



City of Arts & Innovation

City Council Memorandum

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

FROM: PUBLIC WORKS DEPARTMENT **WARDS: 1, 3, 5, 6, AND 7**

SUBJECT: RFP NO. 1594 – LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH INLAND EMPIRE LANDSCAPE INC. FOR NORTH QUADRANT PARKWAYS AND MEDIANS FOR A THREE-YEAR TERM ENDING JUNE 30, 2019, FOR \$1,328,380.97

ISSUE:

The issue for City Council consideration is approval of an agreement with Inland Empire Landscape, Inc. to perform landscape maintenance services for north quadrant parkways and medians for a three-year term ending June 30, 2019 for \$1,328,380.97.

RECOMMENDATIONS:

That the City Council:

1. Approve and authorize the City Manager, or his designee, to execute an agreement with Inland Empire Landscape, Inc., of San Bernardino, California, for North Quadrant Parkways and Medians in the amount of \$1,328,380.97 with a term ending June 30, 2019; and,
2. Authorize the City Manager, or his designee, to approve 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) 1594 to solicit proposals from qualified landscape contractors to provide complete landscape maintenance services for all of the City owned parkways and medians within the City limits and north of State Route 91 as shown on the attached map. The contract also includes a per square foot rate to allow the City to add maintenance areas in the vicinity to the contract, if new landscaping is accepted or constructed by the City.

On April 5, 2016, the City received eight proposals in response to RFP 1594 for Landscape Maintenance Services for North Quadrant Parkways and Medians. After an initial review, seven 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 of the RFP.

In order to identify the most qualified service provider, a selection committee consisting of representatives from the Public Works Department and the Purchasing Services Division, evaluated all responsive proposals based on the criteria set for the 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, Inland Empire Landscape, Inc. was selected as the most qualified to perform the requirements of the RFP. The annual cost for the contract services will average about \$442,793.66 with a three-year total contract cost of \$1,328,380.97.

FISCAL IMPACT:

The fiscal impact is \$1,328,380.97 over a three-year contract term ending June 30, 2019. The funding requirement for Fiscal Year 2016-17 is \$430,653.85 and the annual maintenance fee will increase annually by the Consumer Price Index each year, which is estimated at 3% per year. The estimated Fiscal Year 2017-2018 cost is \$442,673.46. Sufficient funding is included in the Public Works Department landscape maintenance account number 4110110-421203 for the proposed two-year budget. The remaining \$455,053.66, for year three of the contract will be included in a future budget. The following chart shows the costs associated with the proposed three-year contract.

RFP No. 1594: Landscape Maintenance Services for North Quadrant Parkways and Medians			
	Year 1	Year 2	Year 3
Annual Maintenance Fee	\$400,653.85	\$412,673.46	\$425,053.66
Irrigation Repairs throughout the year	\$10,000	\$10,000	\$10,000
Enhanced Services (Special Events & Weekends)	\$5,000	\$5,000	\$5,000
Misc. Plant Replacements	\$15,000	\$15,000	\$15,000
Annual Total	\$430,653.85	\$442,673.46	\$455,053.66

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. North Quadrant Service Area Map
2. Agreement for Landscape Maintenance Services for North Quadrant Parkways and Medians