



# City Council Memorandum

*City of Arts & Innovation*

.....

**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: NOVEMBER 10, 2020**

**FROM: PARKS, RECREATION AND COMMUNITY                      WARDS: 1, 2, 4 and 6**  
**SERVICES DEPARTMENT**

**SUBJECT: AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES FOR MOW AND BLOW SERVICES AT VARIOUS CITY PARKS WITH INLAND EMPIRE LANDSCAPE, INC. FOR A TERM OF SEVEN MONTHS IN THE AMOUNT OF \$68,600; PLUS A CHANGE ORDER AUTHORITY OF 15% IN THE AMOUNT \$10,290 FOR A TOTAL CONTRACT AMOUNT OF \$78,890, IN ACCORDANCE WITH PURCHASING RESOLUTION NO. 23256 SECTION 702(G)**

**ISSUE:**

Approve an Agreement for Landscape Maintenance Services for Mow and blow Services at various city parks with Inland Empire Landscape, Inc. for a term of seven months in the amount of \$68,600; plus a change order authority of 15% in the amount of \$10,290 for a total contract amount of \$78,890, in accordance with purchasing resolution 23256 section 702(g).

**RECOMMENDATIONS:**

That the City Council:

1. Approve an Agreement for Landscape Maintenance Services for Mow and Blow Services at various city parks with Inland Empire Landscape Inc. for a term of seven months in the amount of \$68,600;
2. Authorize a 15% change order authority in the amount of \$10,290, for a total contract amount not to exceed \$78,890; and.
3. Authorize the City Manager, or his designee, to execute the Agreement with Inland Empire Landscape Inc., including making minor and non-substantive changes.

**BACKGROUND:**

On September 13, 2018, the Parks, Recreation and Community Services Department (PRCSD) issued Request for Proposals (RFP) No. 1863, seeking new contractors for annual landscape maintenance services for City Neighborhood Parks. Inland Empire Landscape, Inc. was awarded the bid and the City entered into a professional services agreement for a one-year term with two, two-year extensions. In the proposal submitted by Inland Empire Landscape, Inc., a price for additional services was provided, which included mowing and edging services.

The agreement for weekly mowing and edging services for City parks expired on December 31, 2019. Staff solicited quotes for month to month services and received three quotes. Inland Empire Landscape, Inc. provided the lowest cost estimate and a purchase order was issued for services in the interim, to allow sufficient time to issue a Request for Proposal to find a qualified vendor and to negotiate a new agreement, with the anticipated begin date of July 1, 2020. Due to unforeseen circumstances resulting from the Covid-19 pandemic, a formal RFP was not posted, nor was a new agreement executed. Inland Empire Landscape, Inc. continues to provide services and has met and exceeded expectations.

**DISCUSSION:**

Purchasing Resolution 23256, Section 702(g), states that “When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so.”

The Purchasing Manager concurs that the recommended action is in compliance with Purchasing Resolution No. 23256, Section 702(g).

An RFP will be issued during the term of this agreement to select a new vendor and negotiate a long-term agreement with an anticipated execution date of July 1, 2021.

Staff recommends approval of the attached agreement with Inland Empire Landscape, Inc. to provide weekly mowing and edging services at the following sites: Bobby Bonds, Bordwell, Bryant, Carlson, El Dorado, Fairmount and Villegas Parks. This agreement will cover a period of seven months from December 1, 2020 – June 30, 2021.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$78,890.00. The funds are available as described in the following table:

<b>Fiscal Impact</b>				
<b>Fiscal Year</b>	<b>Terms</b>	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
2020/2021	December 2020 – June 30, 2021	5215000-421000	Professional Services	\$78,890.00
<b>Total</b>				<b>\$78,890.00</b>

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

Attachment: Agreement