

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES  
FROM: KIMBERLY ZUNINO, DEPUTY DIRECTOR, UTILITIES  
ADMINISTRATION  
BRANDALYN TRAMEL, PURCHASING AGENT,  
FINANCE DEPARTMENT  
SUBJECT: APPROVAL – FOURTH AMENDMENT TO GENERAL SERVICES  
AGREEMENT F001673 LANDSCAPE MAINTENANCE SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance and Water Departments that the Board of Public Utilities, by resolution, approve the Fourth Amendment to General Service Agreement F001673 for a one-year extension with a 3% increase in unit cost, adding, changing, and removing locations, and increasing compensation with New Image Landscape Company, Fremont, California, to provide landscape maintenance services, as required by the Water Department, for the total amount not to exceed \$340,000, for a cumulative total not to exceed \$1,406,840.

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EXECUTIVE SUMMARY

Landscape maintenance services to maintain Water Department properties are required at various locations throughout the greater Santa Rosa area. To promote environmental sustainability, the Water Department desires to hire a contractor that will provide landscape maintenance services in compliance with California Regional Water Quality Control Board North Coast Region guidelines.

BACKGROUND

New Image Landscape Company provides all qualified labor to perform landscape maintenance services including lawn mowing, integrated pest management, mechanical weed control techniques, shrub and tree pruning, small tree removal, minor irrigation system maintenance, and other related services. As adopted within the scope of work, these services are provided following the Russian River Watershed Association's Seven Principles and Practices of Russian River-Friendly Landscaping adopted, via resolution R1-2011-0094, by the California Regional Water Quality Control Board North Coast Region. The principles and practices include sustainable landscaping practices that promote the economic and environmental health of the Russian River watershed

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through integrated pest management practices, which minimize the use of synthetic pesticides, fertilizers, and herbicides by utilizing only Organic Material Review Institute (OMRI) approved products.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On May 17, 2018, the Board of Public Utilities awarded General Service Agreement F001673 to New Image Landscape Company of Fremont, California.

On May 21, 2020, the Board of Public Utilities approved the Second Amendment to General Service Agreement F001673.

ANALYSIS

On January 26, 2018, Request for Proposals (RFP) 17-47 was opened by Purchasing seeking innovative and comprehensive environmentally friendly landscape maintenance services to be utilized by the Water Department.

The General Service Agreement (GSA) F001673 was awarded by the Board of Public Utilities on May 17, 2018 for a two-year term, with three (3) one-year extension options.

See Agreement history below:

<u>Award/ Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	May 17, 2018	Two years with three (3) one-year extension options	\$700,000	Board of Public Utilities
First Amendment	February 11, 2019	Add service locations	\$0.00	Purchasing Agent
Second Amendment	May 21, 2020	Extend one-year with a 3% increase and increase compensation	\$350,000	Board of Public Utilities
Third Amendment	December 22, 2020	Add service locations	\$16,840	Purchasing Agent
<b>Fourth Amendment</b>	<b>Pending</b>	<b>Extend one-year with a 3% increase, add, change, and remove service locations, and increase compensation</b>	<b>\$340,000</b>	Board of Public Utilities

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Cumulative Contract Value	\$1,406,840	
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New Image Landscape Company submitted an extension proposal with a 3% increase in unit cost based on a CPI increase, plus an increase in administrative cost of doing business, for example increased cost of insurance. The US Bureau of Labor Statistics Consumer Price Index for the period of January 2020 to January 2021 indicates a 1.60% increase.

City staff has analyzed the increase in unit pricing and has determined the extension proposal is considered fair, reasonable and in the City's best interest to extend the current agreement.

Under the City's Contract/Purchase Order Modification Policy III-9, the Fourth Amendment of GSA F001673 requires approval by the Board of Public Utilities.

#### FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2020-21 adopted budget under various Water Department accounts. As a regular operating expenditure, the services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

#### ATTACHMENTS

- Resolution/Fourth Amendment

#### CONTACT

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