



# Agenda Report

December 11, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: PURCHASE ORDER CONTRACT AWARD TO CROP PRODUCTION SERVICES, INC. FOR AGRONOMIC FERTILIZER, SEED, AND HERBICIDE PRODUCTS FOR AN AMOUNT NOT TO EXCEED \$255,761**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section §15031, Existing Facilities, which exempts minor alterations of existing public facilities where no expansion of use will take place; and
2. Accept the bid dated October 19, 2017 submitted by Crop Production Services, Inc. in response to specifications for agronomic fertilizer, seed, and herbicide, reject all other bids, and authorize the City Manager to enter into a purchase order with Crop Production Services, Inc. in an amount not to exceed \$139,506 with a 10% contingency of \$13,951 over a three-year period with the option for two additional one-year terms in the annual amount of \$46,502 with a 10% contingency of \$4,650, subject to the approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$255,761.

## **BACKGROUND:**

The Department of Public Works, Parks and Natural Resources (PNR) Division purchases materials to support the Field Renovation and Weed Abatement Programs. The Field Renovation Program utilizes fertilizer and turf seed to ensure proper renovation of the City's 16 athletic fields. These fields operate as high-use, multipurpose fields that host athletic competitions and recreation and community events including concerts and Rose Bowl game day activities. The Weed Abatement Program uses herbicide, applied by licensed City staff, at all City-maintained parks, medians, right-of-ways, and libraries. Herbicide applications are done routinely as a preventative maintenance effort, as well as on an as needed basis.

On October 12, 2017, a Notice Inviting Bids was published in *The Pasadena Journal* and posted on the City website Planet Bids. The City posting generated notices to 296 vendors and was downloaded by seven vendors; none were local. Two responses were received by the bid closing date of October 24, 2017 and the bid results are as follows:

| Bidder   | Annual Amount (\$) |
|--|--------------------|
| 1. Crop Production Services, Inc., Anaheim, CA | 46,502             |
| 2. Site One Landscape Supply, Cleveland, OH    | 51,554             |

Crop Production Services, Inc. was the lowest responsive bidder that met all of the required specifications for agronomic fertilizer, seed, and herbicide. The City has done business with Crop Production Services since 2015 and issued purchase orders totaling \$54,999 for fertilizer, seed, and herbicide.

The Department of Public Works recommends that the City Council authorize a purchase order contract with Crop Production Services, Inc. for the purchase of fertilizer, seed, and herbicide materials for a three year period in an amount not to exceed \$153,457 (\$46,502 with a 10% contingency amount of \$4,650 totaling \$51,152 annually). The contract may be extended for two additional one-year terms not to exceed \$51,152 annually, with the approval of the City Manager and without further City Council action for a total cost of \$255,761.

**COUNCIL POLICY CONSIDERATION:**

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

**ENVIRONMENTAL ANALYSIS:**

The proposed project is exempt from CEQA pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section §15031, Existing Facilities, which exempts minor alterations of existing public facilities where no expansion of use will take place.

The organic and non-organic herbicide purchases associated with this contract award are registered chemicals with the Environmental Protection Agency. PNR staff apply the herbicide according to the product label and wear applicable personal protective equipment.

**FISCAL IMPACT:**

The cost of this action is \$255,761. The purchase order contract is subject to CPI increase that will be covered by the annual contingency. Funding for this fiscal year will be addressed by the utilization of existing budgeted appropriations in the Department of Public Works, PNR operating budget (account 810100-10122037).

Respectfully submitted,



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Director of Public Works

Prepared by:



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Approved by:



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STEVE MERMELL  
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