



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 23, 2015**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: 1, 2, AND 5**

**SUBJECT: CONTRACT AWARD IN THE AMOUNT OF \$188,376 FOR LANDSCAPE AND GENERAL MAINTENANCE SERVICES FOR MUNICIPAL PARKING FACILITIES (EXTERIOR ONLY).**

## **ISSUES:**

The issue for City Council consideration is award of landscape and general maintenance services contracts for the municipal parking facilities in the amount of \$188,376 for the period of July 1, 2015 through June 30, 2018.

## **RECOMMENDATIONS:**

That the City Council:

1. Award a contract for landscape and general maintenance services for municipal parking facilities (exterior only), Request for Proposal (RFP) 1480, to ValleyCrest Landscape Maintenance, Inc., of Fontana, California, in the amount of \$188,376; and,
2. Authorize the City Manager, or his designee, to approve future amendments to the agreement, subject to the availability of budgeted funds, in order to extend the contract for up to three years and amend the agreement as needed should the business name change.

## **BACKGROUND:**

The City of Riverside is divided into eight (8) landscape service areas which include Downtown, Municipal Parking Facilities, Victoria Avenue, north quadrant, south quadrant, freeway on and off ramps, Sycamore Highlands/Canyon Springs and Riverwalk. This allows the City to attain landscaping operational efficiencies and meet the specialized needs of each landscaped area.

On January 26, 2015, RFP 1480 was issued for the exterior of the Municipal Parking Facilities known as Garages 1, 2, 3, 6, and 7 and Lots 1, 3, 9, 12, 16, 18, 19, 27, 33, 34, 38, 39, 40, 42, 44, 46, and Lot Tumbleweed.

On February 25, 2015, the City received five proposals in response to RFP 1480. A selection committee consisting of representatives from the Public Works Department and the Purchasing Division evaluated responsive proposals based on the outlined criteria. After the evaluation of each contractor's qualifications and experience, ValleyCrest Landscape Maintenance, Inc. was

selected as most qualified to perform the requirements of the RFP. The annual cost for the contract is \$62,792 with a three (3) year contract cost of \$188,376.

The City anticipates that ValleyCrest Landscape Maintenance, Inc. will undergo a name change in January 2016 due to a planned merger with Brickman Chargers Inc. Therefore the Department recommends that the City Manager be given the authority to execute a future amendment when the name change takes place.

The Purchasing Services Manager concurs with the recommendations above.

**FISCAL IMPACT:**

The fiscal impact for the three (3) year contract for the exterior landscape and general maintenance services for municipal parking facilities is \$188,376. The funding required for Fiscal Year 2015-16 is included in the Public Works Department budget account number 4150000-421000.

Prepared by: Thomas J. Boyd, P.E., Public Works Director/City Engineer  
Certified as to  
availability of funds: Brent A. Mason, Finance Director/Treasurer  
Approved by: Al Zelinka, FAICP, Assistant City Manager  
for John A. Russo, City Manager  
Approved as to form: Gary G. Geuss, City Attorney

**Attachment:**

1. Municipal Parking Facilities Map
2. Agreement for Landscape and General Maintenance Services for Municipal Parking Facilities (External Only)