

ROUTING:

P&R →VENDOR → CAO→ CMO →CLK→ P&R

DATE 06/01/2025 DEPT ID PR.25.037 VENDOR Gothic Landscape Inc.

SCOPE/DESCRIPTION Common Greens Landscape Maintenance Services

Originating Dept.: P&R PM Joshua Richardson EXT. 3833

ADMIN Jeanette Yoshida EXT. 3984

TYPE OF CONTRACT Short Form Services

Budget Amendment Additional Services and Funds SSF BL#

PROCUREMENT METHOD:

CONTRACT AMOUNTS Specified Amounts Indicated Below

Table with columns: DATE, AMOUNT, DATE, AMOUNT. Rows include Original, 1st Amendment, 2nd Amendment, 3rd Amendment, 4th Amendment, and TOTAL.

APPROVAL AUTHORITY: Council

Purchase Item from Annual Budget approval has explicit CM approval

INSURANCE REQUIREMENTS: Waivers Requested? NO

BUDGETARY: Included in Budget (Simpler report attached showing amounts)

FUNDING TYPE: LOCAL (GF)

Table with columns: AMOUNT, PROJECT STRING, ACCOUNTING STRING, PO Requisition: YES, Encumbered. Includes a note: \$20,000 T&M for contingency Set up as separate PO for as needed services

ATTACHMENTS: Certificate of Insurance, naming City of South San Francisco as Additional Insured SIR Questionnaire

Agreements and All Exhibits Resolution 75-2025

DEPARTMENT HEAD ACKNOWLEDGEMENT:

DocuSigned by: Greg Mediate

Date:

The contract, amendments, exhibits, insurance requirements/waivers and attachments have been reviewed and included.

CITY ATTORNEY APPROVAL OF ENTIRE AGREEMENT:

Date:

Have there been any changes to the contract template? NO

Name of Reviewer

Comments:

ASSISTANT CITY MANAGER'S APPROVAL:

Signature

DATE:

FINAL APPROVAL:

Signature: Sharon Ranals

Date:

City Manager on behalf of Council

CITY CLERK: Attest Keep a copy for your files Return to Originating Dept.

[explain]

**THIRD AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF SOUTH SAN FRANCISCO AND GOTHIC LANDSCAPE, INC.**

THIS THIRD AMENDMENT TO THE SERVICE AGREEMENT is made at South San Francisco, California, as of June 1, 2025, by and between THE CITY OF SOUTH SAN FRANCISCO (“City”), a municipal corporation, and Gothic Landscape, Inc. (“Contractor”), (sometimes referred together as the “Parties”) who agree as follows:

RECITALS

A. On July 1, 2021, City and Contractor entered that certain Service Agreement (“Agreement”) whereby Contractor agreed to Common Greens landscape maintenance services. A true and correct copy of the Agreement and its exhibits is attached as Exhibit A.

B. On April 10, 2023, City and Contractor executes a First Amendment to the Agreement to amend the contract end date and payment. The First Amendment is attached hereto as Exhibit B.

C. On April 15, 2024, City and Contractor executes a Second Amendment to the Agreement to amend the contract end date and payment. The Second Amendment is attached hereto as Exhibit C.

D. City and Contractor now desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Contractor hereby agree as follows:

1. All terms which are defined in the Agreement shall have the same meaning when used in this Amendment, unless specifically provided herein to the contrary.
2. Section 1: Term. The June 30, 2025, end date for the term of services identified in Section 1 of the Agreement is hereby replaced with June 30, 2026.
3. Section 2: Compensation. Section 2 of the Agreement shall be amended such that the City agrees to pay Contractor a sum not to exceed \$1,975,805.24, with the understanding that up to \$1,448,993.39 has already been paid to Contractor as of April 1, 2025.

Original Contract Amount:	\$792,416.00 (FY2021/22 and 2022-23)
Amendment #1:	\$375,187.13 (FY 2023-24)
Amendment #2:	\$395,187.13 (FY 2024-25)
<u>Amendment #3:</u>	<u>\$413,014.98 (FY 2025-26)</u>
Total Contract Amount:	\$1,975,805.24

Contractor agrees this is the City’s total contribution for payment of costs under the Agreement unless additional payments are authorized in accordance with the terms of the Agreement and said terms of payment are mutually agreed to by and between the parties in writing.


All other terms, conditions and provisions in the Agreement remain in full force and effect. If there is a conflict between the terms of this Amendment and the Agreement, the terms of the Agreement will control unless specifically modified by this Amendment.

*[SIGNATURES ON THE FOLLOWING PAGE]*

Dated: \_\_\_\_\_

CITY OF SOUTH SAN FRANCISCO

GOTHIC LANDSCAPE, INC.

By:   
Sharon Ranals (Aug 18, 2025 16:36:50 PDT)  
Sharon Ranals, City Manager

By:   
Signed by:  
JJ Hubert  
7E954EB40355404  
JJ Hubert, Branch Manager

ATTEST:

By: Rosa Govea Acosta  
City Clerk



APPROVED AS TO FORM:

By:   
City Attorney



Attachment Code: D644713 Master ID: 1531267, Certificate ID: 17633415



City of South San Francisco  
400 Grand Avenue  
South San Francisco, CA 94080

**To whom it may concern:**

In our continuing effort to provide timely certificate delivery, Lockton Companies is transitioning to **paperless delivery** of Certificates of Insurance, thus this is your final hard-copy delivery.

To ensure electronic delivery for future renewals of this certificate, we need your email address. Please contact us via one of the methods below, referencing Certificate ID **17633415**.

- Email: [mountainwestedelivery@lockton.com](mailto:mountainwestedelivery@lockton.com)
- Phone: 303-728-8060

If you received this certificate through an internet link where the current certificate is viewable, we have your email and no further action is needed.

In the event your mailing address has changed, will change in the future, or you no longer require this certificate, please let us know using one of the methods above.

*The above inbox and phone number is for automating electronic delivery of certificates only. **Please do NOT send future certificate requests** to this inbox or contact the phone number below with email updates.*

Thank you for your cooperation and willingness in reducing our environmental footprint.

**Lockton Companies**

Lockton Companies  
8110 E. Union Avenue, Suite 100  
Denver, CO 80237

Attachment Code: D530941 Certificate ID: 17633415

Policy Number: GSA4639116094-05

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name Of Additional Insured Person(s)  
Or Organization(s)**

**Location(s) Of Covered Operations:**

as required by written contract, fully executed prior to the named insured's work.

as required by written contract, fully executed prior to the named insured's work

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. Your acts or omissions; or

2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

1. All work including materials parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Attachment Code: D530945 Certificate ID: 17633415

**Policy Number: GSA4639116094-05**

**United Specialty Insurance Company**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**VEN 051 00 (01/15)**

**PRIMARY AND NON-CONTRIBUTING INSURANCE ENDORSEMENT**

**This endorsement modifies the Conditions provided under the following:**

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**Any coverage provided to an Additional Insured shall be excess over any other valid and collectible insurance available to such Additional Insured whether primary, excess, contingent or on any other basis unless:**

- 1) a written contract or written agreement specifically requires that this insurance apply on a primary and non-contributory basis; or**
- 2) prior to a loss, you request in writing and we agree that this insurance shall apply on a primary and non-contributory basis.**

**Name Of Person(s) Or Organization(s)**

**As Required By Written Contract, Fully Executed Prior To The Named Insured's Work.**

All other terms, conditions and exclusions under this policy are applicable to this Endorsement and

**VEN 051 00 (01/15)**

Attachment Code: D562477 Certificate ID: 17633415  
Policy Number: RWE5000649

# Waiver of Our Right to Recover from Others Endorsement

*This endorsement changes the policy. Please read it carefully.*

This endorsement modifies insurance provided under the following:

Excess Workers Compensation and Employers Liability Policy

In consideration of an additional premium of \$ \_\_\_\_\_, it is agreed that we have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce this right against the person or organization named in the Schedule below. This agreement applies as follows:

1. that you perform work under a written contract that requires you to obtain this agreement;
2. that you entered into a written contract prior to the loss; and
3. we agree to also waive our right of recovery but only with respect to such loss.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

**Schedule :**

Any person or organization where required by written contract but only to the extent required by such contract or agreement

All other policy terms and conditions remain unchanged.

