



# SUPPLEMENTAL

COUNCIL AGENDA: 12-13-11  
ITEM: 3.5

## Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Julia H. Cooper

**SUBJECT:** SEE BELOW

**DATE:** December 12, 2011

Approved

Date

12/12/11

**SUBJECT: REPORT ON REQUEST FOR PROPOSAL FOR LANDSCAPING  
MAINTENANCE SERVICES FOR SMALL PARKS AND CIVIC  
GROUNDS**

### SUPPLEMENTAL

The purpose of this memorandum is to provide Council with information regarding health and other benefits that are offered by each of the proposers responding to the Landscaping and Maintenance Services for Small Parks and Civic Grounds Request for Proposals ("RFP").

Several council members have made inquiries regarding the employee benefits offered by the companies that responded to the RFP.

Attached to this memorandum is the Work Environment Questionnaire form including in RFPs for services which are covered by the City's Living Wage Policy. The attached form provides a summary response for each of the four proposers.

/S/  
JULIA H. COOPER  
Acting Finance Director

For questions please contact Mark Giovannetti, Purchasing Division Manager at 408-535-7052.

Attachment

**EMPLOYEE WORK ENVIRONMENT QUESTIONNAIRE**  
**Landscape Maintenance Services for Small Parks and Civic Grounds**

*Summary of Responses for RFP 10-11-22 are noted below each question*

**SECTION II: EMPLOYEE HEALTH BENEFITS**

**1. Does your company provide a health insurance plan or program for employees?**

**NO, we do not provide a health insurance plan or program for employees.**

*New Image*

**YES, we do provide a health insurance plan or program for employees.**

*Jensen, Bayscape, Paradise*

**If the answer is no, does your company provide benefits in lieu of a health insurance plan? (Be specific. Describe on a separate sheet and attach.)**

*New Image dropped their health care plan one year ago and increased the base pay of all staff that was receiving health benefits.*

**2. If the answer to Question 1 above is yes, please provide the following information:**

**2a. Please list the health insurance plan(s) or program(s) offered to your employees (use additional sheets if necessary)**

*Jensen: Kaiser (HMO & HAS, Health Net (PPO, HAS, HMO) Assurant dental (DMO, PPO, Buy-Up)*

*Bayscape: Kaiser*

*Paradise: Anthem*

**2b. What is the contribution by the employee per pay period to this plan?**

*Jensen: 35% (\$149/month) for single coverage, no dependents – Kaiser (employee only)*

*Bayscape: 50% for single coverage, no dependents (employee only)*

*Paradise: 50% for single coverage, no dependents (employee only)*

**\$ \_\_\_ for family coverage, with dependents**

*Jensen: 57% (\$714/month) for family coverage – Kaiser*

*Bayscape: Does not offer family coverage – employee only*

*Paradise: Does not offer family coverage – employee only*

**Pay period is (check one):**      **Weekly**      **Bi-weekly**      **Semi-monthly**  
**Monthly**

*Jensen: Bi-weekly*

*Bayscape: Weekly*

Paradise: Bi-weekly  
New Image : Weekly

**2d. How long must the employee be employed by your company before they are eligible for health insurance coverage?**

\_\_\_\_\_ Days     Month     Year

Jensen: 30 days

Bayscape: 90 days

Paradise: 90 days

New Image: N/A (does not provide health insurance coverage)

**2e. What job classifications of your employees are covered by the insurance program outlined above? (Use additional sheets if necessary.)**

Jensen: Irrigation Techs, IPM's, Foreman, Account Managers, Operations Supervisors

Bayscape: All classifications

Paradise: All classifications

New Image: N/A (does not provide health insurance coverage)

**2f. Does your health insurance coverage pertain to part-time and full-time employees?**

Yes     No     If no, please explain.

Jensen: Yes

Bayscape: Yes

Paradise: FT Only (no PT employees are employed)

New Image: N/A (does not provide health insurance coverage)

**SECTION III: EMPLOYEE BASIC BENEFITS**

1. Indicate the basic benefits your workers receive.

Years of Service	# of Vacation Days	# of Sick Days	# of Personal Days
After 1 year			
After 5 years			
After 10 years			

**(PTO – Personal Time Off)**

*Jensen: 5 PTO days after 1 year, 10 PTO days after 2 years, 15 PTO days after 10 years*

*Bayscape: 5 days PTO after one year (accrual starts at 90 days)*

*Paradise: 0 days*

*New Image - 5 days PTO after one year, Up to 15 days after five years (applies to foreman, supervisors, irrigation techs classifications- does not apply to gardener classification)*

2. Indicate the paid holidays your workers receive by placing check mark to the left of each.

<b>New Year's Day</b> <i>Jensen</i> <i>Paradise</i> <i>New Image</i>	<b>Independence Day</b> <i>Jensen</i> <i>Paradise</i> <i>New Image</i>	<b>Christmas</b> <i>Jensen</i> <i>Bayscape</i> <i>Paradise</i> <i>New Image</i>
<b>Martin Luther King Jr. Day</b>	<b>Labor Day</b> <i>Jensen</i>	<b>Floating Holiday</b>
<b>Washington's Birthday</b>	<b>Veterans' Day</b>	<b>Other:</b>
<b>Memorial Day</b> <i>Jensen</i> <i>New Image</i>	<b>Thanksgiving Day</b> <i>Jensen</i> <i>Bayscape</i> <i>Paradise</i> <i>New Image</i>	<b>Other:</b> <i>Jensen – day after Thanksgiving</i>

1. Do you allow for unpaid leave?  Yes, please explain policy.

All proposers responded "YES" and cited FMLA as policy explanation

#### SECTION IV: EMPLOYEE COMPLAINT PROCEDURE

1. Does your company have an employee complaint resolution procedure?

YES (Attach a copy of our company's employee complaint resolution procedure.

*Jensen: Yes*

*Bayscape: Yes*

*Paradise: Yes*

*New Image: Yes*

NO, our company does not have an employee complaint resolution procedure.

#### SECTION V: COMPLIANCE WITH STATE AND FEDERAL WORKPLACE STANDARDS

Have any of the following State or Federal Regulatory agencies obtained final orders or final judgments finding a violation by your company of State or Federal law relating to the treatment of your employees? If your answer is yes to any of the questions below, please provide the date of entry of the final judgment or order, the agency which obtained the order, and a brief description of the nature of the violation on a separate sheet of paper.

1. California Department of Fair Employment and Housing Department (DFEH).

NO, our company has not had any final judgment or administrative order. *Jensen, Bayscape, Paradise, New Image*

YES, our company has had final judgment(s) or administrative order(s).

2. California Department of Industrial Relations (Cal OSHA).

NO, our company has not had any final judgment(s) or administrative order(s) *Jensen, Bayscape, Paradise, New Image*

YES, our company has had final judgment(s) or administrative order(s).

**3. California Department of Industrial Relations (Minimum Wage, hours or working conditions) Labor Board**

**NO, our company has not had any final judgment(s) or administrative order(s).** *Jensen, Bayscape, Paradise, New Image*

**YES, our company has had final judgment(s) or administrative order(s).**