



CITY COUNCIL AGENDA REPORT

MEETING DATE: FEBRUARY 3, 2015

ITEM NUMBER: CC-7

SUBJECT: LANDSCAPE MAINTENANCE SERVICES

DATE: JANUARY 20, 2015

FROM: PUBLIC SERVICES DEPARTMENT – MAINTENANCE SERVICES DIVISION

PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR

**FOR FURTHER INFORMATION CONTACT: BRUCE HARTLEY, MAINTENANCE SERVICES
MANAGER (714) 754-5123**

RECOMMENDATION

1. Award a contract for landscape maintenance services to Complete Landscape Care, Inc. in the annual amount of \$706,692 with an initial term of five years, with three optional one-year terms.
2. Authorize the Chief Executive Officer and the City Clerk to execute the Agreement.

BACKGROUND

The Public Services Department provides landscape maintenance to parks, sports fields, parkways, City facilities and miscellaneous public areas throughout the City through a combination of contracted services and in-house Park Maintenance staff. Currently, the contracted work is accomplished by two companies with contracts originally awarded in 2006. These contracts have completed all the available terms and have been amended to continue through February 28, 2015 in anticipation of the award of a new comprehensive contract with only one company.

ANALYSIS

The City's formal public bid process was utilized to advertise the work and identify the lowest bid. The specifications for the two existing contracts were combined into one document with the expectation that combining the work would yield lower pricing from prospective bidders through higher efficiencies and lower overhead. No work currently being performed by City staff was included in the specifications or will be performed under the new contract.

The Notice Inviting Bids was posted on the City's web site on December 4, 2014. The Specifications were posted similarly on December 16, 2014. The Notice Inviting Bids was published in the Daily Pilot on December 10, 2014 and posted to CIP.COM, a web site for public works project announcements.

At the mandatory Pre-Bid Meeting, held on December 18, 2014, ten companies were represented.

The City Clerk received and opened seven bids for the project on January 8, 2015. Complete Landscape Care, Inc. was the apparent low bidder, with a bid proposal of \$706,692 per year. The Engineer's estimate for this project was \$800,000, which was based on the combined total of the two existing contracts. The average of the seven bids submitted was \$770,527. An analysis of the bids indicates that this apparent low bidder submitted a proposal that is approximately twelve percent (12%) lower than the Engineer's estimate. The Bid Abstract is included as Attachment "1". The variance between the low bid and the Engineer's estimate is attributed to the highly competitive conditions prevalent in the landscape maintenance industry at this time and the efficiencies gained by combining two contracts into one. The new contract will yield savings of approximately \$466,540 over the five-year term of the contract or in excess of \$700,000 if the City exercises its option to extend the contract an additional three years beyond the initial five year term.

The State Contractor's License and references of Complete Landscape Care, Inc. were checked and staff has found them to be in good standing. Complete Landscape Care, Inc. currently successfully provides services of similar scope to the cities of Santa Fe Springs, Bell Gardens and Downey.

ALTERNATIVES CONSIDERED

Council could reject all bids and direct staff to re-bid the project. However, staff does not believe that doing so would yield lower bids.

FISCAL REVIEW

Funding for landscape maintenance services is included in the FY 2014-15 Public budgets of various City departments. The amount of the contract for the remaining five months of FY 2014-15 would be \$294,455.

LEGAL REVIEW

The City Attorney approved the Professional Services Agreement as to form.

CONCLUSION

The formal bid process completed for landscape maintenance services resulted in the City receiving seven bids. Complete Landscape Care, Inc. was the apparent low bidder. Staff recommends that the Council award a five year contract to Complete Landscape Care, Inc. in the annual amount of \$706,692 for landscape maintenance services

ERNESTO MUNOZ
Public Services Director

BRUCE HARTLEY
Maintenance Services Manager

- Attachments: 1. [Bid Abstract](#)
2. [Professional Services Agreement](#)

Cc: Chief Executive Officer
Assistant CEO
City Attorney
City Clerk