



## Legislation Text

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**File #:** 18-0343, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Stephanie Katsouleas, Director of Public Works

Veronica Rodriguez, Maintenance Manager

**SUBJECT:**

Resolution No. 18-0109 Awarding a Five-Year Agreement to Merchants Landscape Services Inc. for Citywide Landscape Maintenance for \$3,003,080 in Response to RFP No. 1166-18 (Public Works Director Katsouleas).

**ADOPT RESOLUTION NO. 18-0109**

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**RECOMMENDATION:**

Staff recommends that the City Council:

1. Adopt Resolution No. 18-0109 (Attachment 1) authorizing the City Manager to execute a five-year Agreement with Merchants Landscape Services, Inc. for citywide landscape maintenance services for \$3,003,080 (Attachment);
2. Authorize an additional annual contingency amount of \$57,000 for unforeseen services or emergencies; and
3. Authorize the City Manager to extend the term of the agreement for up to two additional 2-year periods, with an annual \$57,000 contingency, if deemed in the City's best interest.

**FISCAL IMPLICATIONS:**

Sufficient funds are budgeted in the FY 2018/19 Public Works budget for the requested landscape maintenance services.

**BACKGROUND:**

The Public Works Department currently maintains landscaping throughout the City by way of service contracts, which is a cost-effective way of maintaining a high level of service within the City at the best possible rate. Landscape maintenance includes servicing City parks, sports fields, dog parks, medians, downtown streetscape, Civic Center Plaza, reservoirs, various other City facilities, and parking lots.

Periodically, the City solicits proposals for landscape maintenance to ensure that it is receiving high quality service at the best possible rate. The last Request for Proposals (RFP) was released in March

2010 and was awarded to Merchants Landscape Services as the most qualified value of the proposals received.

### **DISCUSSION:**

Staff solicited proposals for landscape maintenance services in May 2018, which was advertised on the City's website as well as BidSync, a public bid notification board. The City received three responses on June 18, 2018. Staff conducted an evaluation and selection process based on each vendor's prior experience, quality of the scope of work proposed, staffing experience, references, ability to meet insurance requirements, and cost for service. The following bids were received:

<b><u>Vendor</u></b>	<b><u>FY 2018/19 Annual Bid Rate</u></b>
Merchants Landscape Services, Inc.	\$565,644
Mariposa Landscape, Inc.	\$585,276
Parkwood Landscape Maintenance, Inc.	\$966,852

As mentioned above, the City is currently under contract with Merchants Landscape Services Inc. for landscape maintenance services. The company has provided high quality service and performance to the City during its contract term. Therefore, staff recommends that City Council award a five-year contract for \$3,003,080 (\$565,644 annually plus escalations) for landscaping services to Merchants Landscape Inc. with a \$57,000 annual contingency for any unforeseen services or emergencies (Attachment 3); and authorize two additional 2-year optional renewals if deemed in the City's best interest. Adjustments may be proposed after the first year of the contract, but no more than once annually in a 12-month period. Such increases may not exceed the average change in the previous 6-month period of the Consumer Price Index (CPI) for the Los Angeles area with a maximum of 3% allowed.

### **PUBLIC OUTREACH/INTEREST:**

Outreach was conducted to various City Departments and the School District regarding the services proposed, and their input was included when the RFP was released. This request for proposals was advertised on the City's website as well as BidSync, a public bid notification board.

### **ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

### **LEGAL REVIEW**

The agreement has been reviewed by the City Attorney and is approved as to form.

### **Attachments:**

1. Resolution No. 18-0109
2. Agreement - Merchants Landscape Services, Inc.
3. RFP No. 1166-18