**This endorsement is part of your policy and takes effect on the effective date of your policy, unless another effective date is shown below.**

Must be completed always:

Endorsement Number:  
Policy Number:RWE5000649

Complete only when this endorsement is not prepared with the policy or is not to be effective with the policy:

Issued to:  
Effective Date of this Endorsement:

~~XL Specialty Insurance Company~~ Countersigned by \_\_\_\_\_  
Authorized Representative

Includes copyrighted material of National Council on Compensation Insurance, Inc. with its permission.

Attachment Code: D532253 Certificate ID: 17633415

Policy Number: GSA4639116094-05

**UNITED SPECIALTY INSURANCE COMPANY**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**VEN 064 00 (01/15)**

**THIRD PARTY CANCELLATION NOTICE ENDORSEMENT**

**This endorsement modifies the Conditions provided under the following:**

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**If we cancel this policy for any reason other than nonpayment of premium, we will mail notification to the persons or organizations shown in the schedule below (according to the number of days listed below) once the Named Insured has been notified.**

**If we cancel this coverage for nonpayment of premium, we will mail a copy of such written notice of cancellation to the name and address below at least 10 days prior to the effective date of such cancellation.**

**Our failure to provide such advance notification will not extend the policy cancellation date nor negate cancellation of the policy.**

**SCHEDULE**

<u>Name and Address of Other Person/Organization</u>	<u>Number of Days Notice</u>
Per schedule on file with the company	30

**All other terms, conditions and exclusions under this policy are applicable to this Endorsement and remain unchanged.**

<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>	<u>LITTER PICKUP SERVICE FREQ.</u>	<u>IRRIG. TYPE</u>	<u>NOTES</u>	<u>Current Monthly Rate</u>	<u>Current Annual Cost</u>	<u>Proposed Monthly Rate with 1.5% increase</u>	<u>Proposed Annual Cost with 1.5% increase</u>
1	West Park 1 & 2	Common Greens		52	A		\$ 9,740.90	\$ 116,890.78	\$ 9,887.01	\$ 118,644.14
2	Greenview Commons	Common Greens		52	A		\$ 1,716.80	\$ 20,601.54	\$ 1,742.55	\$ 20,910.56
3	West Park 3	Common Greens		52	A		\$ 14,423.27	\$ 173,079.18	\$ 14,639.61	\$ 175,675.37
4	Willow Gardens	Common Greens		52	A		\$ 1,720.08	\$ 20,640.91	\$ 1,745.88	\$ 20,950.52
5	Stonegate	Common Greens		52	A		\$ 1,720.08	\$ 20,640.91	\$ 1,745.88	\$ 20,950.52
6	Linden Avenue Park	Linden Avenue @ Pine Avenue		52	A		\$ 341.00	\$ 4,092.00	\$ 346.12	\$ 4,153.38
7	Olympic Park	Olympic Dr @ Dublin Dr		26	A		\$ 171.00	\$ 2,052.00	\$ 173.57	\$ 2,082.78
8	Sister Cities Linear Park	Orange Ave.	Spruce Ave	52	A		\$ 1,432.49	\$ 17,189.82	\$ 1,453.97	\$ 17,447.67
10	Orange Park Sculpture Garden	Tennis Drive Parking Lot		52	A		\$ 1,001.65	\$ 12,019.75	\$ 1,016.67	\$ 12,200.05
<b>TOTAL BASE BID PRICE:</b>							\$ 32,267.24	\$ 387,206.88	\$ 32,751.25	\$ 393,014.98

**Line item # 10 " Orange Park/ Sculpture Gardens- will not be billed. This line item will be utilized as " in-lieu-of" use of the City of SSF Yard Space. Total monthly billing should reflect \$31,734.58**



# City of South San Francisco

## City Council

### Resolution: RES 75-2025

P.O. Box 711 (City Hall, 400  
Grand Avenue)  
South San Francisco, CA

**File Number: 25-545**

**Enactment Number: RES 75-2025**

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A THIRD AMENDMENT TO THE CONSULTING SERVICES AGREEMENTS WITH GOTHIC LANDSCAPING FOR COMMON GREENS LANDSCAPE MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$413,014.98 (\$393,014.98 CONTRACT AMOUNT PLUS \$20,000 CONTINGENCY) FOR AN ADDITIONAL AND FINAL TWELVE-MONTH TERM BEGINNING JULY 1, 2025.

WHEREAS, the City of South San Francisco ("City") issued a Request for Proposals for Landscape Maintenance Services on March 1, 2021; and

WHEREAS, the City awarded a consulting services/landscape services agreement to Gothic Landscaping of San Jose, California for the Common Greens Landscape Maintenance Services Project in a total amount not to exceed \$792,416 for a twenty-four-month term based on their average overall proposal score, which included evaluation of project costs, project understanding, project completion schedule, qualifications, and experience; and

WHEREAS, the initial term of that agreement ended on June 30, 2023; and

WHEREAS, the first amendment to the agreement ended on June 30, 2024; and

WHEREAS, the second amendment to the agreement ends on June 30, 2025; and

WHEREAS, staff has favorably reviewed the performance of the contractor; and

WHEREAS, staff has reviewed the project scope and negotiated a one and a half percent increase in the existing contract, which is an annual increase of \$5,808.10; and

WHEREAS, additional costs for the added scope of work will be funded by existing funds within the Parks and Recreation Department budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of South San Francisco hereby approves a Third Amendment to the Consulting Services/landscape services Agreement with Gothic Landscaping of San Jose, California, in a total amount not to exceed \$393,014.98 plus \$20,000 contingency (for a new total not-to-exceed contract amount of \$1,975,805.24) for an additional and final twelve month term, for the Common Greens Landscape Maintenance Services Project, as attached in Exhibit A and incorporated herein.

BE IT FURTHER RESOLVED that the amendment is conditioned on both Gothic Landscaping's timely execution of the contract amendment and submission of all required documents, including, but not limited to, certificates of insurance and endorsements.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the Third Amendment in substantially the same form as Exhibit A, and any other necessary documents on behalf of the City, subject to approval as to form by the City Attorney.

\* \* \* \* \*

At a meeting of the City Council on 6/11/2025, a motion was made by Councilmember Nicolas, seconded by Councilmember Coleman, that this Resolution be approved. The motion passed.

**Yes:** 5 Mayor Flores, Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, and Councilmember Nicolas

Attest by

  
\_\_\_\_\_  
Rosa Govea Acosta, City Clerk



ROUTING:

P&R →VENDOR → CAO→ CMO →CLK→ P&R

DATE 06/21/2024 DEPT ID PR.24.029 VENDOR Gothic Landscape, Inc.

SCOPE/DESCRIPTION FY 2024-25 Common Greens Landscape Maintenance

Originating Dept.: P&R

PM Joshua Richardson

EXT. 3833

ADMIN Jeanette Yoshida

EXT. 3984

DS JR

TYPE OF CONTRACT

Short Form Services

Budget

Amendment Additional Funds

SSF BL# 109730

PROCUREMENT METHOD:

CONTRACT AMOUNTS

Specified Amounts Indicated Below

	DATE	AMOUNT	DATE	AMOUNT
Original	07/01/2021	762,416.00	3rd Amendment	
1st Amendment	07/01/2023	375,187.13	4th Amendment	
2nd Amendment	07/01/2024	395,187.13	<b>TOTAL</b>	<b>\$ 1,532,790.26</b>

APPROVAL AUTHORITY:

Council

Purchase Item from Annual Budget approval has explicit CM approval

INSURANCE REQUIREMENTS:

Waivers Requested? NO

BUDGETARY:

Included in Budget (Simpler report attached showing amounts)

FUNDING TYPE: LOCAL (Non-GF) Local - both GF and non-GF as indicated below

AMOUNT	PROJECT STRING	ACCOUNTING STRING	PO Requisition: YES	Encumbered
21,066.22		100-17320-5005		
152,545.50		231-17531-5050		
37,551.39		232-17532-5050		
37,662.81		233-17533-5050		
146,361.23		234-17530-5050		

ATTACHMENTS:

- Certificate of Insurance, naming City of South San Francisco as Additional Insured
- SIR Questionnaire
- Agreements and All Exhibits
- Resolution 83-2024

DEPARTMENT HEAD ACKNOWLEDGEMENT:

DocuSigned by:

Greg Mediate

Date:

The contract, amendments, exhibits, insurance requirements/waivers and attachments have been reviewed and included.

