

Agenda Report

DATE: JANUARY 31, 2011

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO AWARD CONTRACT FOR CITYWIDE LANDSCAPE MAINTENANCE (LANDSCAPE MAINTENANCE AREAS I, II, III, AND IV) TO MERCHANTS LANDSCAPE SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$ 270,000 PER YEAR.

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the project, Citywide Landscape Maintenance, is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Existing Facilities, and authorize the City Clerk to file a Notice of Exemption for this project with the Los Angeles County Clerk; and
- 2) Accept the bid for Citywide Landscape Maintenance (Landscape Maintenance Areas I, II, III and IV), reject all other bids received, and authorize the City Manager to enter into a contract with Merchants Landscape Services, Inc. for a period of three years for an amount not to exceed \$810,000, with two additional one-year extensions, each not to exceed \$270,000 per year.

BACKGROUND:

This project is to provide landscape maintenance services for various areas of responsibility throughout the City, by a private contractor. The services include, but are not limited to: mowing and edging turf areas, clearing hardscape surfaces of litter, debris removal, weed removal, turf fertilization, and tree and shrub pruning at select sites. The sites include landscape maintenance of eight City parks; fifty-four traffic and median islands and other landscaped areas of responsibility; six branch libraries; three City-owned parking lots; and fifty-seven Water and Power Department sites. In total there are one-hundred twenty-eight Citywide sites to be maintained.

In accordance with Pasadena Municipal Code 4.08.070, the Department of Public Works prepared Specifications and Exhibit I (Book 1 of 2 and Book 2 of 2) for the subject project, and bids have been requested and received. This project was advertised in the *Pasadena Business Journal* on December 30, 2010. In addition, a Notice Inviting Bids was posted on the City's home page, advertising the project and requesting that interested parties submit bids. Also, staff mailed twenty-three bid packets to landscape vendors.

Twenty-one vendors attended the mandatory pre-bid meeting and picked up bid packets; eight of the vendors who attended submitted bids.

Bids were opened on January 21, 2011, and results are listed as follows:

<u>Bidder</u>		<u>Grand Total Bid Per Month</u>
Merchants Landscape Services Inc.	Sun Valley, CA	\$19,441.00
ValleyCrest Landscape Maintenance	Irwindale, CA	\$19,446.85
Marina Landscape Inc.	Anaheim, CA	\$19,984.07
Mariposa Landscapes Inc.	Irwindale, CA	\$23,894.32
Tropical Creations Incorporated	Van Nuys, CA	\$44,236.00
Stay Green Inc.	Santa Clarita, CA	\$67,714.45
Bennett Landscape	Harbor City, CA	\$66,066.00
Wurzel Landscape	Studio City, CA	\$69,005.00

The Grand Total Bid Per Month does not represent actual unit pricing. The Grand Total Bid Prices Per Month are based on criteria set forth in the Specifications and Exhibit I (Book 1 of 2 and Book 2 of 2), which specify bid price per site, per month, to perform all tasks required at each site.

It is recommended that the City Council authorize a contract for an amount not-to-exceed \$19,441, per month, representing an annual cost of \$233,292 with a contingency not to exceed \$36,708 to Merchants Landscape Services, Inc. for the landscape maintenance for three years from the date of execution by the City. The contract may be extended for a period of up to two additional one-year periods, subject to the approval of the City Manager and without further City Council approval, each not to exceed \$270,000 per year.

The proposed contract is in compliance with Competitive Bidding and Purchasing Ordinance P.M.C. 4.08 and the rules and regulations promulgated there under.

The City has an on-going need for landscape maintenance services at various City facilities, including parks, landscaped medians, Water and Power sites and various other City-owned properties. Merchants Landscape Services, Inc., currently provides landscape maintenance services at these sites.

CITY COUNCIL POLICY CONSIDERATION:

This project is consistent with three of the City Council's goals: "Improve, maintain and enhance public facilities and infrastructure", "Support and promote the quality of life and local economy", and "Ensure public safety".

ENVIRONMENTAL ANALYSIS:


The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15301 (Class 1), Existing Facilities. The proposed project is the continuation of an existing contract for landscape services at various City facilities, including parks, landscaped medians and various other City-owned properties and will not result in new or expanded and facilities.

FISCAL IMPACT:

Sufficient funding for this contract amendment is available in the following accounts and from the following funding sources:

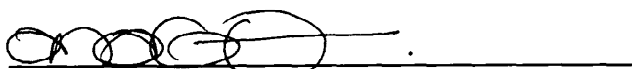
Public Works Department's Park Maintenance Operation (101-765100) and Non-park Maintenance Operation (101-765400) – General Fund; Department of Transportation's Parking Operations Fund (102-774211) and Playhouse Parking Fund (229-77410); Department of Water and Power System Operation and Maintenance (402-883000) – Water Fund and Power Generation (401-841200) and Power Delivery (401-843400) – Power Fund.

Respectfully submitted,



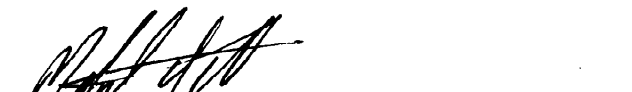
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