LAS VIRGENES UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

Districtwide Tree Maintenance, Clearance, Fire Mitigation, and Rolling Monitoring Services

RFP No. 01.09-904-2026-009

LasVirgenes Schools

RFP Release Date: June 24, 2026
Proposal Due Date: July 24, 2026, by 4:00 PM (PST)
Anticipated Board Award: August 4, 2026 Regular Board Meeting

District Contact for this RFP:

Las Virgenes Unified School District
Attn: Claire Borsheim, Business Services - Tree Maintenance, Clearance, Fire Mitigation, and Rolling Monitoring Services
RFP No. 01.09-904-2026-009
4111 Las Virgenes Road
Calabasas, CA 91302
Email: cborsheim@lvusd.org
Phone: 818-880-4000

REQUEST FOR PROPOSALS (RFP)

DISTRICT: LAS VIRGENES UNIFIED SCHOOL DISTRICT

RFP DEADLINE: July 24, 2026 at 4:00 PM

PLACE OF RECEIPT: Las Virgenes Unified School District, Business Services, Attn: Claire Borsheim, 4111 Las Virgenes Road, Calabasas, CA 91302

NOTICE IS HEREBY GIVEN that the Las Virgenes Unified School District of Los Angeles County, California, acting by and through its Governing Board, hereinafter referred to as 'District' or 'LVUSD,' will receive up to, but no later than, the above stated RFP deadline, sealed proposals for Districtwide Tree Maintenance, Clearance, Fire Mitigation, and Rolling Monitoring Services. Proposals submitted must be valid for a minimum of ninety (90) days after the proposal deadline. Proposals received after the published deadline will not be opened and will be returned to the proposer.

Request for Proposal documents will be posted at https://www.lvusd.org/departments/business-services/current-rfps and/or any District-approved electronic procurement platform identified by addendum.

Time is of the essence. The District reserves the right to reject any and all submissions, or any portion thereof, to negotiate with any or all responsible proposers, to waive deficiencies, irregularities, or informalities in any proposal or in the evaluation process, and to award one or more contracts in the manner that the District determines best serves its operational, fiscal, safety, and fire mitigation needs. The District reserves the right to award to a proposer other than the lowest price proposer when permitted by applicable law.

The services described in this RFP may include maintenance work subject to California public works requirements. Proposers shall be responsible for compliance with all applicable Education Code, Public Contract Code, Labor Code, Government Code, Cal/OSHA, fire authority, environmental, and local municipal requirements, including prevailing wage, DIR registration, certified payroll, and apprenticeship requirements when applicable.

All questions regarding this RFP shall be directed to Claire Borsheim at cborsheim@lvusd.org via email only by July 10, 2026 at 4:00 PM. The District will not respond to oral questions or private interpretations. Responses and addenda will be posted publicly by July 17, 2026 at 4:00 PM for all proposers.

Las Virgenes Unified School District
Governing Board

Publish: Daily News Los Angeles - June 30, 2026 and July 7, 2026

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SECTION 1 - INTRODUCTION AND PURPOSE

A. Purpose of Solicitation

The Las Virgenes Unified School District ('District' or 'LVUSD') is issuing this Request for Proposals ('RFP') to secure one or more qualified, experienced, and properly licensed tree maintenance contractors to provide Districtwide tree maintenance, vegetation clearance, safety concern identification, fire mitigation support, and rolling coverage and monitoring services across District campuses and support facilities.

The selected Contractor will serve as an extension of the District's Maintenance and Operations team. The intent is not merely to obtain episodic tree trimming, but to establish a proactive, recurring program that identifies hazards early, maintains appropriate clearance, reduces fire-related vegetation risk, supports campus safety, and creates a documented, rolling cycle of inspection, maintenance, reporting, and corrective action.

Services may include routine pruning, clearance around buildings, roofs, access roads, parking lots, play areas, athletic facilities, fences, lights, cameras, pathways, utilities, fire lanes, and emergency access points; removal of dead, diseased, failed, or hazardous limbs or trees; fire-season fuel and ladder-fuel reduction; arborist review and written recommendations; emergency response following wind, rain, heat, or fire-related events; and periodic monitoring of District sites to document condition, risk, and completion of work.

All work shall be performed in accordance with applicable law, Cal/OSHA requirements, California public works requirements, applicable fire authority requirements, local municipal rules, District policies, ISA/ANSI arboricultural standards, and industry best practices for tree care and public school environments.

B. District Background

Las Virgenes Unified School District serves a geographically diverse community across western Los Angeles County and eastern Ventura County. District facilities include elementary, middle, and high schools; early education and extended learning spaces; administrative offices; athletic facilities; performing arts facilities; and maintenance and operations support areas. Many District campuses contain mature trees and landscaped areas and are located near open space, slopes, canyons, or vegetation interface areas that require thoughtful, ongoing care.

The District's facilities must remain safe, accessible, and operational for students, staff, families, and community users. Tree maintenance plays an important role in that work by:

- Reducing risks from dead, diseased, cracked, hanging, leaning, or structurally compromised limbs or trees;
- Maintaining clearance for buildings, roofs, walkways, drive aisles, fire lanes, cameras, lighting, signage, playgrounds, bleachers, athletic facilities, and emergency access;
- Supporting fire mitigation through removal of dead material, reduction of ladder fuels, clearance from structures, and monitoring of vegetation conditions;
- Protecting the health and useful life of District trees through professional pruning, observation, and care; and
- Providing written documentation that helps the District plan maintenance priorities, respond to site concerns, and demonstrate responsible stewardship of public assets.

C. Scope and Intent of the RFP

This RFP outlines the District's expectations, performance standards, and proposal requirements for Districtwide tree maintenance and monitoring. It establishes the criteria by which proposals will be evaluated, including:

- Administrative responsiveness and completeness of the proposal;
- Experience providing comparable tree maintenance services for K-12 school districts, public agencies, or similarly complex multi-site environments;
- Licensing, certifications, arborist qualifications, staffing capacity, equipment, and emergency response capability;
- Proposed rolling coverage, inspection, reporting, documentation, and quality assurance plan;

- Approach to safety, fire mitigation, protected trees, public works compliance, and work around occupied school campuses; and
- Cost competitiveness, fee transparency, and overall value to the District.

The District intends to award to the most responsive and responsible proposer(s) whose proposal(s) best meet the District's operational, safety, fire mitigation, fiscal, and programmatic needs. The District reserves the right to award by service category, by site, by priority area, or in aggregate.