CITY ATTORNEY APPROVAL OF ENTIRE AGREEMENT:

DocuSigned by:

Schuyler Schwartz

Date:

Have there been any changes to the contract template? NO

Name of Reviewer

Comments:

ASSISTANT CITY MANAGER'S APPROVAL:

DocuSigned by:

JH-YM

DATE:

FINAL APPROVAL:

DocuSigned by:

SHARON KANALS

Date:

City Manager on behalf of Council

CITY CLERK:

- Attest
- Keep a copy for your files
- Return to Originating Dept.

[explain]

**SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF SOUTH SAN FRANCISCO AND GOTHIC LANDSCAPE, INC.**

THIS SECOND AMENDMENT TO THE SERVICE AGREEMENT is made at South San Francisco, California, as of April 15, 2024, by and between THE CITY OF SOUTH SAN FRANCISCO (“City”), a municipal corporation, and Gothic Landscape, Inc. (“Contractor”), (sometimes referred together as the “Parties”) who agree as follows:

RECITALS

A. On July 1, 2021, City and Contractor entered that certain Service Agreement (“Agreement”) whereby Contractor agreed to Common Greens landscape maintenance services. A true and correct copy of the Agreement and its exhibits is attached as Exhibit A.

B. On April 10, 2023, City and Contractor executed a First Amendment to the Agreement to amend the contract end date and payment. The First Amendment is attached hereto as Exhibit B.

C. City and Contractor now desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Contractor hereby agree as follows:

1. All terms which are defined in the Agreement shall have the same meaning when used in this Amendment, unless specifically provided herein to the contrary.
2. Section 1: Term. The June 30, 2024, end date for the term of services identified in Section 1 of the Agreement is hereby replaced with June 30, 2025.
3. Section 2: Compensation. Section 2 of the Agreement shall be amended such that the City agrees to pay Contractor a sum not to exceed \$ 1,562,790.26 with the understanding that up to \$1,042,540.72 has already been paid to Contractor as of April 1, 2024.

Original Contract Amount:	\$792,416.00 (FY 2021/22 and 2022-23)
Amendment #1	\$375,187.13 (FY 2023-24)
<u>Amendment #2</u>	<u>\$395,187.13 (FY 2024-25)</u>
Total Contract Amount:	\$1,562,790.26

Contractor agrees this is the City’s total contribution for payment of costs under the Agreement unless additional payments are authorized in accordance with the terms of the Agreement and said terms of payment are mutually agreed to by and between the parties in writing.

All other terms, conditions and provisions in the Agreement remain in full force and effect. If there is a conflict between the terms of this Amendment and the Agreement, the terms of the Agreement will control unless specifically modified by this Amendment.

*[SIGNATURES ON THE FOLLOWING PAGE]*

Dated: \_\_\_\_\_


CITY OF SOUTH SAN FRANCISCO

GOTHIC LANDSCAPE, INC.

By: DocuSigned by:  
SHARON RANALS  
5A40B2F441FD4BA...  
Sharon Ranals, City Manager

By: DocuSigned by:  
JJ Hubert  
7F954F640355404...  
JJ Hubert, Branch Manager

ATTEST:

By: DocuSigned by:  
Rosa Gomez Acosta  
5908B15FF03F418...   
City Clerk

APPROVED AS TO FORM:

By: DocuSigned by:  
Schuyler Schwartz  
D47F525AE403483...  
City Attorney

<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>	<u>LITTER PICKUP SERVICE FREQ.</u>	<u>IRRIG. TYPE</u>	<u>NOTES</u>	<u>Current Monthly Rate</u>	<u>Current Annual Cost</u>	<u>Proposed Monthly Rate with 8.9% increase</u>	<u>Proposed Annual Cost with 8.9% increase</u>
1	West Park 1 & 2	Common Greens		52	A		\$ 8,908.00	\$ 106,896.00	\$ 9,740.90	\$ 116,890.78
2	Greenview Commons	Common Greens		52	A		\$ 1,570.00	\$ 18,840.00	\$ 1,716.80	\$ 20,601.54
3	West Park 3	Common Greens		52	A		\$ 13,190.00	\$ 158,280.00	\$ 14,423.27	\$ 173,079.18
4	Willow Gardens	Common Greens		52	A		\$ 1,573.00	\$ 18,876.00	\$ 1,720.08	\$ 20,640.91
5	Stonegate	Common Greens		52	A		\$ 1,573.00	\$ 18,876.00	\$ 1,720.08	\$ 20,640.91
6	Linden Avenue Park	Linden Avenue @ Pine Avenue		52	A		\$ 341.00	\$ 4,092.00	\$ 341.00	\$ 4,092.00
7	Olympic Park	Olympic Dr @ Dublin Dr		26	A		\$ 171.00	\$ 2,052.00	\$ 171.00	\$ 2,052.00
8	Sister Cities Linear Park	Orange Ave.	Spruce Ave	52	A		\$ 1,310.00	\$ 15,720.00	\$ 1,432.49	\$ 17,189.82
9	Irish Town Greens	Airport Blvd. between Armour Ave and Linden Ave		52	A	Remove from scope	\$ 1,048.00	\$ 12,576.00		
10	Orange Park Sculpture Garden	Tennis Drive Parking Lot		52	A		\$ 916.00	\$ 10,992.00	\$ 1,001.65	\$ 12,019.75
<b>TOTAL BASE BID PRICE:</b>							\$ 30,600.00	\$ 367,200.00	\$ 32,267.24	\$ 387,206.88

<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>	<u>LITTER PICKUP SERVICE FREQ.</u>	<u>IRRIG. TYPE</u>	<u>NOTES</u>	<u>Current Monthly Rate</u>	<u>Current Annual Cost</u>	<u>Proposed Monthly Rate with 8.9% increase</u>	<u>Proposed Annual Cost with 8.9% increase</u>
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<b>TOTAL BASE BID PRICE:</b>							\$ 30,600.00	\$ 367,200.00	\$ 32,267.24	\$ 387,206.88

<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>	<u>LITTER PICKUP SERVICE FREQ.</u>	<u>IRRIG. TYPE</u>	<u>NOTES</u>	<u>Current Monthly Rate</u>	<u>Current Annual Cost</u>	<u>Proposed Monthly Rate with 8.9% increase</u>	<u>Proposed Annual Cost with 8.9% increase</u>
1	West Park 1 & 2	Common Greens		52	A		\$ 8,908.00	\$ 106,896.00	\$ 9,740.90	\$ 116,890.78
2	Greenview Commons	Common Greens		52	A		\$ 1,570.00	\$ 18,840.00	\$ 1,716.80	\$ 20,601.54
3	West Park 3	Common Greens		52	A		\$ 13,190.00	\$ 158,280.00	\$ 14,423.27	\$ 173,079.18
4	Willow Gardens	Common Greens		52	A		\$ 1,573.00	\$ 18,876.00	\$ 1,720.08	\$ 20,640.91
5	Stonegate	Common Greens		52	A		\$ 1,573.00	\$ 18,876.00	\$ 1,720.08	\$ 20,640.91
6	Linden Avenue Park	Linden Avenue @ Pine Avenue		52	A		\$ 341.00	\$ 4,092.00	\$ 341.00	\$ 4,092.00
7	Olympic Park	Olympic Dr @ Dublin Dr		26	A		\$ 171.00	\$ 2,052.00	\$ 171.00	\$ 2,052.00
8	Sister Cities Linear Park	Orange Ave.	Spruce Ave	52	A		\$ 1,310.00	\$ 15,720.00	\$ 1,432.49	\$ 17,189.82
9	Irish Town Greens	Airport Blvd. between Armour Ave and Linden Ave		52	A	Remove from scope	\$ 1,048.00	\$ 12,576.00		
10	Orange Park Sculpture Garden	Tennis Drive Parking Lot		52	A		\$ 916.00	\$ 10,992.00	\$ 1,001.65	\$ 12,019.75
<b>TOTAL BASE BID PRICE:</b>							\$ 30,600.00	\$ 367,200.00	\$ 32,267.24	\$ 387,206.88

**Line item # 10 " Orange Park/ Sculpture Gardens- will not be billed. This line item will be utilized as " in-lieu-of" use of the City of SSF Yard Space. Total monthly billing should reflect \$31,265.59**



# City of South San Francisco

## City Council

P.O. Box 711 (City Hall, 400  
Grand Avenue)  
South San Francisco, CA

### Resolution: RES 83-2024

**File Number: 24-556**

**Enactment Number: RES 83-2024**

RESOLUTION AMENDING THE EXISTING LANDSCAPE SERVICES AGREEMENTS WITH GOTHIC LANDSCAPING OF SAN JOSE, CALIFORNIA FOR THE SECOND TIME FOR COMMON GREENS LANDSCAPE MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$395,187.13 (\$375,187.13 CONTRACT AMOUNT PLUS \$20,000 CONTINGENCY) FOR AN ADDITIONAL 12-MONTH TERM BEGINNING JULY 1, 2024.

