

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

June 22, 2026

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ADDENDUM 2
TO
INVITATION FOR BID (IFB) – NUMBER 26C151000
CALIFORNIA HIGHWAY PATROL
CLEAR LAKE AREA OFFICE

Addendum #2 changes the IFB Proposed Agreement as follows:

EXHIBIT A - SCOPE OF WORK IS REPLACED IN ITS ENTIRETY.

**A COPY OF THIS ADDENDUM, IN ITS ENTIRETY, MUST BE INCLUDED WITH YOUR IFB. FAILURE TO DO SO
MAY RENDER YOUR BID NON-RESPONSIVE.**

If you have any questions, contact Jared Cartwright, Contract Services Unit, at (279) 224-6347.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide to the Department of California Highway Patrol (CHP) **Clear Lake Area Office**, the services described herein: furnish all supplies, materials, tools, equipment, labor, personnel, and supervision; pay all taxes, insurance, bonds, license and permit fees, and all other direct and indirect costs necessary to provide **Landscaping Maintenance Services** as set forth in this Agreement.

A. License Requirement/Certification: Contractor must possess a valid Contractor's State License Board (CSLB): C – 27 (Landscape Contractor).

2. The services shall be performed at:

Department of California Highway Patrol
Clear Lake Area Office
5700 Live Oak Drive
Kelseyville, CA 95451

3. The services shall be provided during:

Normal working hours, Monday through Friday from 8:00 AM to 5:00 PM, excluding State holidays. Office will be closed if any holiday falls on or is observed on a weekday, unless otherwise Stated. Contractor shall check-in and check-out with CHP on-site contact person or designee upon each service call to provide verification that service has been provided.

4. The Project Representatives during the term of this Agreement will be:

STATE AGENCY Department of California Highway Patrol		CONTRACTOR TBD Upon Award	
NAME Lisa Torrey, Office Services Supervisor I		NAME	
TELEPHONE NUMBER (707) 281-5200	EMAIL ltorreychp.ca.gov	TELEPHONE NUMBER	FAX NUMBER
Direct all inquiries to:			
STATE AGENCY Department of California Highway Patrol		CONTRACTOR TBD Upon Award	
SECTION/UNIT Business Services Section, Contract Services Unit		SECTION/UNIT	
ATTENTION Jared Cartwright, Contract Analyst		ATTENTION	
ADDRESS 601 N. 7 th Street, Sacramento, CA 95811		ADDRESS	
TELEPHONE NUMBER (279) 224-6347	EMAIL jared.cartwright@chp.ca.gov	TELEPHONE NUMBER	FAX NUMBER

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

5. DETAIL DESCRIPTION OF WORK TO BE PERFORMED

- A. Contractor shall include all equipment, including blowers, edgers, hedge trimmers, lawn mowers, pruning tools, vacuums, etcetera, labor, materials, services, and supplies to sustain and maintain in an attractive, healthy, and safe condition, all flowers, ground covers, lawns, shrubs, trees, and all other plants. Contractor shall also include the proper clean-up and off-site disposal of all clippings, debris, prunings, etcetera, generated in the process. All work shall be in full compliance with procedures and techniques as described and outlined in the specifications. Paved surfaces should be kept clean.
- B. Contractor shall submit to the State a list giving the name of the manufacturer, brand name, Chemical Material Safety Data Sheets and intended use of each of the materials that he/she proposes to use in the performance of the work. He/she shall not use any chemical which the State representative has not approved.

6. QUALIFICATIONS OF CONTRACTOR'S PERSONNEL

All plant maintenance personnel utilized by Contractor in the performance of this work shall be fully qualified, professional gardeners with at least one (1) year of experience in grounds maintenance. This experience must have provided, as a minimum, broad knowledge of all phases of landscape pest and disease control, shrub and tree pruning, and fertilization.