D. Commitment to Fair and Open Competition

The District is committed to a fair, open, and transparent solicitation process. Proposers must comply with applicable provisions of the California Public Contract Code, Education Code, Labor Code, Government Code, Business and Professions Code, and all federal, state, and local laws governing equal opportunity, nondiscrimination, workplace safety, public works, and public procurement.

E. Disclaimer and Reservation of Rights

This RFP does not commit the District to award a contract, pay any costs incurred in preparing a proposal, or procure or contract for services. The District reserves the right to reject any or all proposals; waive immaterial irregularities or informalities; modify, postpone, or cancel this solicitation; negotiate final terms with selected proposer(s); and determine, in its sole discretion, whether award of one or multiple contracts is in the District's best interest. Issuance of this RFP creates no contractual obligation until formal Board approval and execution of a written agreement.

SECTION 2 - SCHEDULE OF EVENTS

The District has established the following anticipated schedule for the release, evaluation, and award of this RFP. The Board is anticipated to authorize release of the RFP on June 23, 2026, with the RFP issued publicly on June 24, 2026. The District may modify dates, extend deadlines, or cancel the solicitation if deemed in the District's best interest or required by law. Any adjustment will be issued through written addendum.

Event	Details	Date
Board Authorization to Release RFP	Regular Board Meeting	June 23, 2026
RFP Issue Date	LVUSD website/current RFPs page	June 24, 2026
Advertisements	Daily News Los Angeles / designated publication(s)	June 30, 2026 and July 7, 2026
Intent to Attend Optional Job Walk Due	Email to Claire Borsheim at cborsheim@lvusd.org, if a job walk is scheduled	July 6, 2026
Optional Job Walk / Pre-Proposal Conference	District site(s), if scheduled by addendum	July 7, 2026
Last Day to Submit Questions (RFIs)	Email to Claire Borsheim at cborsheim@lvusd.org	July 10, 2026 by 4:00 PM
Responses to Questions / Final Addendum Posted	LVUSD website	July 17, 2026 by 4:00 PM
Proposals Due	4111 Las Virgenes Road, Calabasas, CA 91302	July 24, 2026 by 4:00 PM
Interviews, if Necessary	As determined by District	July 27-31, 2026
Tentative Notice of Intent to Award	LVUSD website and/or written notice to proposer(s)	By August 1, 2026
Anticipated Board Award	Regular Board Meeting	August 4, 2026
Contract Execution / Insurance / Onboarding	District and selected Contractor	August 5-14, 2026
Anticipated Service Start	Districtwide	Upon Notice to Proceed following Board approval

All requests for clarification must be submitted in writing to Claire Borsheim at cborsheim@lvusd.org no later than July 10, 2026 at 4:00 PM. The District will not provide private or oral interpretations. Responses to questions and all addenda will be posted publicly no later than July 17, 2026 at 4:00 PM; proposers are responsible for reviewing all posted materials before submitting a proposal.

SECTION 3 - GENERAL INSTRUCTIONS FOR PROPOSERS

Proposers responding to this RFP must carefully review and comply with all instructions, terms, conditions, exhibits, and required forms. Each proposer is responsible for understanding the full scope of services, site conditions, campus access limitations, public works obligations, safety requirements, licensing requirements, and evaluation process before submitting a proposal.

Proposals shall be prepared in a professional, accurate, and complete manner. The District discourages excessive promotional materials; emphasis should be placed on substantive evidence of qualifications, capacity, safety, reporting, methodology, and price transparency.

A. Submission Requirements

Unless otherwise modified by addendum, each proposer shall submit:

- Three (3) hard copies of the proposal;
- One (1) electronic proposal in a single bookmarked PDF on a flash drive; and
- One (1) separately sealed fee proposal, if directed by addendum or if the District elects a two-step review.

No telegraphic, facsimile, or emailed proposals will be accepted unless expressly authorized by addendum. The District assumes no responsibility for late delivery. The District's official time clock shall determine the time of receipt. Proposals received after the deadline will be returned unopened and deemed non-responsive.

The proposal package shall be sealed and clearly marked: 'RFP No. 01.09-904-2026-009, Districtwide Tree Maintenance, Clearance, Fire Mitigation, and Rolling Monitoring Services.' Proposals shall be submitted to: Las Virgenes Unified School District, Attn: Claire Borsheim, Business Services, 4111 Las Virgenes Road, Calabasas, CA 91302.

B. Questions, Addenda, and Communications

All inquiries or requests for clarification must be submitted in writing by email to Claire Borsheim at cborsheim@lvusd.org. The subject line must reference RFP No. 01.09-904-2026-009. Verbal inquiries will not be accepted. The District will issue written responses or addenda collectively. Any communication with District staff, site administrators, consultants, or Board members concerning this RFP outside the prescribed process may result in disqualification.

C. Site Visits and Field Conditions

Site visits are strongly encouraged to ensure proposers understand site access, tree conditions, terrain, traffic and student safety constraints, equipment staging, disposal needs, fire mitigation areas, protected trees, and other logistical conditions. By submitting a proposal, proposer acknowledges that it has inspected the sites or waived the opportunity to do so and that its pricing and methodology account for all known and reasonably discoverable conditions. No additional compensation will be granted for failure to verify site conditions.

D. Public Records

All materials submitted in response to this RFP are subject to disclosure under the California Public Records Act (Gov. Code section 7920.000 et seq.). Proposers may mark specific portions of their proposals as proprietary or confidential, but the District cannot guarantee protection of such materials once subject to lawful disclosure. Proposers should limit proprietary markings to information that is truly confidential in nature.

E. Public Works, Prevailing Wage, and DIR Compliance

The services may constitute public works maintenance, repair, or related work. Contractor and all subcontractors shall comply with applicable public works requirements, including payment of prevailing wages, DIR registration, certified payroll records, apprenticeship requirements, project registration, and Labor Code compliance when

required. Proposer shall include its DIR registration number and shall certify that it will not perform covered public works without required registration and compliance.

F. Reservation of Rights

The District reserves the right to amend, postpone, or cancel this RFP at any time before contract award; reject any or all proposals; waive immaterial deviations; request clarifying information; verify references and qualifications; negotiate terms and pricing; and award in whole or in part. Issuance of this RFP and receipt of proposals do not obligate the District to award a contract.

SECTION 4 - PROPOSAL REQUIREMENTS

Each proposal must be comprehensive, well organized, and complete. Proposals that are incomplete, unsigned, fail to follow the prescribed format, or omit required information may be deemed non-responsive and excluded from further consideration.

Proposals should be presented in the following order, with each section clearly labeled.

