

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

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

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Water Departments that the Board of Public Utilities, by resolution, approve the Sixth Amendment to General Service Agreement F001673 to add funds and increase 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 \$175,000.

EXECUTIVE SUMMARY

Landscape maintenance services to maintain Water Department properties are required at various locations throughout the greater Santa Rosa area. To continue receiving landscape maintenance services from New Image Landscape Company in compliance with California Regional Water Quality Control Board North Coast Region guidelines, the Water Department desires to add compensation that will fully fund the Agreement through the contract expiration date of May 17, 2023.

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, by resolution, approved General Services Agreement F001673 with New Image Landscape Company for landscaping services.

On May 21, 2020, the Board, by resolution, approved a Second Amendment to Agreement F001673.

On May 6, 2021, the Board, by resolution, approved a Fourth Amendment to 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
Fourth Amendment	May 6, 2021	Extend one-year with a 3% increase, add, change, and remove service	\$340,000	Board of Public Utilities

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		locations, and increase compensation		
Fifth Amendment	May 3, 2022	Extending the term for one year with a 3% increase in unit cost, adding a location, and increasing compensation.	\$99,000	Assistant City Manager
Sixth Amendment	Pending	Add Funds and Increase Compensation	\$175,000	Board of Public Utilities
Cumulative Contract Value			\$1,680,840	

This Agreement was not fully funded with the Fifth Amendment due to delays in document processing and a delay in obtaining a quote from the vendor to add an additional service location.

The additional compensation will fully fund the Agreement through the contract expiration date of May 17, 2023.

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

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2022-2023 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 Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

ATTACHMENTS

- Resolution/ Exhibit A - Sixth Amendment

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