



Agenda Report

January 12, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A THREE-YEAR CONTRACT WITH GREENFIELD LANDSCAPING INC. FOR CITYWIDE TREE WATERING FOR AN AMOUNT NOT-TO-EXCEED \$739,200

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Section 15378(b); and
2. Award a contract to the second lowest responsive bid dated May 16, 2025, submitted by Greenfield Landscape and Maintenance Inc. in response to specifications for citywide tree watering, and authorize the City Manager to enter into a contract for an amount not-to-exceed \$739,200 which includes the base contract amount of \$672,000 and a contingency of \$67,200 to provide for potential change orders.

BACKGROUND:

Pasadena has a rich tradition of maintaining mature City trees, having been awarded a Tree City USA designation for 35 years and a Tree City Growth award for 25 years. The City's urban forest has approximately 60,000 street trees, and in the past three years, the Department of Public Works has planted over 1,400 new street trees. In Fiscal Year (FY) 2026, 600 new street trees will be planted.

PW waters newly planted street trees weekly in the absence of natural precipitation for a period of three years after planting. The awarded contractor is expected to water new trees for years one and two, and PW staff are expected to water new trees during year three. The specifications for this contract will assign the awarded contractor up to 1,200 new trees for watering weekly, over a 40-week annual period, for a total of 48,000 instances of watering performed annually.

On April 24, 2025, a Notice Inviting Bids was posted on OpenGov. Five vendors downloaded the bid for consideration. Five responses were received by the bid closing date of May 16, 2025. None of the bidders were local. One bid was disqualified for failure to attend a mandatory pre-bid meeting. Staff evaluated the remaining bids below.

BID RESULTS:

Bids were received from the following contractors by May 16, 2025:

Bidder	Annual Amount (\$)
1. DLJ Development, El Monte	\$ 468,000
2. Greenfield Landscaping and Maintenance Inc., Hacienda Heights	\$ 672,000
3. George Salinas Tree Preservation, Yorba Linda	\$ 720,000
4. United Pacific Services Inc., South Gate	\$ 1,152,000

The Department of Public Works recommends the City Council to authorize a labor and materials contract with the second lowest responsive bidder, Greenfield Landscaping and Maintenance Inc. to perform citywide tree watering services for a three-year period in an amount not-to-exceed \$739,200 which includes the base contract amount of \$672,000 and a contingency of \$67,200. Staff confirmed Greenfield Landscaping and Maintenance Inc.'s contractor license and Department of Industrial Relations status is in good standing.

While DLJ Development was the lowest responsive bidder, staff identified concerns regarding DLJ Development's performance during an interim purchase order for watering services. During this interim period, DLJ Development was not able to satisfactorily water the quantity of trees to meet the City's needs. As a result, staff recommends that the City Council authorize the contract with Greenfield Landscaping and Maintenance Inc.

COUNCIL POLICY CONSIDERATION:

This authorization furthers the City Council's Strategic Plan goals to increase conservation and sustainability, support and promote the quality of life, and maintain fiscal responsibility and stability.

ENVIRONMENTAL IMPACT:

CEQA excludes, from environmental review, actions that are not "projects" as defined by CEQA Guidelines Section 21065 and within the meaning of Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of "project" continuing administrative or maintenance activities, such as purchases for supplies and

continuing administrative or maintenance activities, such as purchases for supplies and services. The actions proposed herein, authorizing the City Manager to enter into a contract for tree watering services, is an administrative activity for the purchasing of services, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The cost of the recommended action is \$739,200 over three years. The Department will utilize existing Street Maintenance operating budget appropriations.

Respectfully submitted,

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