No.	Component	Required Content
1	Cover Letter	Signed by an individual authorized to bind the proposer. Include legal name, address, primary contact, phone, email, statement of acceptance, and confirmation that the proposal remains valid for at least 90 days.
2	Table of Contents	Provide page references for all sections, attachments, and required forms.
3	Attachments Checklist	Completed checklist confirming inclusion of all required forms, certifications, and supporting documents.
4	Minimum Qualifications	Document at least five (5) years of comparable tree maintenance experience, public agency/K-12 experience, required license(s), DIR registration, insurance capacity, equipment, staffing, and emergency response capability.
5	Company Profile and Key Personnel	Describe ownership, years in business, service territory, office location, management team, field supervisors, ISA Certified Arborists, TRAQ-qualified personnel, safety officer, and single point of contact.
6	Technical Approach and Work Plan	Describe routine tree care, clearance, fire mitigation, hazard identification, protected tree practices, traffic control, campus safety, disposal, and emergency response methodology.
7	Rolling Coverage and Monitoring Plan	Provide a proposed first-year schedule and recurring cycle for site inspections, prioritization, work order completion, documentation, and reporting.
8	Safety and Compliance Plan	Address Cal/OSHA, ANSI Z133, traffic/pedestrian control, work near utilities, equipment safety, student separation, PPE, fire-season precautions, and incident reporting.

9	Reporting and Quality Assurance	Provide sample service logs, inspection reports, risk rating templates, photo documentation, GPS/GIS inventory examples, deficiency tracking, and corrective action process.
10	References	At least three current or recent clients, preferably K-12 districts or public agencies, for similar districtwide or multi-site tree services within the past three years.
11	Fee Proposal	Use Exhibit B forms. Include annual/base pricing if proposed, unit rates, hourly crew rates, emergency rates, equipment rates, arborist report rates, removal rates, stump grinding rates, disposal assumptions, and escalation terms.
12	Insurance, Bonds, and Required Certifications	Provide current insurance certificates, ability to name District as additional insured, bonds if required, licenses, DIR registration, noncollusion declaration, addenda acknowledgement, and all required forms.

Minimum Qualifications

At minimum, proposer must demonstrate the following:

- A minimum of five (5) years of experience providing professional tree maintenance, pruning, clearance, fire mitigation vegetation support, removals, and emergency response services of comparable size and complexity;
- Experience serving K-12 school districts, community colleges, municipalities, counties, or similarly complex multi-site public agencies is strongly preferred;
- Possession of a valid California contractor license appropriate to the scope, such as C-49 Tree and Palm Contractor, C-61/D-49 Tree Service, and/or C-27 Landscaping where landscaping or related grounds scope is included;
- Current DIR registration and ability to comply with prevailing wage and certified payroll obligations when applicable;
- At least one ISA Certified Arborist assigned to the District's account; ISA Tree Risk Assessment Qualification (TRAQ) is strongly preferred and may be required for risk assessment reports;
- Ability to provide equipment and trained crews necessary for work at occupied school sites, including aerial lifts, chipper, stump grinder, traffic control devices, PPE, and emergency response resources;
- Ability to meet District insurance, indemnity, campus access, safety, and reporting requirements; and
- No unresolved debarment, suspension, license discipline, or legal restriction that would prevent proposer from performing public agency work.

Fee Proposal Requirements

The Fee Proposal must be transparent and complete. The District may reject proposals that obscure costs or condition pricing on assumptions not stated in the RFP. Proposers shall identify all base services, unit rates, hourly rates, equipment rates, mobilization charges, disposal charges, emergency premiums, proposed annual escalation,

and any exclusions. The District may use fee schedules for both planned work and as-needed work orders during the contract term.

SECTION 5 - EVALUATION OF PROPOSALS

The evaluation of proposals will be conducted through a structured, multi-phase process designed to ensure fairness, transparency, and alignment with the District's needs. Upon receipt, each proposal will undergo an administrative review to verify completeness and responsiveness. Responsive proposals will then be evaluated by a District committee that may include representatives from Business Services, Maintenance and Operations, Facilities, Risk Management, Safety, and other departments as determined by the District.

The District may request clarifications, conduct interviews, verify references, inspect equipment, review safety history, and negotiate with one or more proposers. Interviews, if held, may address emergency response, campus safety, fire mitigation, reporting, arborist practices, price assumptions, and implementation schedule.

Evaluation Category	Description	Weight
1. Experience and Qualifications	Comparable K-12/public agency experience, demonstrated contract performance, licensing, certifications, arborist qualifications, public works compliance, and organizational stability.	20%
2. Technical Methodology and Service Approach	Quality of proposed approach to routine tree maintenance, pruning, clearance, hazard identification, fire mitigation, protected trees, debris disposal, and work at occupied school campuses.	25%
3. Rolling Coverage, Monitoring, and Reporting	Quality of proposed inspection cycle, first-year implementation plan, risk prioritization, photo/GPS documentation, dashboard or log, and corrective action tracking.	15%
4. Staffing, Equipment, and Emergency Response	Depth of staffing, supervision, response times, equipment, substitute/backup capacity, after-hours response, and ability to handle wind/fire/rain-related events.	15%
5. Cost Proposal and Financial Value	Transparency, reasonableness, competitiveness, and value of base pricing, unit rates, hourly rates, emergency rates, escalation assumptions, and overall cost structure.	20%
6. References and Past Performance	Quality of references, documented reliability, safety record, responsiveness, contract compliance, and customer satisfaction.	5%

Total Possible Score: 100%

Interviews and Final Recommendation

Following written evaluation, the District may conduct interviews or presentations with selected proposers. Participation in an interview does not guarantee award. Upon completion of evaluations and interviews, the evaluation committee will prepare a recommendation for award to the Board of Education based on cumulative scoring, references, compliance, price, and overall best value. No proposal shall be binding until formally approved by the Board and fully executed by both parties.

SECTION 6 - SCOPE OF SERVICES

The District seeks a qualified Contractor to implement a proactive Districtwide tree maintenance, clearance, fire mitigation, and rolling monitoring program. The Contractor shall provide all labor, supervision, arborist expertise, equipment, traffic control, tools, materials, disposal, documentation, and incident response necessary to complete the services described in this RFP and any District-issued work orders.

