

Agenda Report

File #: 2019-672, **Version:** 1

FROM: James D. Herberg, General Manager
Originator: Rob Thompson, Assistant General Manager

SUBJECT:

ANNUAL LANDSCAPE MAINTENANCE SERVICES CONTRACT

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Award a Service Contract to Tropical Plaza Nursery, Inc., for landscape maintenance services per Specification No. S-2019-1100BD, for the period of January 1, 2020 through December 31, 2020, for a total annual amount not to exceed \$152,420, with four one-year renewal options; and
- B. Approve an annual contingency of \$15,242 (10%).

BACKGROUND

The Orange County Sanitation District (Sanitation District) has a regular need for landscape maintenance services at the two treatment plants and miscellaneous offsite facilities. This landscape maintenance services contract will include the recently acquired Mt. Langley Complex. The services include all facets of groundskeeping and landscape maintenance.

RELEVANT STANDARDS

- Operate and maintain facilities to minimize impacts on surrounding communities, including odor, noise, and lighting
- Provide a safe and collegial workplace

PROBLEM

The current landscape maintenance services contract with Tropical Plaza Nursery, Inc. is set to expire on December 31, 2019, and all renewal options have been exhausted. A new contract will need to be awarded to maintain the Sanitation District's landscaping maintenance services.

PROPOSED SOLUTION

Award contract to the lowest responsive and responsible bidder to prevent any gaps in service and ensure that the Sanitation District's properties are maintained to the standards set forth in the scope

of work.

TIMING CONCERNS

In order to rebid this service, staff developed a scope of work and competitively bid the annual landscape services. Various vendors were notified and six competitive bids were received (see table below).

RAMIFICATIONS OF NOT TAKING ACTION

If this contract is not awarded, the Sanitation District will not have a vendor in place to provide services after December 31, 2019. The Sanitation District would begin to have issues due to lack of maintenance of landscaped areas on the Sanitation District's properties.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

With the final year of contract services with Tropical Plaza Nursery, Inc. set to expire on December 31, 2019, a new bid posting was advertised on August 3, 2019. Six competitive bids were received. These bids were evaluated in accordance with the Sanitation District's policies and procedures. Staff recommends awarding a service contract to Tropical Plaza Nursery, Inc., the lowest responsive and responsible bidder. Quality Sprayers, Inc. withdrew their bid.

<u>Bidder</u>	<u>Bid Amount</u>
Quality Sprayers, Inc.	\$151,650.40 (withdrew bid)
Tropical Plaza Nursery, Inc.	\$152,420
Complete Landscape Care Inc.	\$160,314
Brightview Landscape Services Inc.	\$168,444.24
Parkwood Landscape Inc.	\$176,960
United Pacific Services Inc.	\$323,440

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This recommendation would be funded under the Repairs and Maintenance line item for Operations and Maintenance Department (Budget Update Fiscal Year 2019-20, Page 47), and the available funding is sufficient for this action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
11/06/2019	\$152,420	\$15,242

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

- Service Contract

RM/dh/jf/ab