



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 21, 2016**

FROM: PUBLIC WORKS DEPARTMENT **WARDS: 3, 4, AND 5**

SUBJECT: RFP NO. 1599 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH MERCHANTS LANDSCAPE SERVICES, INC. FOR VICTORIA AVENUE PARKWAYS AND MEDIANS FOR A THREE-YEAR TERM ENDING JUNE 30, 2019, FOR \$972,132

ISSUES:

The issue for City Council consideration is approval of an agreement with Merchants Landscape Services, Inc. to perform Landscape Maintenance Services for Victoria Avenue Parkways and Medians for a three-year term ending June 30, 2019 for \$972,132.

RECOMMENDATIONS:

That the City Council:

1. Approve and authorize the City Manager, or his designee, to execute the Landscape Maintenance Services Agreement with Merchants Landscape Services, Inc., Rancho Cucamonga, California, for Victoria Avenue Parkways and Medians, in the amount of \$972,132, with a term ending June 30, 2019; and,
2. Authorize the City Manager, or his designee, to execute future amendments to this agreement to add additional maintenance areas and extend the term, for up to two additional years, subject to the availability of budgeted funds.

BACKGROUND:

On March 15, 2016, the City of Riverside issued Request for Proposal (RFP) 1599 to solicit proposals from qualified landscape contractors to provide complete landscape maintenance services for the parkways and medians along Victoria Avenue between La Sierra and Myrtle Avenue as shown on the attached map.

On April 1, 2016, the City received six proposals in response to RFP 1599. After an initial review, five of the proposals were considered responsive to the RFP. One of the proposals was not considered responsive as the proposer did not meet the requirement of having a minimum of five years commercial and/or municipal landscape and general maintenance service experience under its current business name, of similar scope and size as clearly specified in section 7.4 of the RFP, Experience and References.

In order to identify the most qualified service provider, a selection committee consisting of representatives from the Public Works Department, Victoria Avenue Forever, and the Purchasing Services Division, evaluated all responsive proposals based on the criteria set forth in the RFP which included experience, qualified manpower, ability to meet the time frames required, financial resources, and cost of services.

After an extensive evaluation of each proposal based on the criteria listed above, Merchants Landscape Services, Inc. was selected as the most qualified company to perform the requirements of the RFP. The annual cost for the contract services will average approximately \$324,044 with a three-year total contract cost of up to \$972,132.

FISCAL IMPACT:

The fiscal impact to the General Fund is \$972,132 over the three-year contract term ending June 30, 2019. The funding requirement for Fiscal Year 2016-17 is \$317,000 and increases by 1.99% in Fiscal Year 2017-18 to \$322,976. Sufficient funding is included in the Public Works Department landscape maintenance account number 4110110-421203 for the proposed two-year budget. The remaining \$332,156 will be included in a future budget. The following chart shows the costs associated with the proposed three-year contract.

| RFP No. 1599: Landscape Maintenance Services for Victoria Avenue Parkways and Medians | | | |
|--|------------------|------------------|------------------|
| | Year 1 | Year 2 | Year 3 |
| Annual Maintenance Fee | \$300,000 | \$305,976 | \$315,156 |
| Irrigation Repairs throughout the year | \$10,000 | \$10,000 | \$10,000 |
| Enhanced Services (Special Events & Weekends) | \$2,000 | \$2,000 | \$2,000 |
| Misc. Plant Replacements throughout the year (Vandalism) | \$5,000 | \$5,000 | \$5,000 |
| Annual Total | \$317,000 | \$322,976 | \$332,156 |

Prepared by: Kris Martinez, Public Works Director
 Certified as to
 availability of funds: Scott G. Miller, Interim Finance Director/Treasurer
 Approved by: Al Zelinka, FAICP, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Victoria Avenue Service Area Map
2. Agreement for Landscape Maintenance Services for Victoria Avenue Parkways and Medians