A. Core Service Categories

Service Category	Description
Tree Inventory and Baseline Assessment	Initial inspection of District sites, identification of tree species where practicable, approximate size/DBH/height class, condition, location, hazards, priority rating, and recommended work. Provide photo documentation and a baseline work plan.
Routine Pruning and Maintenance	Pruning, thinning, raising, reduction, crown cleaning, deadwood removal, structural pruning, clearance pruning, palm frond removal where applicable, and other routine work consistent with ANSI A300 and ISA best practices.
Clearance Services	Maintain appropriate clearance from roofs, buildings, eaves, mechanical equipment, fire lanes, drive aisles, parking lots, sidewalks, walkways, stairs, ramps, athletic areas, playgrounds, fences, signs, cameras, lighting, utility paths, and emergency access points.
Safety Concern Identification	Identify and promptly report dead, dying, diseased, cracked, split, leaning, hanging, storm-damaged, root-compromised, pest-infested, structurally weak, or otherwise hazardous trees or limbs, including conflicts with paths of travel, play areas, buildings, and utilities.
Fire Mitigation and Fuel Reduction	Reduce dead material, ladder fuels, low limbs, excessive vegetation accumulation, palm fronds, combustible debris, and vegetation conflicts near structures and access areas, as directed by the District and consistent with applicable fire authority requirements.
Rolling Coverage and Monitoring	Inspect and maintain District sites on a recurring, documented cycle, prioritizing high-risk areas, fire season, wind events, known hazard locations, and District-directed concerns.
Emergency Response	Provide rapid response for imminent hazards, blocked access, failed limbs, storm damage, post-wind event conditions, fire-related vegetation concerns, and other urgent District needs.
Removals and Stump Grinding	Remove dead, hazardous, or District-approved trees; grind stumps; remove root balls when directed; restore affected areas; and dispose of debris in accordance with law and District direction.
Arborist Reports and Recommendations	Prepare written arborist assessments, risk observations, work recommendations, preservation recommendations, and follow-up reports when requested by the District.

B. Rolling Coverage Model

The District intends to move away from reactive tree work toward a rolling coverage model. Proposers shall submit a proposed annual cycle that includes, at minimum:

- Initial Districtwide baseline assessment within sixty (60) calendar days of Notice to Proceed, unless the District approves a different implementation schedule;
- A first-year priority work plan identifying immediate hazards, fire-season clearance needs, routine maintenance needs, and deferred work items;
- Recurring site monitoring at a frequency proposed by the Contractor and approved by the District. High-priority, fire-interface, or previously identified concern areas should receive more frequent review, particularly before and during fire season and after major wind or rain events;
- Quarterly written reports summarizing inspections, work completed, outstanding recommendations, safety concerns, fire mitigation items, and proposed upcoming work;
- A process for District staff to submit concerns and for Contractor to log, triage, and respond to those concerns; and
- A closeout report for each completed work order with date, crew, location, description, photos, debris removal confirmation, and remaining recommendations.

C. Response Priorities

Priority	Condition	Required Response
Emergency	Tree or limb failure, blocked emergency access, imminent danger to students/staff/public, hazard after wind/fire/rain event, or District-designated emergency.	Phone acknowledgment within one (1) hour and on-site response within four (4) hours unless otherwise approved by District.
Urgent	Likely safety hazard, significant hanging/broken limb, clearance affecting access or operations, or condition that may worsen if not addressed.	Inspection or work response within twenty-four (24) hours, or sooner if directed.
Priority Routine	Documented concern requiring scheduled work but not immediate hazard.	Include in rolling work plan and complete within five (5) to ten (10) business days unless District approves alternate schedule.
Routine/Preventive	Planned pruning, clearance, monitoring, and seasonal fire mitigation.	Complete according to approved annual/quarterly schedule and work orders.

D. Work Standards

All pruning and tree work shall be performed in accordance with current industry standards, including ANSI A300 tree care standards, ANSI Z133 safety requirements, ISA best management practices, and applicable Cal/OSHA requirements. Topping, lion-tailing, flush cuts, excessive canopy removal, climbing spikes on trees not approved for removal, and other damaging practices are prohibited unless specifically approved in writing by the District and consistent with professional standards.

Contractor shall protect students, staff, visitors, District property, hardscape, irrigation, utilities, play surfaces, athletic fields, roofs, vehicles, and adjacent property. Contractor shall provide barricades, cones, signage, flaggers, spotters, pedestrian controls, and equipment exclusion zones as necessary. Work during student arrival, dismissal, lunch, recess, or other high-traffic periods is prohibited unless expressly approved by the District.

E. Protected Trees, Permits, and Environmental Compliance

Contractor shall identify potential protected trees, native trees, heritage trees, oak trees, or other regulated vegetation before performing removals or substantial pruning. No removal or significant pruning of protected or regulated trees shall occur without prior written District authorization and any required City, County, fire authority, or other agency approval. Contractor shall comply with all local ordinances and environmental requirements and shall immediately notify the District if a proposed work item may require a permit, biological review, nesting bird consideration, or other approval.

F. Documentation and Reporting

Contractor shall maintain records sufficient to document compliance, service outcomes, and safety. Required records may include service logs, inspection checklists, GPS/GIS or map-based tree location data where available, timestamped before/after photos, risk observations, work recommendations, priority ratings, crew logs, equipment logs, incident reports, certified payroll records, and monthly/quarterly summaries. Records shall be submitted in a format acceptable to the District.

SECTION 7 - CONTRACT TERMS AND CONDITIONS

The contract awarded pursuant to this RFP shall constitute a binding agreement between LVUSD and the successful proposer ('Contractor'). The agreement will incorporate this RFP, all addenda, the Contractor's accepted proposal, the fee schedule, and any negotiated modifications approved by the District's Board of Education. No oral statements or representations shall be binding unless confirmed in writing and incorporated into the final agreement.

A. Term

The initial term of the Agreement is anticipated to commence on or about August 5, 2026, or upon issuance of a written Notice to Proceed following Board approval, and continue through June 30, 2027, unless extended or terminated earlier. The District reserves the right to renew the Agreement for up to four (4) additional one-year periods, subject to satisfactory performance, mutual written consent, Board approval where required, and continued availability of funds. Annual renewal rate increases, if any, shall not exceed the lesser of the Contractor's proposed escalation, CPI, or three percent (3%), unless otherwise approved by the District in writing and permitted by law.

B. Compensation and Payment

Compensation shall be made according to the pricing structure accepted by the District. Contractor shall submit itemized invoices showing work order number, site, date, service description, crew hours, equipment, materials, disposal, arborist time, unit quantities, and applicable rates. Payment will be made only for satisfactorily completed and approved work. No advance payments will be made. The District may withhold payment for incomplete work, deficient documentation, safety violations, overbilling, or unresolved corrective action items.

C. Independent Contractor Status

Contractor and all persons employed or engaged by Contractor shall operate as independent contractors and not as officers, employees, or agents of the District. Contractor shall be solely responsible for hiring, supervising, compensating, disciplining, training, and, if necessary, discharging its employees and subcontractors.

