



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: APRIL 2, 2019**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: REQUEST FOR PROPOSALS NO. 1863 - AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES WITH INLAND EMPIRE LANDSCAPE, INC., FOR NEIGHBORHOOD PARKS LANDSCAPE MAINTENANCE SERVICES IN THE AMOUNT OF \$569,610 FOR THE TERM OF APRIL 1, 2019 TO DECEMBER 31, 2019, WITH THE OPTION FOR TWO ADDITIONAL TWO-YEAR TERMS

ISSUE:

Approve the Agreement for Landscape Maintenance Services in City Neighborhood Parks with Inland Empire Landscape, Inc., of San Bernardino, California, from Request for Proposals No. 1863, in the amount of \$569,610.00 for the term of April 1, 2019 to December 31, 2019, with the option to extend the agreement for two additional two-year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve the Agreement for Landscape Maintenance Services in City Neighborhood Parks with Inland Empire Landscape, Inc. in the amount of \$569,610 for the period of April 1, 2019 to December 31, 2019, with the option to extend the agreement for two additional two-year terms;
2. Authorize the City Manager, or his designee, to execute the Agreement for Annual Landscape Maintenance Services in Neighborhood Parks with Inland Empire Landscape Inc., including making minor and non-substantive changes;
3. Authorize the City Manager, or his designee to execute up to two additional two-year extensions to the agreement with increases per the following formula: 25% Consumer Price Index plus 75% Employment Cost Index, provided that the annual amounts are included in subsequent approved budgets; and
4. Authorize the City Manager, or his designee to execute change orders not to exceed 25% of the agreement amount, or \$142,441.25, for additional unanticipated maintenance costs.

BACKGROUND:

On September 13, 2018, Parks, Recreation and Community Services Department (PRCSD) issued Request for Proposals (RFP) No. 1863, seeking new contractors for annual landscape maintenance services in City Neighborhood Parks. Six companies attended the non-mandatory proposer's conference on September 19, 2018, and the City received seven proposals. The proposals were reviewed by the Purchasing Division staff and determined to be responsive.

DISCUSSION:

All proposals were evaluated by a selection committee comprised of PRCSD, Public Works, and Purchasing Division staff for format and content, including qualifications, experience and equipment. Pricing remained confidential so that the selection committee would evaluate each proposer based on their qualifications and experience. All seven proposers were invited to interview and make a formal presentation before the selection committee, and five proposers accepted the invitation and participated in this process. Following the presentations and interviews, pricing was disclosed to the selection committee and factored into the overall rating for each proposer.

Contract negotiations were undertaken with the top three ranked proposers and Inland Empire Landscape Inc. met the Department's terms and allocated budget for the contract. These negotiations resulted in the attached landscape maintenance contract, covering the period of April 1, 2019 – December 31, 2019. Under the agreement, Inland Empire Landscape, Inc., will provide landscape maintenance services at 27 City neighborhood parks, seven days per week. These sites are described in the following table.

Park Name	Ward	Park Name	Ward
Arlington Park	5	North Park	2
Bergamont Park	4	Rancho Loma Park	7
Castlevue Park	4	Riverwalk	7
Collett Park	6	Rutland Park	7
Dario Vasquez Park	2	Springbrook Clubhouse	1
Doty-Trust Park	7	Swanson Park	3
Harrison Park	5	Sycamore Highlands Park (parking lot and nature center only)	2
Highland Park	2	Sycamore Highlands Park	2
Islander Park	2	Taft Park	4
Kensington Park	2	Thundersky Park	4
Lincoln Park	2	Washington Park	4
Low Park	3	White Park	1
Martha Mclean-Anza Narrows Park	1		
Mtn. View Park	3		
Myra Linn Park	6		

Staff is requesting 25% change order authority for additional maintenance costs that are difficult to anticipate, such as irrigation and vandalism repairs.

Additionally, to compensate for rising labor and material costs over the course of the five-year agreement, PRCSD and Inland Empire Landscape, Inc., agreed to an increase in subsequent

two-year extensions using the following formula: 25% Consumer Price Index (CPI) plus 75% Employee Cost Index (ECI).

The Purchasing Manager's RFP Award Recommendation indicates the proposal meets the criteria to be considered responsive and responsible. The State Contractor's Licensing Board records indicate this proposer's license is current, active, and in good standing.

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

FISCAL IMPACT:

The total payments for landscape maintenance services will not exceed \$712,051.25 (\$569,610 base contract award plus 25% change order authority up to \$142,441.25) for the period of April 1, 2019 – December 31, 2019. Funds are available in PRCSD's Neighborhood Maintenance Contract account number 5215000-421204. Future contract costs will not increase beyond 25% CPI plus 75% ECI and will be included in subsequent Parks, Recreation and Community Services Operating budget.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. RFP No. 1863 Award Recommendation
2. Agreement with Inland Empire Landscape, Inc.