WHEREAS, the City of South San Francisco ("City") issued a Request for Proposals for Landscape Maintenance Services on March 1, 2021, and

WHEREAS, in FY2021/22 the City awarded a landscape services agreement to Gothic Landscaping of San Jose, California for the Common Greens Landscape Maintenance Services Project in a total amount not to exceed \$792,416 for a 24-month term based on their average overall proposal score, which included evaluation of project costs, project understanding, project completion schedule, qualifications, and experience; and

WHEREAS, the initial term of that agreement ended on June 30, 2023; and

WHEREAS, in FY 2023-24, the City authorized a first amendment to the agreement for an additional \$375,187.30, which ends on June 30, 2024; and

WHEREAS, staff has favorably reviewed the performance of the contractor; and

WHEREAS, staff has reviewed the project scope and negotiated no price change in the existing contract; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of South San hereby amends the landscape services agreement with Gothic Landscaping of San Jose, California, for a second time of three possible extensions for the Common Greens Landscape Maintenance Services Project, in a total amount not to exceed \$375,187.13 plus \$20,000 Contingency (for a new total not-to-exceed contract amount of \$1,562,790.26) for an additional 12-month term; and

BE IT FUTHER RESOLVED, that the contract is conditioned on both contractor's timely execution of the Project contracts and submission of all required documents, including, but not limited to, certificates of insurance and endorsements, in accordance with the Project documents; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the amendments to the landscape services agreements and any other necessary documents on behalf of the City, subject to approval as to form by the City Attorney.

File Number: 24-556

Enactment Number: RES 83-2024


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\* \* \* \* \*

At a meeting of the City Council on 6/12/2024, a motion was made by Councilmember Nagales, seconded by Vice Mayor Flores, that this Resolution be approved. The motion passed.

**Yes:** 5 Mayor Coleman, Vice Mayor Flores, Councilmember Addiego, Councilmember Nagales, and Councilmember Nicolas

**Attest by**

  
\_\_\_\_\_  
Rosa Govea Acosta, City Clerk

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE  
CITY OF SOUTH SAN FRANCISCO AND  
GOTHIC LANDSCAPE, INC.**

THIS FIRST AMENDMENT TO THE SERVICES AGREEMENT is made at South San Francisco, California, as of April 10, 2023, by and between THE CITY OF SOUTH SAN FRANCISCO (“City”), a municipal corporation, and Gothic Landscape, Inc. (“Contractor”), (sometimes referred together as the “Parties”) who agree as follows:

RECITALS

A. On July 1, 2021, City and Contractor entered that certain Services Agreement (“Agreement”) whereby Contractor agreed to provide Right of Way landscaping services. A true and correct copy of the Agreement and its exhibits is attached as Exhibit A.

B. City and Contractor now desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Contractor hereby agree as follows:

1. All terms which are defined in the Agreement shall have the same meaning when used in this Amendment, unless specifically provided herein to the contrary.
2. Section 1: Term. The June 30, 2023, end date for the term of services identified in Section 1 of the Agreement is hereby replaced with June 30, 2024.
3. Section 2: Compensation. Section 2 of the Agreement shall be amended by the amount of \$375,187.13 such that the City agrees to pay Contractor a sum not to exceed totaling \$1,167,603.13, with the understanding that up to \$593,680 has already been paid to Contractor as of 04/01/2023.

Original Contract Amount:	\$ 792,416.00
<u>Amendment #1:</u>	<u>\$ 375,187.13</u>
Total Contract Amount:	\$1,167,603.13

Contractor agrees this is the City’s total contribution for payment of costs under the Agreement unless additional payments are authorized in accordance with the terms of the Agreement and said terms of payment are mutually agreed to by and between the parties in writing.

4. Scope of Services. The Scope of services is amended and attached as Exhibit B to this Amendment.

All other terms, conditions and provisions in the Agreement remain in full force and effect. If there is a conflict between the terms of this Amendment and the Agreement, the terms of the Agreement will control unless specifically modified by this Amendment.

[SIGNATURES ON THE FOLLOWING PAGE]

Dated: \_\_\_\_\_

**CITY OF SOUTH SAN FRANCISCO**

**GOTHIC LANDSCAPE, INC.**

DocuSigned by:  
*SHARON RANALS*  
By: \_\_\_\_\_  
8A40B2F441FD4BA...  
Sharon Ranals, City Manager

DocuSigned by:  
*JJ Hubert*  
By: \_\_\_\_\_  
7F954F640355404...  
JJ Hubert  
Branch Manager

ATTEST:

DocuSigned by:  
*Jasmine Miranda*  
By: \_\_\_\_\_  
82C28AD9098842F...  
City Clerk



Approved as to Form:

DocuSigned by:  
*Claire Lai*  
By: \_\_\_\_\_  
951A604F45D4468...  
City Attorney

**LANDSCAPE MAINTENANCE SERVICES AGREEMENT BETWEEN  
THE CITY OF SOUTH SAN FRANCISCO AND  
GOTHIC LANDSCAPE, INC.**

THIS AGREEMENT for consulting services is made by and between the City of South San Francisco ("City") and Gothic Landscape, Inc. ("Consultant") (together sometimes referred to as the "Parties") as of **July 1, 2021** (the "Effective Date").

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as **Exhibit A**, attached hereto and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and **Exhibit A**, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on **June 30, 2023**, the date of completion specified in **Exhibit A**, and Consultant shall complete the work described in **Exhibit A** prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 9. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 9.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 Assignment of Personnel.** Subject to the requirements of Section 9.4, Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Sections 1.1 and 1.2 above and to satisfy Consultant's obligations hereunder.

**Section 2. COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed **SEVEN HUNDRED NINETY TWO THOUSAND FOUR HUNDRED SIXTEEN DOLLARS (\$792,416)** not withstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as **Exhibit A**, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from

City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

**2.1 Invoices.** Consultant shall submit invoices, not more often than once per month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills (i.e., Progress Bill No. 1 for the first invoice, etc.);
- The beginning and ending dates of the billing period;
- A task summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds eight hundred (800) hours, which shall include an estimate of the time necessary to complete the work described in **Exhibit A**;
- The amount and purpose of actual expenditures for which reimbursement is sought;
- The Consultant's signature.

**2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant. City shall have no obligation to pay invoices submitted ninety (90) days past the performance of work or incurrence of cost.

**2.3 Final Payment.** City shall pay the last five percent (5%) of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

- 2.4 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown in **Exhibit A**.

- 2.6 Reimbursable Expenses.** Expenses not listed are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. Contractor represents and warrants that Contractor is a resident of the State of California in accordance with California Revenue & Taxation Code Section 18662, as may be amended, and is exempt from withholding. Contractor accepts sole responsibility for verifying the residency status of any subcontractors and withhold taxes from non-California subcontractors as required by law.

- 2.8 Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

- 2.9 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve

incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. CONTRACT SECURITY.** Concurrently with the execution of this Agreement, Consultant shall furnish a surety bond in an amount equal to at least 100% of the contract price set forth in Section 2 as security for the faithful performance of this contract. Sureties on said bond and the form thereof shall be issued by a California-admitted surety, satisfactory to the City and approved by the Contract Administrator identified in Section 11.9.