D. Insurance, Bonds, and Indemnity

Before commencement of work, Contractor shall furnish evidence of insurance meeting or exceeding Exhibit C and any additional requirements imposed by the District's risk manager or JPA. The District, its Board, officers, agents, employees, and volunteers shall be named as additional insureds on required policies where applicable. Policies shall be primary and noncontributory and shall include waiver of subrogation in favor of the District where available. Payment and/or performance bonds may be required when required by law or District direction.

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the District, its Board, officers, employees, agents, and volunteers from and against claims, damages, losses, liabilities, penalties, fines, citations, costs, and expenses, including attorneys' fees, arising out of or related to Contractor's performance, except to the extent caused by the sole negligence or willful misconduct of the District.

E. Compliance with Laws

Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to the California Education Code, Public Contract Code, Labor Code, Government Code, Business and Professions Code, Cal/OSHA, environmental laws, fire authority requirements, public works laws, prevailing wage laws, fingerprinting and TB requirements where applicable, and nondiscrimination laws.

F. District Authority and Corrective Action

The District reserves the right to inspect work at any time, direct priorities, require immediate correction of unsafe or deficient conditions, suspend work, remove personnel, and terminate the Agreement in accordance with its

terms. Deficiencies shall be corrected within the timeframe directed by the District. Repeated deficiencies, failure to maintain clearances, safety violations, failure to respond to emergencies, unauthorized work, or incomplete documentation may result in payment withholding, contract suspension, or termination.

G. Assignment and Subcontracting

Contractor shall not assign, transfer, or subcontract any portion of the Agreement without prior written District consent. Approved subcontractors shall meet all licensing, insurance, safety, public works, clearance, and reporting requirements. Contractor shall remain fully responsible for subcontractor performance.

H. Termination

The District may terminate for cause upon written notice if Contractor fails to perform any material obligation, fails to meet safety or quality standards, fails to comply with law, lacks required licenses or insurance, fails to respond to emergencies, or otherwise defaults. The District may also terminate for convenience upon thirty (30) days' written notice, with payment only for satisfactorily completed and approved work through the effective termination date.

SECTION 8 - PROPOSAL SUBMISSION CHECKLIST AND REQUIRED FORMS

Each proposer must include all required components and forms in the order listed below. Missing or incomplete forms may result in disqualification.

Included	Required Item
□	Cover Letter
□	Table of Contents
□	Attachments Checklist
□	Minimum Qualifications Statement
□	Company Profile and Key Personnel
□	Copies of Required Contractor Licenses
□	DIR Registration Certification
□	ISA Certified Arborist / TRAQ Documentation
□	Technical Work Plan
□	Rolling Coverage and Monitoring Plan
□	Safety, Fire Mitigation, and Campus Access Plan
□	Reporting and Quality Assurance Samples
□	Three Client References
□	Fee Proposal - Exhibit B
□	Insurance Certificates / Ability to Meet Exhibit C
□	Workers' Compensation Certification
□	Noncollusion Declaration
□	Addenda Acknowledgment
□	Authorization Agreement / Signature Page

Submission of a proposal constitutes acknowledgment and acceptance of all terms, conditions, exhibits, and instructions contained in this RFP and certifies that the proposer has made all necessary inquiries to understand the District's needs and the scope of work required.

AGREEMENT

This Agreement is made and entered into by and between the Las Virgenes Unified School District ('District') and [Contractor Name] ('Contractor') awarded through RFP No. 01.09-904-2026-009, Districtwide Tree Maintenance, Clearance, Fire Mitigation, and Rolling Monitoring Services.

ARTICLE I - TERM AND DEFINITIONS

1.1 Term of Agreement

The initial term of this Agreement shall commence upon full execution by both parties and approval by the District's Board of Education, with services to begin on or about August 5, 2026, or upon issuance of a written Notice to Proceed, and continue through June 30, 2027, unless terminated earlier. The District may extend the Agreement for up to four (4) additional one-year renewal periods, contingent upon satisfactory performance, mutual written consent, and continued appropriation of funds.

1.2 Definitions

1. 'District' means Las Virgenes Unified School District, including its Board of Education, officers, employees, agents, and authorized representatives.
2. 'Contractor' means the firm awarded this Agreement and responsible for performing the services described herein.
3. 'Services' or 'Work' means all tree maintenance, pruning, clearance, fire mitigation, monitoring, arborist reporting, emergency response, removal, stump grinding, and related duties required by this Agreement.
4. 'Rolling Coverage' means the recurring, documented cycle of site inspection, prioritization, work completion, reporting, and follow-up across District sites.
5. 'Safety Concern' means a tree, limb, vegetation condition, clearance issue, access issue, or site condition that may pose risk to students, staff, visitors, property, utilities, operations, or emergency access.
6. 'Fire Mitigation' means vegetation-related clearance and reduction measures intended to reduce combustible material, ladder fuels, dead material, and vegetation conflicts near structures or access points, as directed by the District and consistent with applicable fire authority requirements.
7. 'Authorized District Representative' means the individual designated by the District to manage, oversee, and coordinate services under this Agreement.
8. 'Work Order' means written authorization from the District directing Contractor to perform specific services at specific sites or under a defined schedule.

1.3 Order of Precedence

In the event of conflict among documents, the following order of precedence shall govern: (1) the fully executed Agreement and Exhibits; (2) the District's RFP and all official addenda; and (3) the Contractor's accepted proposal, only to the extent it does not conflict with the Agreement or RFP.

ARTICLE II - SCOPE OF SERVICES

Contractor shall furnish all labor, supervision, arborist expertise, equipment, materials, traffic control, tools, transportation, disposal, reports, permits as directed, and incident response necessary to perform the services. Services shall be completed in accordance with Exhibit A, District work orders, applicable law, industry standards, and District direction.

2.1 Routine and Preventive Tree Maintenance

Contractor shall perform pruning, deadwood removal, canopy raising, clearance pruning, structural pruning, reduction, palm frond removal where applicable, and related maintenance. Work shall be performed in a manner that preserves tree health and structural integrity while maintaining District safety and clearance objectives.

2.2 Clearance and Fire Mitigation

Contractor shall maintain clearance from buildings, roofs, walkways, roadways, fire lanes, signs, lights, cameras, utilities, athletic facilities, playgrounds, fences, emergency access points, and other areas directed by the District. Contractor shall reduce dead material, ladder fuels, and vegetation conditions that create fire or access concerns, consistent with District direction and applicable fire authority requirements.

2.3 Monitoring, Reporting, and Documentation

Contractor shall conduct rolling site inspections, document safety concerns, recommend corrective actions, prioritize risks, and submit reports in the format and frequency required by the District. Contractor shall provide timestamped photographs and site-specific documentation sufficient to verify work and support District planning.

