



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: JULY 11, 2022**

**SUBJECT: RFB NO. RPU-7911 – AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES WITH SCOTT TRACTOR SERVICE FOR WEED ABATEMENT AND TRASH REMOVAL SERVICES FOR VARIOUS PUBLIC UTILITIES PROPERTIES FOR A THREE-YEAR TERM THROUGH JUNE 30, 2025, IN THE ANNUAL AMOUNT OF \$272,740 AND A TOTAL AMOUNT OF \$818,220**

**ISSUE:**

Consider award of Request for Bid No. RPU-7911 resulting in the approval of a Landscape Maintenance Services Agreement with Scott Tractor Service, of Bloomington, California, for Weed Abatement and Trash Removal Services for Various Public Utilities Properties for a three-year term through June 30, 2025, in an amount of \$272,740 annually and a total contract amount of \$818,220.

**RECOMMENDATIONS:**

That the Board of Public Utilities:

1. Award Request for Bid No. RPU-7911 resulting in the approval of a Landscape Maintenance Services Agreement with Scott Tractor Service, of Bloomington, California, for Weed Abatement and Trash Removal Services for Various Public Utilities Properties for a three-year term through June 30, 2025, in an amount of \$272,740 annually and a total contract amount of \$818,220; and
2. Authorize the City Manager, or designee, to execute the necessary agreements and any other documents necessary to effectuate the work described herein, including making minor and non-substantive changes and to sign all documents and instruments necessary to complete the transactions.

**BACKGROUND:**

The City of Riverside Public Utilities Department (RPU) owns 48 properties located in San Bernardino and Riverside Counties which require periodic weed and fire risk abatement and trash removal services. These services keep these sites well-maintained and in compliance with fire abatement requirements. The total area being disked, mowed, or otherwise abated under these services is approximately 375 acres. The total linear footage of fence line requiring clearing and fire abatement hand work under this contract is roughly 68,000 linear feet, or about 13 miles.

With an increased risk of fires resulting from the region's drought conditions, more frequent

attention is required to these sites. In addition, staff has experienced an increase in trash removal needs due to an influx of those experiencing homelessness in the area.

RPU's existing contract for Weed Abatement and Trash Removal Services is with Scott Tractor Service and expires on June 30, 2022. The last extension to the contract was approved by the Board of Public Utilities (Board) on June 28, 2021, in an amount of \$119,770. At that time, staff informed the Board a new Request for Bids (RFB) would be released seeking bids for these services in 2022, all in accordance with the City of Riverside's (City) formal procurement process.

**DISCUSSION:**

Request for Bids No. RPU-7911 for Weed Abatement and Trash Removal Services was posted on the City's Online Bid System on April 4, 2022, with bids due on April 26, 2022. Two bids were received and are summarized in the table below.

<b>Rank</b>	<b>Vendors</b>	<b>City Location</b>	<b>Bid Total (Annual Cost)</b>
<b>1.</b>	<b>Scott Tractor Service</b>	<b>Bloomington, CA</b>	<b>\$272,740.00</b>
2.	Pestmaster Services, L.P.	Reno, NV	\$326,560.76

The lowest bid is 128% higher than the previously approved annual contract extension in the amount of \$119,770. Some of the factors contributing to the higher cost follow:

1. The last contract extension covered 25 RPU sites and the new contract will now service 48 total sites, a 92% increase in number of sites.
2. The additional 23 sites were identified by staff as requiring some level of regular weed abatement and/or trash removal service. These 23 sites had either not been under contract previously or were under RPU's landscape maintenance contract and were deemed better served under this contract.
3. In addition of the total number of sites increasing, the total covered acreage has increased from approximately 266 acres to 375 acres, a 41% increase in total covered acreage.
4. Inflationary increases related to labor, materials, and equipment.

Scott Tractor Service has executed the three-year agreement attached to this report. The not-to-exceed cost is \$818,220 for the initial three-year period, or \$272,740 annually. The agreement provides for two additional one-year extensions if deemed to be in the best interest of RPU, and if the contractor provides acceptable performance. Staff will bring a recommendation before the Board of Public Utilities for any future contract term extension. No automatic extensions are included in this requested action.

The Purchasing Manager concurs that the recommended actions follow Purchasing Resolution No. 23812 and has provided an Award Recommendation.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority No. 2 – Community Well-Being**, and **Goal 2.3**, Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide, and **Goal 2.4**, Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Regular abatement services of RPU sites maintains aesthetics of the physical environment which helps build pride and community trust. It also maintains compliance with fire abatement requirements providing for a safer community environment.
2. **Equity** – All RPU sites under this contract will be equally maintained by the same contractor thus providing equitable benefit to all customers and stakeholders.
3. **Fiscal Responsibility** – The best overall value for RPU’s customers was ensured by utilizing the competitive procurement process which resulted in the lowest responsible bidder receiving the award.
4. **Innovation** – The entire proposal process was performed electronically utilizing the City’s online bidding system.
5. **Sustainability & Resiliency** – The abatement services provided will keep Utility sites resilient to the ongoing effects of drought and dry conditions and compliant with fire abatement requirements.

**FISCAL IMPACT:**

The total cost for the initial three-year agreement period is \$818,220. The annual cost for the weed abatement and trash removal services is \$272,740. The annual costs are allocated 83% to Water and 17% to Electric as calculated by the proportional amount of acreage each division has utilizing these services. The proposed Fiscal Years 2022/23 – 2023/24 budget will be considered by the City Council in June. Upon approval, sufficient funds will be available in Water Operations Professional Services Account No. 6200000-421000 (\$226,374.20) and Electric Operations Professional Services Account No. 6100000-421000 (\$46,365.80) for both fiscal years. This item will be brought back for approval under the Annual Purchase Order renewals in future years.

Prepared by: Oscar A. Khoury, Engineering Manager  
Approved by: Todd M. Corbin, Utilities General Manager  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Certifies availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer

- Attachments:
1. Agreement
  2. Award Recommendation

### 3. Presentation