7. SPECIFICATIONS

Work Requirements	Quality Requirements
A. SHRUBS AND TREES	
1) Eliminate all bracing and tree supports as rapidly as plants can become self-supporting. This will generally require thinning the tree to prevent wind damage.	Tree supports that must remain should be kept in good repair. Braces or supports shall be repositioned as often as necessary to prevent damage to the shrub or tree.
2) Irrigation basins within lawn areas should, as soon as possible, be filled and converted to "sand pans" (basins full of sandy soil) installed	These facilitate mowing, protect the plant trunk from the mower and help to avoid over watering. Basins shall be grass, litter, and weed free at all

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

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| flush with lawn soil heights. | times. Edge as required to maintain an attractive appearance. |
| 3) All new trees and shrubs should be deep soaked at least monthly during the first two (2) irrigation seasons, unless local soil and moisture conditions dictate otherwise for good growth. | |
| 4) Side shoots or branches must be "headed back" but are to be left on and encouraged on all thin or spindly tree trunks and on all trees still needing bracing or staking. | |
| 5) Sucker growth on all plant materials at or below soil level shall be removed. | |
| 6) Pruning shall be provided (except for any palm trees) to encourage a healthy, natural growth pattern of each variety of shrub, tree, or vine. Shrubs shall be pruned back from walls and other pavement by two (2) feet to allow the plant to grow out naturally and reduce the amount of pruning required. | All pruning shall be towards developing the natural branching structure. Thinning branch growth shall be accomplished as needed to provide for free air circulation through the remaining limbs and branches. All pruning shall be accomplished in accordance with accepted industry practices and standards. Tree stakes, tree ties and guy wire shall be of material to match those existing on the site, and will be replaced or repaired by Contractor, as needed. |
| 7) Pruning shall be done to keep plants clear of doorways and windows. Trees (except for any palm trees) will be pruned, topped, or trimmed as directed by the State. | To promote optimum safety for pedestrians and vehicular circulation, especially at intersections. |

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

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| 8) Planting not in lawn area shall be deep-soaked at least once a month during the growing or irrigation season, and once in late fall, unless adequate deep-water penetration is being achieved through normal irrigation. | Except for any palm trees , all branches or limbs touching structures shall be pruned back to a minimum of two (2) feet from the structure to provide clearance and free air circulation around the plant, and to allow the new foliage to grow out naturally. |
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B. LAWN CARE

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| 1) Lawn will be mowed at a height of one and one half (1 1/2) inch for grasses such as Bluegrass, Fescue, or Rye; and a height of one-half (1/2) inch for Bermuda lawns. (Estimated frequency: twice per month). | Mowing will be of a frequency such that no more than one-third (1/3) of the blade length of the grass is removed per mowing. Mowing patterns shall be neat and straight. |
| 2) The lawn shall be neatly edged along all borders and sidewalks. (Estimated frequency: twice per month). | Sidewalks will be swept free of dirt and debris. |
| 3) Dormant-type grasses such as Bermuda grasses will be over-seeded with winter rye grasses in the fall at a rate of one (1) pound per one thousand (1000) square feet. Seed shall be approved by the State. | An attractive, green turf shall be maintained year around. Grass seed shall be approved by the State. Grass seed shall be top dressed when applied to sparse areas. |

C. DETHATCHING, AERATION, AND FERTILIZATION

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| 1) Once a year the entire lawn area will be dethatched using a powered vertical mower. | Dethatching equipment will enter the soil to a depth of one-quarter (1/4) inch. Contractor will remove and dispose of all debris at an approved public or commercial dump site. |
| 2) Following dethatching, entire lawn area will be aerated. | Aerator will remove core without tearing or damaging the turf. Coring |