2.4 Emergency Response

Contractor shall maintain an emergency response capability for tree failures, hanging limbs, storm damage, blocked access, and fire-related vegetation concerns. Contractor shall respond within the timeframes established by this Agreement and any work order.

2.5 Changes to Scope

The District may add or remove sites, modify schedules, adjust service levels, or authorize supplemental work. Any material change to compensation or scope shall be documented in writing and approved by the District before implementation.

ARTICLE III - QUALIFICATIONS, STAFFING, AND CLEARANCES

3.1 Licenses and Certifications

Contractor shall maintain, throughout the term, all licenses and certifications required for the work, including an appropriate California contractor license such as C-49 Tree and Palm Contractor, C-61/D-49 Tree Service, and/or C-27 Landscaping where applicable; DIR registration when required; and ISA Certified Arborist resources assigned to the District account. Contractor shall promptly notify the District of any license lapse, suspension, restriction, claim, citation, or disciplinary action.

3.2 Staffing and Supervision

Contractor shall maintain adequate qualified staffing and supervision to meet District work orders, rolling coverage schedules, and emergency response requirements. Contractor shall designate a Single Point of Contact and a qualified field supervisor responsible for safety, quality, communication, and documentation.

3.3 Clearance Requirements

Contractor personnel assigned to District sites shall comply with all applicable fingerprinting, background check, tuberculosis screening, identification, check-in, escort, and student separation requirements. No employee may have unsupervised contact with students unless all legally required clearances have been completed and verified. District may require fingerprinting and TB clearance for personnel working during school hours or in unescorted campus areas.

3.4 District Right to Remove Personnel

The District may require immediate removal and replacement of any Contractor employee whose conduct, safety practices, reliability, performance, appearance, or interaction with District personnel or students is deemed unsatisfactory or inconsistent with District expectations.

ARTICLE IV - DISTRICT AUTHORITY AND CONTROL OF WORK

The District retains full authority over District sites, priorities, schedules, access, safety requirements, service levels, and acceptance of work. Contractor shall not alter site access, modify work priorities, remove protected trees, perform unauthorized additional work, or engage in communications that bind the District without written authorization.

District representatives may inspect, observe, document, and evaluate work at any time. Contractor shall cooperate with all monitoring activities and correct deficiencies within the timeframe directed by the District.

ARTICLE V - CONTRACTOR RESPONSIBILITIES

Contractor shall be responsible for all personnel, equipment, materials, tools, vehicles, supervision, training, payroll, taxes, benefits, public works compliance, insurance, safety, environmental compliance, and quality assurance required to perform the work. Contractor shall maintain equipment in safe working order and shall not stage vehicles, lifts, chippers, debris, or materials in a manner that blocks fire lanes, emergency access, student paths of travel, or District operations.

Contractor shall protect District and third-party property from damage. Any damage caused by Contractor shall be immediately reported and repaired or reimbursed at Contractor's expense to the District's satisfaction.

ARTICLE VI - SAFETY, FIRE MITIGATION, AND COMPLIANCE

6.1 Safety Standards

Contractor shall comply with Cal/OSHA, ANSI Z133, applicable traffic control standards, utility clearance requirements, equipment safety requirements, fire authority direction, and District safety protocols. Contractor shall use appropriate PPE, barricades, cones, flaggers, spotters, and exclusion zones.

6.2 Work Around Students and Occupied Campuses

Contractor shall schedule and perform work to minimize disruption and risk. Work in student areas during school hours requires District approval and adequate separation. Contractor shall not leave equipment, debris, cut limbs, holes, tripping hazards, or unsecured work areas accessible to students or the public.

6.3 Fire Mitigation Compliance

Contractor shall identify and report vegetation conditions that may increase fire risk or interfere with emergency response, including dead material, ladder fuels, limb overhang, roof debris, vegetation near structures, blocked access, and excessive combustible accumulation. Contractor shall complete District-authorized mitigation work in accordance with applicable fire authority requirements and District direction.

6.4 Utility and Environmental Compliance

Contractor shall not perform work within unsafe proximity of energized lines unless properly qualified and authorized. Contractor shall coordinate with utilities and the District as required. Contractor shall comply with protected tree ordinances, nesting bird rules, disposal laws, noise limitations, stormwater protections, and all other environmental requirements.

ARTICLE VII - COMPENSATION AND PAYMENT

Contractor shall be compensated according to the accepted fee schedule and District-approved work orders. Contractor shall not perform billable supplemental work without written District authorization. Invoices shall be submitted monthly unless otherwise approved and shall include sufficient detail to verify work. The District may withhold payment for disputed amounts, incomplete documentation, deficient work, safety violations, or failure to provide certified payroll or other required records.

No minimum amount of work is guaranteed. The District may self-perform work, use other contractors, or reduce services based on operational needs, budget, performance, or changing conditions.

ARTICLE VIII - PERFORMANCE STANDARDS, DISTRICT REMEDIES, AND CORRECTIVE ACTION

Contractor shall perform all work in a professional, safe, timely, and workmanlike manner. Key performance standards include timely response, clear communication, accurate reporting, safe campus practices, high-quality tree work, complete debris removal, compliance with fire mitigation direction, proper documentation, and correction of deficiencies.

If the District identifies a deficiency, the District may require corrective action within twenty-four (24) hours, immediately for safety concerns, or within another timeframe stated in writing. Failure to correct deficiencies may result in payment withholding, back-charges, suspension of work, use of another contractor at Contractor's expense, or termination.

ARTICLE IX - RECORDS, DATA, REPORTING, AND AUDIT RIGHTS

Contractor shall maintain complete and accurate records regarding work performed, staffing, site logs, photos, risk observations, recommendations, invoices, certified payroll, safety incidents, training, licenses, insurance, subcontractors, and compliance. Records generated for the District shall be District property, excluding Contractor's pre-existing proprietary materials.

The District may audit financial, operational, public works, and performance records to verify compliance. Contractor shall cooperate fully and provide requested records within five (5) business days unless a shorter timeframe is required for compliance or safety.

ARTICLE X - INSURANCE AND INDEMNIFICATION

Contractor shall procure and maintain all insurance required by Exhibit C throughout the Agreement and any extensions. Certificates and endorsements must be approved by the District before work begins. Contractor shall not allow coverage to lapse or materially change without required notice.

Contractor shall indemnify, defend, and hold harmless the District, its Board, officers, employees, agents, and volunteers to the fullest extent permitted by law for claims arising out of or related to Contractor's work, except to the extent caused by the sole negligence or willful misconduct of the District.

