



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: NOVEMBER 27, 2018**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

**SUBJECT: FIRST AMENDMENT TO SERVICES AGREEMENT FOR RESIDENTIAL CHRISTMAS TREE COLLECTIONS WITH PACIFIC COAST LANDSCAPE & DESIGN, INC. TO EXTEND THE TERM BY TWO YEARS FROM DECEMBER 26, 2018 THROUGH JANUARY 31, 2020 IN THE AMOUNT OF \$53,000 FOR A TOTAL CONTRACT AMOUNT OF \$78,500**

## **ISSUE:**

Approve the First Amendment to Services Agreement for Christmas Tree Collections with Pacific Coast Landscape & Design, Inc. of Riverside, California to extend the term from December 26, 2018 through January 31, 2020 in the amount of \$53,000 for a total contract amount of \$78,500.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to Services Agreement for Christmas Tree Collections with Pacific Coast Landscape & Design, Inc. to extend the term by two years from December 26, 2018 to January 31, 2020 in the amount of \$53,000 for a total contract amount of \$78,500; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Services Agreement for Christmas Tree Collections, including making minor and non-substantive changes.

## **BACKGROUND:**

The Public Works Department is responsible for managing solid waste and recycling services throughout the City and offers a variety of programs to ensure outstanding customer service and maximize recycling where possible. One of the many programs the City offers is the collection of Christmas trees, which ensures they are properly recycled. This program includes curbside collection of trees, which are then taken to Robert A Nelson (Agua Mansa) Transfer Station for mulching.

Trees are collected during a three-week period beginning the first business day after Christmas Day each year. Christmas trees are collected on the regularly scheduled service collection day.

**DISCUSSION:**

On November 21, 2017, staff requested proposals for Christmas tree curbside collection services for City residences in City service areas only. Services include providing equipment and labor for tree collection. Two qualified responses were received. Pacific Coast Landscaping & Design was selected as the most responsive and best value to the City at \$25,500 in the first year, 31% lower than the next lowest proposal.

Staff is satisfied with Pacific Coast Landscape & Design, Inc. quality service and is requesting authority to exercise the extension option in the Service Agreement at \$26,500 for years 2 & 3, through January 31, 2020.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23256.

**FISCAL IMPACT:**

The fiscal impact of the First Amendment to the Services Agreement for residential Christmas tree collection is \$53,000, for a total revised cost of \$78,500 over the term of the contract. The funds are available in the Solid Waste Fund account 4130100-421000. Appropriations for future fiscal years will be included in the Public Works two-year Department's budget submissions for fiscal year 2020/21 and 2021/22.

Prepared by: Kris Martinez, Public Works Director  
Certified as to  
availability of funds: Edward Enriquez, Interim Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments: First Amendment to Services Agreement for Christmas Tree Collections