**Section 5 INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide Certificates of Insurance, attached hereto and incorporated herein as **Exhibit B**, indicating that Consultant has obtained or currently maintains insurance that meets the requirements of this section and under forms of insurance satisfactory, in all respects, to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s).

**5.1 Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator (as defined in Section 10.9). The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

**5.2 Commercial General and Automobile Liability Insurance.**

**5.2.1 General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least

twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting there from, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**5.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 8 and 9. No endorsement shall be attached limiting the coverage.

**5.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

### **5.3 Professional Liability Insurance.**

**5.3.1 General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS \$150,000 per claim.

**5.3.2 Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of

this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

#### **5.4 All Policies Requirements.**

**5.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A: VII.

**5.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

**5.4.3 Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

**5.4.4 Additional insured; primary insurance.** City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

**5.4.5 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Further, if the Consultant's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

**5.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**5.4.7 Wasting Policy.** No insurance policy required by Section 4 shall include a "wasting" policy limit.

**5.4.8 Variation.** The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

**5.5 Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which

are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- b. Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- c. Terminate this Agreement.

**Section 6. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.** Consultant shall indemnify, defend with counsel selected by the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the gross negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

**Section 7. STATUS OF CONSULTANT.**

- 7.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3;

however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

- 7.2 Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent or to bind City to any obligation whatsoever.

**Section 8. LEGAL REQUIREMENTS.**

- 8.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 8.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 8.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 8.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals, including from City, of what-so-ever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 8.5 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this

Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

- 8.6 Prevailing Wage.** Where applicable, the wages to be paid for a day's work to all classes of laborers, workmen, or mechanics on the work contemplated by this Agreement. Shall be not less than the prevailing rate for a day's work in the same trade or occupation in the locality within the state where the work hereby contemplates to be performed as determined by the Director of Industrial Relations pursuant to the Director's authority under Labor Code Section 1770, *et seq.* Each laborer, worker or mechanic employed by Consultant or by any subcontractor shall receive the wages herein provided for. The Consultant shall pay two hundred dollars (\$200), or whatever amount may be set by Labor Code Section 1775, as may be amended, per day penalty for each worker paid less than prevailing rate of per diem wages. The difference between the prevailing rate of per diem wages and the wage paid to each worker shall be paid by the Consultant to each worker.

An error on the part of an awarding body does not relieve the Consultant from responsibility for payment of the prevailing rate of per diem wages and penalties pursuant to Labor Code Sections 1770 and 1775. The City will not recognize any claim for additional compensation because of the payment by the Consultant for any wage rate in excess of prevailing wage rate set forth. The possibility of wage increases is one of the elements to be considered by the Consultant.

- (A) Posting of Schedule of Prevailing Wage Rates and Deductions.** If the schedule of prevailing wage rates is not attached hereto pursuant to Labor Code Section 1773.2, the Consultant shall post at appropriate conspicuous points at the site of the project a schedule showing all determined prevailing wage rates for the various classes of laborers and mechanics to be engaged in work on the project under this contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.
- (B) Payroll Records.** Each Consultant and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Consultant in connection with the public work. Such records shall be certified and made available upon request as required by Labor Code Section 1776.
- (C) Subcontracting** – Consultant shall be responsible for his own and subcontractors' compliance with Section 1777.5 of the Labor Code regarding apprentice-able occupations. Consultant's willful failure to comply with this section shall be denied the right to bid on a public works contract for a period of six (6) months from the date the determination is made.

**Section 9. TERMINATION AND MODIFICATION.**

- 9.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement for cause upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the date of notice of termination; City, however, may condition payment of such compensation upon Consultant delivering to City all materials described in Section 10.1.

- 9.2 Extension.** If agreed to by all parties the City may extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 9.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 9.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not assign or subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator. Not less than fifty percent (50%) of the contract work shall be done by the prime contractor. Further, the Contractor shall not, without the consent of the City of South San Francisco, either:

- (a) Substitute any person or subcontractors in place of the subcontractors designated on the original proposal; or
- (b) Permit any subcontract to be assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the proposal.

Should the Consultant violate any of the provisions of this Agreement or the Identification of Subcontractors Form contained in the proposal, it shall be deemed a violation of this Agreement, and the City of South San Francisco may cancel the Agreement.

- 9.5 Temporary Suspension of Work.** The Parks Manager shall have the authority to suspend the work wholly or in part for such period as deemed necessary, due to unsuitable weather, or to such other conditions as are considered unfavorable for the suitable prosecution of the work, or for such time as he/she may deem necessary, due to the failure on the part of the contractor to carry out orders given, or to perform any of the provisions of the work. The contractor shall immediately obey such orders of the Parks Manager and shall not restart the work until ordered in writing by the Parks Manager.
- 9.6 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 9.7 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 9.7.1** Immediately terminate the Agreement;
- 9.7.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
- 9.7.3** Retain a different consultant to complete the work described in **Exhibit A** not finished by Consultant; or
- 9.7.4** Charge Consultant the difference between the costs to complete the work described in **Exhibit A** that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

## **Section 10. KEEPING AND STATUS OF RECORDS.**

- 10.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are

confidential and will not be released to third parties without prior written consent of both parties unless required by law.

- 10.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 10.3 Inspection and Audit of Records.** Any records or documents that Section 10.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.
- 10.4 Records Submitted in Response to an Invitation to Bid or Request for Proposals.** All responses to a Request for Proposals (RFP) or invitation to bid issued by the City become the exclusive property of the City. At such time as the City selects a bid, all proposals received become a matter of public record, and shall be regarded as public records, with the exception of those elements in each proposal that are defined by Consultant and plainly marked as "Confidential," "Business Secret" or "Trade Secret."

The City shall not be liable or in any way responsible for the disclosure of any such proposal or portions thereof, if Consultant has not plainly marked it as a "Trade Secret" or "Business Secret," or if disclosure is required under the Public Records Act.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a prospective bidder submits is a trade secret. If a request is made for information marked "Trade Secret" or "Business Secret," and the requester takes legal action seeking release of the materials it believes does not constitute trade secret information, by submitting a proposal, Consultant agrees to indemnify, defend and hold harmless the City, its agents and employees, from any judgment, fines, penalties, and award of attorneys fees awarded against the City in favor of the party requesting the information, and any and all costs connected with that defense. This obligation to indemnify survives the City's award of the contract. Consultant agrees that this indemnification survives as long as the trade secret information is in the City's possession, which includes a minimum retention period for such documents.

**Section 11 MISCELLANEOUS PROVISIONS.**

- 11.1 Attorneys' Fees.** If a party to this Agreement brings any action, including arbitration or an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 11.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County San Mateo or in the United States District Court for the Northern District of California.
- 11.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 11.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 11.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 11.6 Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 11.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be

entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

**11.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

**11.9 Contract Administration.** This Agreement shall be administered by Joshua Richardson, Parks Maintenance Program Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

**11.10 Notices.** All notices and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given (i) when received if personally delivered; (ii) when received if transmitted by telecopy, if received during normal business hours on a business day (or if not, the next business day after delivery) provided that such facsimile is legible and that at the time such facsimile is sent the sending Party receives written confirmation of receipt; (iii) if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and (iv) upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice shall be sent to the respective Parties as follows:

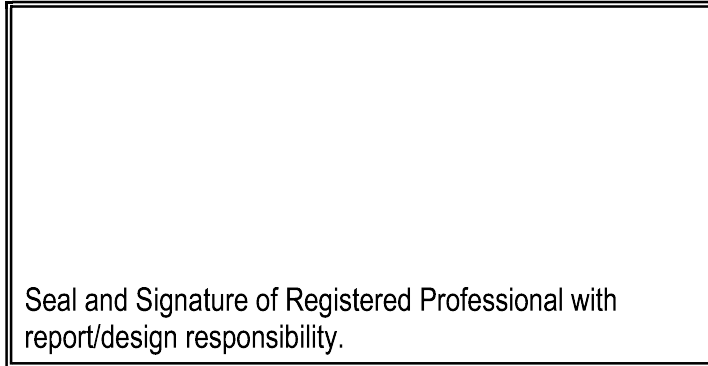
Consultant: Gothic Landscape, Inc.  
2520 Pulgas Avenue  
East Palo Alto, CA 94303

City:  
City Clerk  
City of South San Francisco  
400 Grand Avenue  
South San Francisco, CA 94080

