



ADMINISTRATION COMMITTEE

Headquarters
18480 Bandilier Circle
Fountain Valley, CA 92708
(714) 593-7433

Agenda Report

File #: 2025-4051

Agenda Date: 2/12/2025

Agenda Item No: 4.

FROM: Robert Thompson, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

LANDSCAPE MAINTENANCE SERVICES, SPECIFICATION NO. S-2024-640BD

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a General Services Contract to Tropical Plaza Nursery, Inc., for Landscape Maintenance Services, Specification No. S-2024-640BD, for a total annual amount not to exceed \$239,589, with four (4) one-year renewal options; and
- B. Approve an annual contingency of \$23,959 (10%).

BACKGROUND

The Orange County Sanitation District (OC San) facilities are landscaped and require routine maintenance to ensure the hardscape and vegetation have a positive appearance. The landscaped facilities include the Headquarters, two treatment plants, and offsite collection system locations. Services encompass all aspects of groundskeeping and landscape maintenance.

RELEVANT STANDARDS

- Protect OC San assets
- Ensure the public's money is wisely spent
- Operate and maintain facilities to minimize impacts on surrounding communities, including odor, noise, and lighting

PROBLEM

The contract currently in place for landscape maintenance services is set to expire with no renewal options.

PROPOSED SOLUTION

Secure a contractor to provide landscape maintenance services for OC San facilities.

TIMING CONCERNS

The current contract expires on February 28, 2025, and requires approving a new contract to ensure seamless landscape maintenance service.

RAMIFICATIONS OF NOT TAKING ACTION

Landscape maintenance services would cease, and the appearance of OC San facilities would degrade as landscaped areas become overgrown and accumulate trash and debris.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

An RFP was issued on September 30, 2024, via Planet Bids. The following evaluation criteria were described in the RFP and used to determine the most qualified vendor.

Criterion	Weight
1. Qualifications & Experience of Firm	25%
2. Proposed Staffing & Project Organization	25%
3. Work Plan	25%
4. Cost	25%

The RFP closed on October 30, 2024. OC San received responses from seven vendors, five vendors were considered responsive and were evaluated. Two vendors, EMTS Inc. and Priority Landscape Services, LLC, were found non-responsive during the safety evaluation due to having an accident frequency factor higher than the acceptable limit of 1.25. Prior to receipt of proposals, an Evaluation team was formed consisting of an OC San Maintenance Manager, Maintenance Supervisor, Maintenance Specialist, Lead Facilities Worker, and a Facilities Worker along with support from a Financial Management Representative and a Safety and Health Specialist. The team was chaired by a Purchasing Division representative as a non-voting member. This RFP used the individual scoring method.

The evaluation team first reviewed and scored the proposals based on the criterion listed above, other than cost.

Rank	Proposer	Criterion 1 (Max 25%)	Criterion 2 (Max 25%)	Criterion 3 (Max 25%)	Subtotal Score (Max 25%)
1	Tropical Plaza Nursery, Inc.	20%	18%	22%	60%
2	SoCal Land Maintenance	19%	16%	18%	53%
3	Master Landscape	20%	17%	13%	50%

4	United Pacific Services	19%	15%	12%	46%
5	Greenfield Landscaping	15%	13%	8%	36%

All proposals were accompanied by a sealed cost proposal. Only the cost proposals for the two highest-ranked firms were opened and negotiated.

Rank	Proposer	Subtotal Score without cost (Max 75%)	Cost (Max 25%)	Total Weighted Score (Max 100%)
1	Tropical Plaza Nursery, Inc.	60%	25%	85%
2	SoCal Land Maintenance	53%	21%	74%

COST INFORMATION FOR OPENED PROPOSALS

Rank	Proposer	ORIGINAL COST	BAFO
1	Tropical Plaza Nursery, Inc.	\$259,379.40	\$239,589
2	SoCal Land Maintenance	\$285,600	\$285,600 (no change)

Based on these results, staff recommends approving a General Services Contract to Tropical Plaza Nursery, Inc. The term of this Contract will begin March 1, 2025 through February 28, 2026 with four (4) one-year renewal options.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of OC San’s Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 6, Page 12, Professional & Contractual Services) and the budget is sufficient for the recommended action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
02/26/2025	\$239,589	\$23,959

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- General Services Contract