

# Agenda Report

May 5, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: CONTRACT AWARD TO BMC LANDSCAPING MANAGEMENT FOR LANDSCAPE MAINTENANCE SERVICE IN AREA III FOR AN AMOUNT NOT TO EXCEED \$131,670**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Acknowledge the project (Contracts for Landscape Maintenance) to be categorically exempt under Section 21084(a) of the California Environmental Quality Act of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping) and authorize the City Clerk to file a Notice of Exemption for the project with the Los Angeles County Clerk; and
2. Accept the bid dated April 15, 2014, submitted by BMC Landscaping Management in response to the Notice Inviting Bids for the Landscape Maintenance Service in Area III, and authorize the City Manager to enter into such contract as is required for an amount not to exceed \$131,670 over a three-year period. This contract will have an option of two one-year terms not to exceed \$43,890 per year, renewable at the discretion of the City Manager, for a total contract length of five years. Consistent with the bid specifications, the escalator factors for the additional years are for the Consumer Price Index (CPI) and/or Living Wage Ordinance (LWO) increase only.

**BACKGROUND:**

The City of Pasadena maintains more than 800 acres of park land, median islands, and other landscape sites. To supplement the current work force, the City utilizes the services of a private contractor to provide landscape maintenance service to 135 sites throughout the City, including six library branches, four City-owned parking lots, 53 traffic and median islands, four business parking lots sites, 57 Department of Water and Power sites, and 11 City parks. The City has used contract services to assist in the landscape maintenance of City locations for approximately 20 years.

On January 31, 2011, the City Council awarded the current landscape maintenance contract for maintenance at City parks, libraries, water treatment plants, water wells, and parking lots to Merchants Landscape Services. At that time, the City Council

Contract Award for Landscape Maintenance Services – Area III

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commented that bidding these sites as one large-scale contract might adversely impact smaller businesses' ability to bid on landscape maintenance opportunities. To encourage smaller companies to bid on these maintenance locations, the Department of Public Works divided the Citywide contract opportunity into three smaller contract service areas. The contract specification indicated that the contract for each service area would be awarded to the lowest responsible bidder, allowing the contract to be awarded separately or as one contract for all three areas.

Contract Break Down:

- Area I – 11 City parks, two pocket parks, one joint-use school site and one median island
- Area II – 42 median islands, six library branches, and 14 other landscape sites
- Area III – 57 water treatment plants, water wells, reservoirs, booster stations, substations, power plant, and material warehouse grounds.

On March 17, 2014, the City Council awarded two landscape maintenance service contracts for Areas I and II. The first went to Merchants Landscape Services Inc. for Area I, and the second to ValleyCrest Landscape Maintenance for Area II. In addition to these actions, the City Council rejected all bids for Area III and directed the Department of Public Works to re-bid this Area. Bids for this service area were rejected because three out of the nine bidders did not comply with the bid specifications for landscape maintenance in this area, which stated that each bidder must bid on all of the items stated in the bidder's proposal. Per Section 6.0- Bidder's Proposal, failure to bid on all items deems the bids as non-responsive. The rejection of all bids for landscape maintenance service in Area III allowed the Department of Public Works to revise the bid specifications, and re-bid this contract.

On March 27, 2014, a Notice Inviting Bids was published in *The Pasadena Journal* and posted on the City's web page. Following advertising, bids were received on April 15, 2014, and are as follows:

Bidder - Area III	Monthly Amount (\$)*
1. BMC Landscaping Management, Westlake Village	\$3,325.00
2. Parkwood Landscape Maintenance, Inc., Van Nuys	\$3,777.00
3. Landscape West Management Services, Chino	\$4,241.55
4. Green Splendor Landscaping, Inc., Altadena	\$4,557.25
5. Merchants Landscaping Services, Inc., Santa Ana	\$5,088.00
6. ValleyCrest Landscape Maintenance, San Fernando	\$5,825.00
7. Branch Out Landscape Services, Pasadena	\$6,160.00

\* Actual contract award includes an annual 10% contingency amount.

Bids were evaluated based on the lowest grand total price. BMC Landscaping Management was the lowest responsive bidder that met all of the required specifications.

The Department of Public Works recommends that the City Council authorize a contract for an amount not-to-exceed \$131,670 representing an annual cost of \$43,890 to BMC Landscaping Management for landscape maintenance services in Area III for three years from the date of execution. This contract may be extended for a period of up to two additional one-year periods, totaling an amount not to exceed \$87,780, subject to the approval of the City Manager.

**COUNCIL POLICY CONSIDERATION:**

This contract is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

This project is categorically exempt from the provisions of the California Environmental Quality Act of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping).

**FISCAL IMPACT:**

The cost of this contract is \$131,670 and the total cost of this action will be \$141,670. Funding for this action exists within the budgeted appropriations in the Department of Water and Power Operating Budget (budget accounts 8114-401-843400, 8114-401-841200, and 8114-402-883000). It is anticipated that all of the costs for this three-year contract will be spent over the next four fiscal years. There are support costs such as contract administration and site inspections which are already included in the operating budget.

The following tables represent a summary for each contract:

Landscape Maintenance – Area III

Base Contract	\$119,700
Contingency	\$11,970
Contract Administration/ Inspection	\$10,000
<b>Total Fiscal Impact</b>	<b>\$141,670</b>

Respectfully submitted,



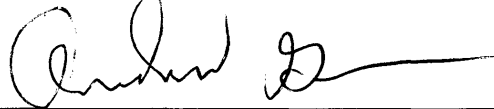
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SIOBHAN FOSTER  
Director of Public Works

Prepared by:



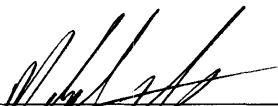
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Enrique Arroyo  
Management Analyst

Concurrence:



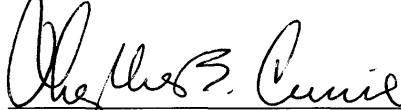
\_\_\_\_\_  
ANDREW GREEN  
Director of Finance

Approved by:



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MICHAEL S. BECK  
City Manager

Concurrence:



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PHYLLIS E. CURRIE  
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