With a copy to:  
Joshua Richardson  
Parks Maintenance Program Manager  
City of South San Francisco,  
P.O. Box 711,  
South San Francisco California 94083

**11.11 Professional Seal.** Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled

"Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



- 11.12 Integration.** This Agreement, including all Exhibits attached hereto, and incorporated herein, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral pertaining to the matters herein.
- 11.13 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.
- 11.14 Construction.** The headings in this Agreement are for the purpose of reference only and shall not limit or otherwise affect any of the terms of this Agreement. The parties have had an equal opportunity to participate in the drafting of this Agreement; therefore any construction as against the drafting party shall not apply to this Agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF SOUTH SAN FRANCISCO

DocuSigned by:  
*Mike Futrell*  
6852134787CA4DB...  
Mike Futrell, City Manager

CONSULTANT

DocuSigned by:  
*Marlene Barneveld*  
97610E88685345E...  
Marlene Barneveld  
Regional Manager  
Gothic Landscape Maintenance Division

Attest:

DocuSigned by:  
*Rosa Gomez Acosta*  
5998B16FF63F418...  
City Clerk

DS



Approved as to Form:

DocuSigned by:  
*Claire Lai*  
951A604F45D4468...  
City Attorney



## ATTACHMENT A SERVICE AREAS AND LITTER PICKUP FREQUENCIES

Perform the scope of work for **LANDSCAPE MAINTENANCE SERVICES** in place, and in accordance with the Service Areas and Litter Pickup Frequencies below, and with the Standard of Services (Attachment B). See key below for notes. In the event of a conflict in or inconsistency between the terms of this Attachment and the Standard of Services (Attachment B), the Standard of Services shall prevail.

<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>	<u>LITTER PICKUP SERVICE FREQ.</u>	<u>IRRIG. TYPE</u>	<u>NOTES</u>	<u>MONTHLY RATE</u>	<u>ANNUAL COST</u>
1	<u>West Park 1 &amp; 2</u>	<u>Common Greens</u>	-	<u>52</u>	<u>A</u>		<u>\$ 8908</u>	<u>\$106,896</u>
2	<u>Greenview Commons</u>	<u>Common Greens</u>	-	<u>52</u>	<u>A</u>		<u>\$1570</u>	<u>\$18,840</u>
3	<u>West Park 3</u>	<u>Common Greens</u>	-	<u>52</u>	<u>A</u>		<u>\$13190</u>	<u>\$158,280</u>
4	<u>Willow Gardens</u>	<u>Common Greens</u>	-	<u>52</u>	<u>A</u>		<u>\$1573</u>	<u>\$18,876</u>
5	<u>Stonegate</u>	<u>Common Greens</u>	-	<u>52</u>	<u>A</u>		<u>\$1573</u>	<u>\$18,876</u>
6	<u>Linden Avenue Park</u>	<u>Linden Avenue @ Pine Avenue</u>		<u>52</u>	<u>A</u>		<u>\$341</u>	<u>\$4092</u>
7	<u>Olympic Park</u>	<u>Olympic Dr @ Dublin Dr</u>		<u>26</u>	<u>A</u>		<u>\$171</u>	<u>\$2052</u>
8	<u>Sister Cities Linear Park</u>	<u>Orange Ave.</u>	<u>Spruce Ave.</u>	<u>52</u>	<u>A</u>		<u>\$1310</u>	<u>\$15,720</u>
9	<u>Irish Town Greens</u>	<u>Airport Blvd. between Armour Ave and Linden Ave</u>	-	<u>52</u>	<u>A</u>		<u>\$1048</u>	<u>\$12,576</u>
10	<u>Orange Park Sculpture Garden</u>	<u>Tennis Drive Parking Lot</u>		<u>52</u>	<u>A</u>		<u>\$916</u>	<u>\$10,992</u>
<b><u>TOTAL BASE BID PRICE:</u></b>							<b><u>\$30,600</u></b>	<b><u>\$367,200</u></b>

Key to Service Area Notes:

Service Frequency: Minimum frequency of litter removal.

- 4 Quarterly Service (4 times per year)
- 12 Monthly Service (12 times per year)
- 26 Bi-weekly Service (26 times per year)
- 52 Weekly Service (52 times per year)

Irrigation Type: Type of control system.

- A Automatic. Irrigation schedule shall be coordinated with the City.
- M Manual. Contractor shall be responsible for turning system on and off as required for proper irrigation.
- N No irrigation system. City will provide water wagon service as requested by contractor.



# City of South San Francisco

P.O. Box 711 (City Hall,  
400 Grand Avenue)  
South San Francisco, CA

## City Council

**Resolution: RES 100-2021**

**File Number: 21-419**

**Enactment Number: RES 100-2021**

RESOLUTION AWARDING LANDSCAPE MAINTENANCE SERVICES AGREEMENTS TO FRANK AND GROSSMAN LANDSCAPE CONTRACTORS, INC. OF HAYWARD, CALIFORNIA FOR CITYWIDE RIGHT-OF-WAY LANDSCAPE MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$616,064, AND TO GOTHIC LANDSCAPING OF SAN JOSE, CALIFORNIA FOR COMMON GREENS LANDSCAPE MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$792,416 FOR A TWENTY-FOUR (24) MONTH TERM AND AMENDING THE PARKS AND RECREATION DEPARTMENT'S FISCAL YEAR 2021-22 AND 2022-23 OPERATING BUDGETS PURSUANT TO BUDGET AMENDMENT #22.002.

WHEREAS, the City of South San Francisco ("City") issued a Request for Proposals for Landscape Maintenance Services on March 1, 2021 and received three (3) bids in response; and

WHEREAS, staff recommends awarding a landscape services agreement to Frank and Grossman Landscape Contractors of Hayward, California for the Right-of-Way Landscape Maintenance Services Project in a total amount not to exceed \$616,064 for a twenty-four (24) month term based on their average overall proposal score, which included evaluation of project costs, project understanding, project completion schedule, qualifications, expertise and experience; and

WHEREAS, staff recommends awarding a landscape services agreement to Gothic Landscaping of San Jose, California for the Common Greens Landscape Maintenance Services Project in a total amount not to exceed \$792,416 for a twenty-four (24) month term based on their average overall proposal score, which included evaluation of project costs, project understanding, project completion schedule, qualifications, expertise and experience; and

WHEREAS, additional funding in an amount of \$101,100 is requested from the Common Greens funds to elevate the current level of service without any further financial impact to the City's General Fund; and

WHEREAS, staff requests Council's approval for contract authority to utilize a contingency not to exceed \$80,000 annually split equally between the two contracts, with this funding currently existing in the Parks and Recreation Department operating budget, to be used for enhancement projects on either the Right-of-Way Landscape Maintenance Project or the Common Greens Maintenance Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South San Francisco that the City Council hereby award a landscape services agreement to Frank and Grossman of Hayward, California, for the Right-of-Way Landscape Maintenance Services Project, in a total amount not to exceed \$616,064 for a twenty-four (24) month term, and award a landscape services agreement to Gothic Landscaping of San Jose, California, for the Common Greens Landscape Maintenance Services Project, in a total amount not to exceed \$792,416 for a twenty-four (24) month term; and

BE IT FUTHER RESOLVED, that the contract is conditioned on both contractor's timely execution of the Project contracts and submission of all required documents, including but not limited to, certificates of insurance and endorsements, in accordance with the Project documents; and

BE IT FUTHER RESOLVED that the Parks and Recreation Department's Fiscal Year 2021-22 and 2022-23 Operating Budgets will be amended via budget amendment #22.002, and that the Finance Director is authorized to adjust budget as necessary to comply with budgetary intent of the executed contract(s); and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the landscape services agreement and any other necessary documents on behalf of the City, subject to approval as to form by the City Attorney.

\* \* \* \* \*

At a meeting of the City Council on 5/26/2021, a motion was made by Vice Mayor Nagales, seconded by Councilmember Flores, that this Resolution be approved. The motion passed.

