



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 23, 2016

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARDS: 1, 3, 4, 5, 6, AND 7

SUBJECT: APPROVAL OF AGREEMENT WITH SO CAL LAND MAINTENANCE, INC., FOR ANNUAL LANDSCAPE MAINTENANCE OF VARIOUS CITY FACILITIES IN THE AMOUNT OF \$221,100, RFP NO. 1556

ISSUE:

Approval of an agreement with So Cal Land Maintenance, Inc., of Anaheim, California, in the amount of \$221,000 to provide annual landscape maintenance services at various City facilities.

RECOMMENDATIONS:

That the City Council:

1. Approve the agreement with So Cal Land Maintenance, Inc., for annual landscape maintenance services covering the period of March 2016 to December 31, 2017, with a contract price of \$221,100; and
2. Authorize the City Manager, or his designee, to execute the agreement and three additional one-year extensions subject to the availability of budgeted funds.

BACKGROUND:

Staff was notified by the current contractor, Excel Landscape, Inc., that it would no longer be able to continue providing annual landscape maintenance services for City facilities per agreement with the City of Riverside, but agreed to continue on a month-to-month basis allowing staff sufficient time to issue a Request for Proposal to find a suitably qualified replacement vendor. On October 26, 2015, the Parks, Recreation and Community Services Department posted a Request for Proposals for Annual Landscape Maintenance of Various City Facilities, RFP No. 1556.

On November 5, 2015, five companies attended the non-mandatory pre-proposal conference. On December 8, 2015, the City received eight proposals. Based on evaluation of qualifications, experience, equipment, and price, staff found two proposals to be responsive (So Cal Land Maintenance and Inland Empire Landscape) and invited those proposers to present information to the selection committee, which consisted of Staff from Parks, Recreation and Community Services Department, Library Department, and the Finance Purchasing Division, on their company and their plan for executing the work. An agreement is recommended to be executed

with So Cal Land Maintenance, Inc., to provide landscape maintenance services at the following City facilities: Fire Department: Emergency Operations Center; General Services Department: Corporation Yard; Library Department: Arlanza Library, Arlington Library, Casa Blanca Library, La Sierra Library, Main Library; Museum Department's Fox Theater; Parks, Recreation and Community Services Department (PRCSD): Marcy/PRCSD Administration (cost is shared 50/50 with Library Department); Police Department: Downtown Police Station, Lincoln Street Police Station, Riverside Police Aviation Unit, and Transportation Center/Police Administration Building; and Public Utilities Department's Casa Blanca Customer Resource Center.

Staff recommends approval of the attached agreement with So Cal Land Maintenance, Inc., for annual landscape maintenance services covering the period of March 2016 to December 31, 2017.

The Purchasing Services Manager and the department heads from the affected departments concur with this recommendation.

FISCAL IMPACT:

The total cost associated with the initial term (March 2016 to December 2017) of this maintenance agreement is \$221,100.00 and will be covered in current and future fiscal years as follows:

Department	Facilities	Account Number	FY15/16 (March - June)	FY16/17 (July - June)	FY17/18 (July - Dec)	Initial Contract Term (Mar '16 - Dec '17)
Fire	EOC	3515000-421000	\$1,712.00	\$5,136.00	\$2,568.00	\$9,416.00
General Services	Corporation Yard	2210000-421000	\$6,844.00	\$20,532.00	\$10,266.00	\$37,642.00
Library	Arlanza, Arlington, Casa Blanca, Main, Marcy/PRCSD	5130000000-42100023	\$14,966.00	\$44,898.00	\$22,449.00	\$82,313.00
Museum	Fox Theater	753400-421203	\$856.00	\$2,568.00	\$1,284.00	\$4,708.00
PRCSD	Marcy/PRCSD	5215000-421204	\$1,282.00	\$3,846.00	\$1,923.00	\$7,051.00
Police	Downtown, Lincoln, Aviation, Trans Ctr./Admin	3105000-421000	\$9,408.00	\$28,224.00	\$14,112.00	\$51,744.00
Public Utilities	Customer Resource Center	6000019230-42100006	\$5,132.00	\$15,396.00	\$7,698.00	\$28,226.00
Totals:			\$40,200.00	\$120,600.00	\$60,300.00	\$221,100.00

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director
 Certified as to:
 Availability of funds: Brent A. Mason, Finance Director/Treasurer
 Approved by: Alexander T. Nguyen, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachment: Agreement for Annual Landscape Maintenance at Various City Facilities