTHLY WATER USAGE REPORT

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**Irrigation Usage Report**

Date:

**City of Maricopa**  
 39700 W Civic Plaza  
 Maricopa, AZ 85138  
 Phone: 1-520-316-6843  
 Fax: 1-520-316-5543

**Contractor**  
 Company: Santa Rita Landscaping  
 Contact: William Beard  
 Address: 755 W. Grant Rd #105  
 Tucson, AZ 85705

Property	City Hall	Fleet Maint	Police Sub Station	FS #571	FS #572	FS #574	FS #575
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total							