**Yes:** 5 Mayor Addiego, Vice Mayor Nagales, Councilmember Nicolas, Councilmember Coleman, and Councilmember Flores

Attest by   
Rosa Govea Acosta, City Clerk





# City of South San Francisco

## City Council

### Resolution: RES 103-2023

P.O. Box 711 (City Hall, 400  
Grand Avenue)  
South San Francisco, CA

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**File Number: 23-500**

**Enactment Number: RES 103-2023**

RESOLUTION AMENDING THE EXISTING CONSULTING SERVICES AGREEMENT WITH GOTHIC LANDSCAPING OF SAN JOSE, CALIFORNIA FOR COMMON GREENS LANDSCAPE MAINTENANCE SERVICES FOR AN ADDITIONAL \$375,187.13 (FOR A NEW TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$1,167,603.13) AND FOR AN ADDITIONAL TWELVE (12) MONTHS.

WHEREAS, the City of South San Francisco ("City") issued a Request for Proposals for Landscape Maintenance Services on March 1, 2021, and

WHEREAS, the City awarded a landscape services agreement to Gothic Landscaping of San Jose, California for the Common Greens Landscape Maintenance Services Project in a total amount not to exceed \$792,416 for a twenty-four (24) month term based on their average overall proposal score, which included evaluation of project costs, project understanding, project completion schedule, qualifications, and experience; and

WHEREAS, the initial term of that agreement ends on June 30, 2023; and

WHEREAS, Staff has favorably reviewed the performance of the contractor; and

WHEREAS, with the increase in service needs and extension of contract term, staff has reviewed additional scope and negotiated additional fees for the escalating scopes; and

WHEREAS, Staff has requested additional annual funding in the amount of \$33,000 in Common Greens Funds as part of the Departments annual budget requests for the Fiscal Year 2023-24 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South San Francisco that the City Council hereby amends the landscape services agreement with Gothic Landscaping of San Jose, California, for the Common Greens Landscape Maintenance Services Project, for an additional \$375,187.13 (for a new total not-to-exceed contract amount of \$1,167,603.13) and for a twelve (12) month term, as attached in Exhibit A and incorporated herein.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the amendment in substantially the same form as Exhibit A conditioned upon the contractor's timely execution of the amendment and submission of all required documents, including but not limited to, certificates of insurance and endorsements and any other necessary documents on behalf of the City, subject to approval as to form by the City Attorney.

\* \* \* \* \*

At a meeting of the City Council on 6/28/2023, a motion was made by Councilmember Addiego, seconded by Councilmember Coleman, that this Resolution be approved. The motion passed.

**Yes:** 5 Mayor Nicolas, Vice Mayor Nagales, Councilmember Addiego, Councilmember Coleman, and Councilmember Flores

Attest by

 for

Rosa Govea Acosta, City Clerk

### Certificate Of Completion

Envelope Id: C9B724B3530A482FBEC2D6D9924AF5BF  
 Subject: Complete with DocuSign: Gothic Landscape ROW Services 1st Amendment  
 Source Envelope:  
 Document Pages: 46  
 Certificate Pages: 6  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
  
 Envelope Originator:  
 Kari Jung  
 329 Miller Ave  
 South San Francisco, CA 94080  
 kari.jung@ssf.net  
 IP Address: 199.181.122.2

### Record Tracking

Status: Original  
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 Security Appliance Status: Connected  
 Storage Appliance Status: Connected


Holder: Kari Jung  
 kari.jung@ssf.net  
 Pool: StateLocal  
 Pool: Carahsoft OBO City of South San Francisco

Location: DocuSign  
 Location: DocuSign

### Signer Events

Joshua Richardson  
 Joshua.Richardson@ssf.net  
 Security Level: Email, Account Authentication (None)

### Signature



Signature Adoption: Pre-selected Style  
 Using IP Address: 199.181.122.2

### Timestamp

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JJ Hubert  
 John.Hubert@gothiclandscape.com  
 Branch Manager  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 76.132.197.36

Sent: 7/6/2023 8:45:53 AM  
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Greg Mediati  
 Greg.Mediati@ssf.net  
 Deputy Director Park & Rec  
 City of South San Francisco  
 Security Level: Email, Account Authentication (None)

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 Signed: 7/6/2023 4:34:22 PM


**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Claire Lai  
 Claire.Lai@ssf.net  
 Approved as to Form- City Attorney  
 Signing Group: City Attorney  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 951A804F45D4408...  
 Signature Adoption: Pre-selected Style  
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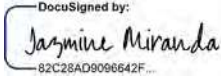
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 ID: 45ff470e-4f09-4eff-bd97-9d8b6a00c301

Signer Events	Signature	Timestamp
<p>SHARON RANALS sharon.ranals@ssf.net City Manager Security Level: Email, Account Authentication (None)</p>	 DocuSigned by: SHARON RANALS 8A40B2F441FD48A... Signature Adoption: Pre-selected Style Using IP Address: 199.181.122.2	<p>Sent: 7/11/2023 12:12:03 AM Viewed: 7/11/2023 9:34:24 AM Signed: 7/11/2023 9:34:51 AM</p>

**Electronic Record and Signature Disclosure:**  
 Accepted: 7/11/2023 9:34:24 AM  
 ID: d3f4e52e-e414-4c73-8315-4a691a8fac3a

Jasmine Miranda  
 jazmine.miranda@ssf.net  
 Assistant City Clerk  
 City of South San Francisco  
 Signing Group: City Clerk  
 Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
 Using IP Address: 199.181.122.2

Sent: 7/11/2023 9:34:56 AM  
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 Signed: 7/11/2023 9:53:43 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
<p>Jeanette                      jeanette.yoshida@ssf.net                      Administrative Assistant II                      City of South San Francisco                      Security Level: Email, Account Authentication (None)</p>		<p>Sent: 7/11/2023 9:53:47 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>		

<p>Zach Kust                      Zachary.Kust@ssf.net                      Security Level: Email, Account Authentication (None)</p>		<p>Sent: 7/11/2023 9:53:48 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>		

Witness Events	Signature	Timestamp
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	7/5/2023 9:36:42 AM
Envelope Updated	Security Checked	7/5/2023 9:41:23 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Updated	Security Checked	7/5/2023 9:41:23 AM
Envelope Updated	Security Checked	7/5/2023 9:41:23 AM
Envelope Updated	Security Checked	7/5/2023 9:41:23 AM
Envelope Updated	Security Checked	7/5/2023 9:41:23 AM
Envelope Updated	Security Checked	7/6/2023 12:03:48 PM
Envelope Updated	Security Checked	7/6/2023 12:03:48 PM
Envelope Updated	Security Checked	7/6/2023 12:03:48 PM
Certified Delivered	Security Checked	7/11/2023 9:53:33 AM
Signing Complete	Security Checked	7/11/2023 9:53:43 AM
Completed	Security Checked	7/11/2023 9:53:48 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO City of South San Francisco (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO City of South San Francisco:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [tony.barrera@ssf.net](mailto:tony.barrera@ssf.net)

**To advise Carahsoft OBO City of South San Francisco of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [tony.barrera@ssf.net](mailto:tony.barrera@ssf.net) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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ii. send us an email to [tony.barrera@ssf.net](mailto:tony.barrera@ssf.net) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

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### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
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### Certificate Of Completion

Envelope Id: 4CB77E8D3C3F4920833FFACBB9DDE5F0	Status: Completed
Subject: Complete with DocuSign: Gothic Landscape -2nd Amendment.pdf	
Source Envelope:	
Document Pages: 58	Signatures: 8
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Stamps: 1
EnvelopeId Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SSF Park and Rec
	329 Miller Ave
	South San Francisco, CA 94080
	parkandrecadmin@ssf.net
	IP Address: 199.181.122.2


### Record Tracking

Status: Original 6/21/2024 9:38:36 AM	Holder: SSF Park and Rec parkandrecadmin@ssf.net	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO City of South San Francisco	Location: DocuSign

### Signer Events

Joshua Richardson  
 Joshua.richardson@ssf.net  
 Security Level: Email, Account Authentication (None)

### Signature



Signature Adoption: Pre-selected Style  
 Using IP Address: 199.181.122.2

### Timestamp

Sent: 6/21/2024 9:48:09 AM  
 Resent: 6/26/2024 2:49:58 PM  
 Viewed: 6/26/2024 4:20:50 PM  
 Signed: 6/26/2024 4:20:54 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/5/2021 9:42:29 AM  
 ID: 48c58f6d-7b43-4f0a-9b35-e1521e9fb5af