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

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| | tines will be one-half (1/2) inch diameter, set no more than six (6) inches on center, and shall remove cores of at least two (2) inches in depth. |
| 3) Following aeration, Contractor shall fertilize the entire lawn with a balanced type fertilizer containing Phosphorous, Potassium, and Nitrogen. | Fertilizer application rate will be calculated to supply one (1) pound of Nitrogen per one thousand (1000) square feet of area. Application of fertilizer shall be by broadcast equipment. Application by hand is not allowed. |
| 4) Immediately following fertilizer application, Contractor will thoroughly water the entire lawn area to prevent fertilizer burn. Damaged lawns, including all plants, shall be replaced at Contractor's expense. | Fertilizer shall be a balanced type supplying N. P. K. Tree fertilizer application rate will be determined by tree type, girth, and height. Fertilizer shall be put in eighteen (18) inch deep holes, eighteen (18) inches apart at the drip line. |
| 5) As a minimum, fertilizer will be applied May, July, and September. (one (1) application each month). | |
| 6) Trees will be fertilized yearly on a schedule approved by the State. | |

D. GROUND COVER MAINTENANCE

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| 1) Ground cover (Ivy, Hypericum, etcetera) shall receive irrigation of an amount sufficient to ensure healthy, deep-rooted plants. | Contractor is responsible for ensuring the correct soil conditions are maintained for each flower, grass, plant, shrub, tree, or plant covered under this contract in order to promote optimum growth and a healthy environment for the species of plant. This may require addition of Gypsum, humus, mulch, soil, soil amendments, Sulphur, etcetera, which will be provided by |
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EXHIBIT A
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SCOPE OF WORK *(Continued)*

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| | Contractor at no additional cost to the State. |
| 2) Ground covers shall be kept grass and weed free at all times. | |
| 3) Ground covers will be fertilized with a balanced fertilizer approved by the State containing Nitrogen, Phosphorus, and Potassium, once in May, July and September. | Application rate will be calculated to supply one-half (1/2) pound of available nitrogen per one thousand (1000) square feet. Immediately following fertilization, the ground cover shall be thoroughly watered to prevent fertilizer burn. |
| 4) Ground covers will be edged, mowed, thinned, and trimmed as necessary, generally in early Spring. | Ground cover must be attractive at all times. |

E. IRRIGATION SYSTEM AND WATERING

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| 1) Before beginning contract, Contractor shall inspect all systems for present damage or incorrect operation. Contractor will be responsible for making adjustments and setting to automatic controllers, to establish frequency and length of watering periods. During the contract period, Contractor will repair or replace equipment damaged as a result of operations at Contractor's expense. | Watering cycles shall be timed to cause the least inconvenience to the building occupants and visitors. Entrances shall not be wet during the arrival and departure of occupant employees. Sprinkler system shall not be operated when extremely windy conditions prevail. Water cycles shall be timed to prevent run-off of excess water. It is desirable to cycle the system two (2) to three (3) times during a watering period to prevent run-off. |
| | When watering lawns and shrubs, Contractor must ensure that sprinkler heads are adjusted properly. Sprinkler head nozzles shall be clean so water is distributed evenly. Contractor is responsible for ensuring that all ground covers, lawns, shrubs, and trees are adequately watered |

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

at all times. During prolonged periods of drought, watering guidelines established by local water districts shall apply. The grounds shall be irrigated by hose and sprinklers when irrigation systems are not installed or operating.

F. CULTIVATION

- 1) Flower and shrub beds shall be cultivated and weed free.

Maintain a cultivated, friable, loose top soil for the purpose of soil aeration and water penetration.

G. GENERAL INSTRUCTIONS

- 1) Paved areas and sidewalks shall be cleared and swept of all debris and soil. Any eroded soil areas shall be repaired by the replacement of top soil to bring them back to original grade, as required.
- 2) All paved areas including atrium drives, courts, gutters, jogging tracks, parking areas, and sidewalks will be hand or machine swept twice per month, or as needed.
- 3) All flowers, plants, shrubs, etc., not covered elsewhere in these specifications shall be fertilized once during the growing season with a balanced fertilizer which supplies all nutrients required by the plant.

All clippings, cuttings, debris, trash, and trimmings resulting from work of this contract shall be promptly removed from the site. All cracks in curbs, parking lots, sidewalks, street gutters, and other paved areas shall be kept weeded. Faulty walks that are upheaved by one-half (1/2) inch shall be replaced under a separate contract.