ARTICLE XI - DEFAULT, SUSPENSION, AND TERMINATION

The District may declare Contractor in default for failure to perform, failure to maintain insurance or licenses, unsafe work, failure to comply with law, failure to pay prevailing wages, unauthorized subcontracting, repeated deficiencies, failure to respond to emergencies, false statements, or any material breach. The District may suspend work immediately when necessary to protect health, safety, property, operations, or legal compliance.

The District may terminate for cause after written notice and opportunity to cure when appropriate, or immediately when the breach threatens safety or legal compliance. The District may terminate for convenience upon thirty (30) days' written notice. Upon termination, Contractor shall be paid only for satisfactorily completed and approved work performed before the termination date.

ARTICLE XII - GENERAL PROVISIONS

This Agreement shall be governed by California law, with venue in a court of competent jurisdiction in Los Angeles County or Ventura County. Contractor shall not discriminate, shall comply with conflict of interest laws, shall maintain confidentiality of security-sensitive and student or employee information, and shall not use District name or logo for marketing without written approval. Any amendment must be in writing and approved by

authorized District representatives and the Board when required. If any provision is held invalid, the remaining provisions shall remain in effect.

This Agreement, including all exhibits, the RFP, addenda, and accepted proposal, constitutes the entire agreement between the parties.

EXHIBIT A - DETAILED SCOPE OF SERVICES AND PERFORMANCE STANDARDS

A. Baseline Assessment and Tree Inventory

Within sixty (60) calendar days of Notice to Proceed, Contractor shall complete a baseline assessment of District sites or another phased schedule approved by the District. The assessment shall identify observed tree locations, species where practicable, size/height class, general condition, safety concerns, clearance concerns, fire mitigation concerns, recommended work, priority level, and photographs. A GIS or map-based inventory is preferred. The District may accept an interim spreadsheet if a GIS platform is not available.

B. Routine Maintenance Standards

- Remove dead, diseased, broken, weakly attached, hanging, or hazardous limbs as directed or recommended;
- Maintain clearance from buildings, roofs, eaves, windows, walkways, parking areas, drive aisles, fire lanes, athletic areas, playgrounds, fences, signs, lights, cameras, and utilities;
- Use pruning practices that preserve tree health, avoid unnecessary canopy loss, and comply with ANSI A300 and ISA best practices;
- Clean and remove debris daily unless the District approves staging;
- Restore work areas to safe, clean, usable condition before leaving the site; and
- Notify the District of any condition requiring a higher level of review, permit, utility coordination, or protected tree approval.

C. Fire Mitigation and Clearance

Contractor shall support the District's fire mitigation efforts by identifying and addressing vegetation conditions that contribute to fire risk or impede response. Work may include removing dead trees or limbs; reducing deadwood, palm fronds, and combustible accumulations; raising lower limbs and reducing ladder fuels as directed; clearing vegetation from roofs, gutters, eaves, mechanical equipment, building openings, access roads, fire lanes, gates, and fence lines; and maintaining appropriate clearance in accordance with local fire authority requirements and District direction.

D. Safety Concern Reporting

Any imminent hazard must be reported immediately by phone to the District's designated representative and followed by written documentation. Non-imminent concerns shall be included in the next service log or inspection report, with a recommended priority level and corrective action.

E. Deliverables

Deliverable	Minimum Content	Frequency
Baseline Assessment	Site-by-site tree conditions, risks, clearance issues, fire mitigation concerns, photos, and first-year recommendations.	Within 60 days or approved phased schedule
Monthly Service Log	Work orders completed, crews, dates, locations, before/after photos, debris removal, and open issues.	Monthly
Quarterly Monitoring Report	Sites inspected, condition updates, hazard list, fire mitigation priorities, completed work, and next-quarter plan.	Quarterly
Emergency Incident Report	Condition, response time, corrective action, photos, remaining recommendations, and safety notes.	Within 24 hours of emergency response

Annual Summary	Year-end summary of services, trends, inventory updates, outstanding recommendations, and proposed next-year work plan.	Annually

EXHIBIT B - COMPENSATION AND INVOICING / FEE PROPOSAL FORMS

Proposers shall complete the following pricing forms or provide substantially equivalent pricing tables. The District may use pricing for planned work, as-needed work orders, emergency response, and renewal terms.

Form B-1: Annual Program Management / Rolling Monitoring

Service	Included Scope	Annual Price	Notes/Assumptions
Baseline Assessment	Initial inspection and baseline report	$	
Rolling Monitoring	Recurring site inspections, reports, coordination meetings	$	
Routine Program Management	SPOC, scheduling, quality assurance, documentation	$	

Form B-2: Unit Pricing

Item	Unit	Unit Price	Notes
Pruning - Small Tree	Each	$	Define height/DBH class
Pruning - Medium Tree	Each	$	Define height/DBH class
Pruning - Large Tree	Each	$	Define height/DBH class
Deadwood Removal	Each/Hour	$	
Palm Frond Removal	Each	$	
Tree Removal - Small	Each	$	Define size class
Tree Removal - Medium	Each	$	Define size class
Tree Removal - Large	Each	$	Define size class
Stump Grinding	Diameter Inch/Each	$	
Debris Hauling/Disposal	Load/Ton/Hour	$	

Form B-3: Hourly Crew and Equipment Rates

Crew/Equipment	Minimum Crew/Equipment Included	Straight-Time Rate	After-Hours/Emergency Rate
Tree Crew	Foreman + climber + ground staff	$	$
Certified Arborist	Assessment/reporting	$	$
TRAQ Arborist	Risk assessment	$	$
Bucket Truck/Aerial Lift	Operator included?	$	$
Chipper	Operator included?	$	$
Stump Grinder	Operator included?	$	$
Crane/Special Equipment	Specify	$	$

Invoicing Requirements

Invoices shall reference the District work order, purchase order, site, date, services performed, quantities, rates, photos or report links, certified payroll records when applicable, and any approved supplemental charges. Contractor shall not invoice for travel, mobilization, standby, disposal, equipment, or premium time unless such charge is included in the accepted fee schedule or specifically approved in writing by the District.

EXHIBIT C - INSURANCE REQUIREMENTS

The following minimum insurance requirements apply unless the District's risk manager or JPA requires higher limits. Contractor shall provide certificates and endorsements acceptable to the District before commencement of work.