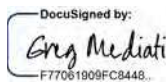
JJ Hubert  
 john.hubert@gothiclandscape.com  
 Sr Branch Manager  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 7F954F840355404...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 12.207.156.122

Sent: 6/26/2024 4:20:56 PM  
 Viewed: 6/27/2024 8:08:32 AM  
 Signed: 6/27/2024 8:11:09 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/27/2024 8:08:32 AM  
 ID: 5230168f-539f-4316-9f25-101ab6b87fd6

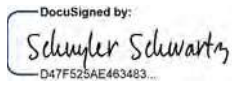
Greg Mediati  
 greg.mediati@ssf.net  
 Deputy Director Park & Rec  
 City of South San Francisco  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 F77081909FC8448...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 199.181.122.2

Sent: 6/27/2024 8:11:11 AM  
 Viewed: 6/27/2024 10:01:41 AM  
 Signed: 6/27/2024 10:01:53 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Schuyler Schwartz  
 Sky.Woodruff@ssf.net  
 City Attorney  
 Signing Group: City Attorney  
 Security Level: Email, Account Authentication (None)


DocuSigned by:  
  
 D47F525AE463483...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 98.45.161.65

Sent: 6/27/2024 10:01:56 AM  
 Viewed: 6/28/2024 8:55:41 PM  
 Signed: 6/28/2024 8:57:36 PM


**Electronic Record and Signature Disclosure:**  
 Accepted: 3/24/2021 1:04:58 PM  
 ID: e659b85c-493c-4479-8ff8-3a0e48e5701d

Signer Events	Signature	Timestamp
Rich Lee Rich.lee@ssf.net Assistant City Manager City of South San Francisco Security Level: Email, Account Authentication (None)	 <p>DocuSigned by:  <small>D08AF29C4DC34AE...</small></p> Signature Adoption: Drawn on Device Using IP Address: 99.47.119.239	Sent: 6/28/2024 8:57:38 PM Viewed: 6/28/2024 9:01:25 PM Signed: 6/28/2024 9:02:55 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

SHARON RANALS sharon.ranals@ssf.net City Manager Security Level: Email, Account Authentication (None)	 <p>DocuSigned by:  <small>BA40B2F441FD4BA...</small></p> Signature Adoption: Pre-selected Style Using IP Address: 199.181.122.2	Sent: 6/28/2024 9:02:57 PM Viewed: 6/29/2024 5:28:31 PM Signed: 6/29/2024 5:29:08 PM
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**Electronic Record and Signature Disclosure:**  
 Accepted: 6/29/2024 5:28:31 PM  
 ID: c5c68923-5b11-41fc-81e0-83262f43fab0

Rosa Govea Acosta rosa.acosta@ssf.net City Clerk City of South San Francisco Signing Group: City Clerk Security Level: Email, Account Authentication (None)	 <p>DocuSigned by:  <small>5908B15FF63F418...</small></p>  Signature Adoption: Pre-selected Style Using IP Address: 199.181.122.2	Sent: 6/29/2024 5:29:11 PM Viewed: 7/1/2024 1:42:03 PM Signed: 7/1/2024 1:42:18 PM
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	6/21/2024 9:48:09 AM
Certified Delivered	Security Checked	7/1/2024 1:42:03 PM
Signing Complete	Security Checked	7/1/2024 1:42:18 PM
Completed	Security Checked	7/1/2024 1:42:18 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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**To advise Carahsoft OBO City of South San Francisco of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [tony.barrera@ssf.net](mailto:tony.barrera@ssf.net) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO City of South San Francisco**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [tony.barrera@ssf.net](mailto:tony.barrera@ssf.net) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO City of South San Francisco**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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ii. send us an email to [tony.barrera@ssf.net](mailto:tony.barrera@ssf.net) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO City of South San Francisco as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of South San Francisco during the course of your relationship with Carahsoft OBO City of South San Francisco.

## Certificate Of Completion

Envelope Id: 1B428E05-62FD-487D-A7A5-67F8476327D0  
 Subject: Complete with Docusign: Gothic - Amendent #3.pdf  
 Source Envelope:  
 Document Pages: 78  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 SSF Park and Rec  
 329 Miller Ave  
 South San Francisco, CA 94080  
 parkandrecadmin@ssf.net  
 IP Address: 199.181.122.2

## Record Tracking

Status: Original 6/23/2025 11:49:57 AM	Holder: SSF Park and Rec parkandrecadmin@ssf.net	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO City of South San Francisco	Location: Docusign

## Signer Events

Kari Jung  
 kari.jung@ssf.net  
 Management Analyst I  
 City of South San Francisco  
 Security Level: Email, Account Authentication (None)

## Signature



Signature Adoption: Uploaded Signature Image  
 Using IP Address: 199.181.122.2

## Timestamp

Sent: 6/23/2025 12:08:47 PM  
 Viewed: 6/23/2025 12:16:01 PM  
 Signed: 6/23/2025 12:16:15 PM

### Electronic Record and Signature Disclosure: Not Offered via Docusign

Joshua Richardson  
 Joshua.richardson@ssf.net  
 Security Level: Email, Account Authentication (None)

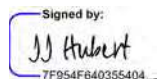


Signature Adoption: Pre-selected Style  
 Using IP Address: 199.181.122.2

Sent: 6/23/2025 12:16:17 PM  
 Viewed: 6/26/2025 3:07:21 PM  
 Signed: 6/26/2025 3:07:35 PM

### Electronic Record and Signature Disclosure: Accepted: 4/5/2021 9:42:29 AM ID: 48c58f6d-7b43-4f0a-9b35-e1521e9fb5af

JJ Hubert  
 john.hubert@gothiclandscape.com  
 Market Manager  
 Security Level: Email, Account Authentication (None)

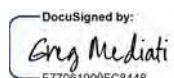


Signature Adoption: Pre-selected Style  
 Using IP Address: 50.189.81.73

Sent: 6/26/2025 3:07:38 PM  
 Viewed: 6/27/2025 12:42:47 PM  
 Signed: 6/27/2025 12:43:15 PM

### Electronic Record and Signature Disclosure: Accepted: 6/27/2025 12:42:47 PM ID: c7d38a77-e3a0-452f-8e5d-a44719e2433c

Greg Mediati  
 greg.mediati@ssf.net  
 Deputy Director Park & Rec  
 City of South San Francisco  
 Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
 Using IP Address: 199.181.122.2

Sent: 6/27/2025 12:43:18 PM  
 Viewed: 6/27/2025 1:05:36 PM  
 Signed: 6/27/2025 1:05:44 PM

### Electronic Record and Signature Disclosure: Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
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Claire Lai Claire.Lai@ssf.net Sky Woodruff Sky.Woodruff@ssf.net City Attorney Signing Group: City Attorney Security Level: Email, Account Authentication (None)		Sent: 6/30/2025 1:58:10 PM Viewed: 6/30/2025 2:23:10 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 7/25/2025 2:49:42 PM ID: 753cfd22-9c35-4232-88c8-70f4c98deb9c		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/23/2025 12:08:47 PM
Envelope Updated	Security Checked	8/5/2025 10:56:14 AM
Envelope Updated	Security Checked	8/5/2025 10:56:14 AM
Envelope Updated	Security Checked	8/5/2025 10:56:14 AM
Envelope Updated	Security Checked	8/5/2025 10:56:14 AM
Certified Delivered	Security Checked	6/27/2025 1:05:36 PM
Signing Complete	Security Checked	6/27/2025 1:05:44 PM
Completed	Security Checked	8/5/2025 10:56:14 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Final Audit Report


2025-08-20

Created:	2025-08-05
By:	Jeanette Yoshida (jeanette.yoshida@ssf.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3c0P04JcbVieXdX5LIYJKWWR_xw0HAav
Documents:	Gothic - Amendent #3 (60 pages)

## "Gothic - Amendent #3" History

-  Document created by Jeanette Yoshida (jeanette.yoshida@ssf.net)  
Documents: Gothic - Amendent #3  
2025-08-05 - 6:25:50 PM GMT
-  Document emailed to all-ca@ssf.net for signature  
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-  Email viewed by all-ca@ssf.net  
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2025-08-06 - 8:53:01 PM GMT
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