Coverage	Minimum Limit	Required Terms
Commercial General Liability	$2,000,000 per occurrence / $4,000,000 aggregate	District named as additional insured; primary and noncontributory; waiver of subrogation where available.
Automobile Liability	$2,000,000 combined single limit	Owned, hired, and non-owned vehicles; District named as additional insured where available.
Workers' Compensation	Statutory	California workers' compensation coverage; waiver of subrogation in favor of District.
Employer's Liability	$1,000,000 each accident/disease	Required with Workers' Compensation.
Umbrella/Excess Liability	$5,000,000	May be used to satisfy required limits.
Professional Liability / Arborist Errors and Omissions	$1,000,000	Required if Contractor provides arborist risk reports, tree preservation recommendations, or professional assessments.
Pollution Liability	$1,000,000	Required if Contractor uses chemicals, fuel storage, herbicides, or performs work that may create pollution exposure, if directed by District.

All policies shall be issued by insurers admitted or authorized to do business in California, rated A- or better by A.M. Best unless otherwise approved by the District. Contractor shall provide at least thirty (30) days' notice of cancellation or material change, or such notice as provided by the policy.

EXHIBIT D - CLEARANCE, SAFETY, AND CAMPUS ACCESS REQUIREMENTS

A. Campus Access

- Contractor shall check in and out at each site office or designated District location unless otherwise directed;
- All personnel shall wear company uniforms or identifiable work clothing and visible identification;
- Work areas shall be secured with cones, barricades, caution tape, fencing, flaggers, or other controls appropriate to the risk;
- No work shall occur in active student areas without District approval and adequate separation;
- Contractor vehicles and equipment shall not block fire lanes, emergency access, bus lanes, parent drop-off/pick-up, accessible parking, or student paths of travel;
- Contractor shall coordinate noisy, disruptive, or high-risk work with the District to minimize impact on instruction, testing, events, and community use.

B. Fire Mitigation and Clearance Reference Standards

The District may direct clearance standards based on local fire authority requirements, site conditions, or District risk determinations. Contractor shall identify conditions that may require attention, including: dead trees and shrubs; deadwood and hanging limbs; lower limbs or vegetation that create ladder fuels; vegetation touching or overhanging structures; combustible debris on roofs, gutters, or near buildings; and vegetation blocking access roads, gates, fire lanes, hydrants, utilities, or emergency response areas.

C. Prohibited Practices

- Tree topping, lion-tailing, flush cuts, excessive live crown removal, or other practices inconsistent with professional arboricultural standards;
- Use of climbing spikes on trees not approved for removal;
- Removal or substantial pruning of protected trees without written District authorization and required permits;
- Work near energized utility lines by unqualified personnel;
- Leaving debris, unsecured equipment, holes, traffic hazards, or tripping hazards accessible to students, staff, or the public;
- Use of herbicides, pesticides, or chemicals without prior written District approval and required licensing.

D. Incident Reporting

Contractor shall immediately report any injury, property damage, near miss, utility strike, fire, hazardous condition, student contact incident, or unsafe condition to the District's designated representative. A written incident report shall be submitted within twenty-four (24) hours.

EXHIBIT E - SITE LIST AND ROLLING COVERAGE PLAN

The final site list will be confirmed by the District before contract commencement and may be modified by work order or addendum. The scope is Districtwide and may include all schools, administrative sites, support facilities, athletic facilities, parking areas, slopes, fence lines, and other District-owned or operated areas.

Site Category	Sites / Areas Included	Initial Priority Notes
Elementary Schools	Bay Laurel, Chaparral, Lupin Hill, Mariposa, Round Meadow, Sumac L-STEM, White Oak, Willow, Yerba Buena, and any other District elementary sites.	Playgrounds, paths of travel, shade trees, perimeter/fence lines, fire-interface areas, parent access routes.
Middle Schools	A.C. Stelle, A.E. Wright, Lindero Canyon, and any related middle school facilities.	Athletic areas, parking, drop-off, fencing, lighting/camera clearance, slopes/open space adjacency.
High Schools	Agoura High School, Calabasas High School, Indian Hills/alternative programs, and related facilities.	Large campuses, stadium/field areas, parking, fire lanes, perimeter vegetation, high-traffic routes.
District and Support Facilities	District Office, Maintenance and Operations, Transportation, Performing Arts/Education Centers, early education/extended learning facilities, and other District-operated sites.	Emergency access, buildings/roofs, service yards, public access areas, loading/service routes.

Proposed Rolling Coverage Template

Cycle	Timing	Minimum Activity
Mobilization	First 30 days	Kickoff meeting, site access plan, safety plan, communication protocol, data/reporting template.
Baseline Assessment	First 60 days	Districtwide site inspections, priority rating, photos, first-year work plan.
Fire Season Preparation	Spring/Early Summer	Clearance and fuel reduction priorities near structures, access roads, slopes, roofs, and fire lanes.
Routine Cycle	Quarterly or District-approved frequency	Rolling monitoring, routine pruning, clearance, reporting, and work order completion.
Event-Based Review	After major wind, rain, fire, or District request	Rapid hazard patrol and emergency or urgent corrective action recommendations.
Annual Summary	End of contract year	Completed work summary, updated concerns list, recommended next-year priorities and budget planning.

EXHIBIT F - REQUIRED PROPOSAL FORMS

Form F-1: Authorization and Signature

The undersigned certifies that the proposal is true and correct; that the proposer has read, understands, and agrees to all terms, conditions, exhibits, and addenda; that the individual signing is authorized to bind the proposer; and that the proposal shall remain valid for at least ninety (90) days after the proposal deadline.

Legal Name of Proposer	
Address	
Primary Contact / Title	
Phone / Email	
Contractor License Number(s)	
DIR Registration Number	
Signature / Date	

Form F-2: Noncollusion Declaration

Proposer shall submit a signed noncollusion declaration in the form required by California law. By signing, proposer certifies that its proposal is genuine and not sham or collusive; that proposer has not colluded, conspired, connived, or agreed with any other proposer or person to submit a sham proposal or refrain from proposing; and that proposer has not sought to fix pricing, secure an advantage, or restrain competition.

Form F-3: Workers' Compensation Certification

Proposer certifies that it is aware of Labor Code section 3700 and will secure payment of workers' compensation to its employees as required by California law before commencing work.

Form F-4: DIR and Prevailing Wage Certification

Proposer certifies that it and all subcontractors will be registered with DIR when required, will pay applicable prevailing wages, will submit certified payroll records, and will comply with all applicable public works requirements. DIR Registration No.: _____.

Form F-5: Addenda Acknowledgment

Addendum No.	Date Issued	Acknowledged By

Form F-6: Client References

Client	Contact	Phone/Email	Scope/Years

Form F-7: Exceptions

List any exceptions to the RFP, Agreement, or Exhibits. If none, write 'No Exceptions.' The District may reject a proposal that takes material exceptions or conditions performance on terms not acceptable to the District.

Exceptions:

_____