

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: ALAN ALTON, ACTING CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT
FINANCE DEPARTMENT
SEAN HERMES, BUYER, FINANCE DEPARTMENT
RITA MILLER, DEPUTY DIRECTOR ENVIRONMENTAL
SERVICES
SUBJECT: APPROVAL – GENERAL SERVICES AGREEMENT F001673
LANDSCAPE MAINTENANCE SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Water Departments that the Board, by resolution, approve a two-year General Service Agreement (GSA) F001673, with three (3) one-year renewal options to New Image Landscape Inc., Fremont, CA, to provide Landscape Maintenance Service, as required by the Water Department, for the total amount not to exceed \$700,000.

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 approved guidelines for sustainable landscaping practices.

BACKGROUND

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 contractor shall provide 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 work scope, these services will be 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 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.

The RFP requested that bidders provide pricing for three options based on the level of glyphosate used for landscape maintenance as follows:

Option 1: No Glyphosate Use Permitted

Option 2: Limited Glyphosate Use Permitted

Option 3: Unrestricted Glyphosate Use Permitted (i.e., Contract would not require any additional restrictions for glyphosate use beyond existing regulations.)

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

N/A

ANALYSIS

Of the twenty-seven potential respondents on the City’s proposer list for RFP 17-47 Landscape Maintenance Services, two companies provided proposals that were deemed responsive and responsible to the RFP requirements.

A tabulation of the responsive vendor(s) proposals received and evaluated by the RFP evaluation panel is listed below:

| Proposer | Proposal Option | Total Annual Bid Amount |
|--|---|--------------------------------|
| New Image Landscape Inc., Fremont, CA | Option 1 – No Glyphosate use permitted | \$305,351.00 |
| New Image Landscape Inc., Fremont, CA | Option 2 – Limited Glyphosate use permitted | \$280,649.76 |
| New Image Landscape Inc., Fremont, CA | Option 3 – Unrestricted Glyphosate use permitted | \$199,005.78 |

GSA APPROVAL – F001673 LANDSCAPE MAINTENANCE SERVICES
PAGE 3 OF 4

| | | |
|--|---|--------------|
| Golden Gate Landscape Company, Santa Rosa, CA | Option 1 – No Glyphosate use permitted | \$209,250.00 |
| Golden Gate Landscape Company, Santa Rosa, CA | Option 2 – Limited Glyphosate use permitted | \$197,620.00 |
| Golden Gate Landscape Company, Santa Rosa, CA | Option 3 – Unrestricted Glyphosate use permitted | \$189,130.00 |

During the RFP evaluation process, a panel evaluated each proposal provided using a weighted scale on the following factors:

Work Plan - Contractor's ability to perform all functions necessary in providing landscaping service as outlined in the RFP; quality, performance and effectiveness of the solution, goods and/or services to be provided by the respondent; and that the proposal was Russian River Friendly.

Completeness of Proposal - Overall responsiveness to the RFP. Proposals had to be neat, complete, and fully address technical, cost, qualifications, references, and the contractor's understanding of the City's stated needs and specifications, as evidenced by the proposal response.

Experience - Past performance, including the experience of staff to be assigned to the project and the engagements of similar scope and complexity.

Cost - The cost evaluation was based on the company's cost breakdown provided, including staffing, services, maintenance and management fee, deemed to be in the best overall interest of the City

The evaluation panel determined and recommends approval of the proposal that best encapsulates the needs of the City and its desire to promote sustainable landscaping, which is Proposal Option 1 submitted by New Image Landscape Inc.

FISCAL IMPACT

Funds for this expense are included in the current Fiscal Year (FY) and will be included in the proposed budget for FY 2018-19 as a normal operating expense 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/Exhibit A – General Services Agreement

CONTACT

Alan Alton, Acting Chief Financial Officer, Finance Department, aalton@srcity.org , 707-543-3089

Rita Miller, Deputy Director Environmental Services, Water Department, rmiller@srcity.org, 707-543- 3879

Brandalyn Tramel, Purchasing Agent, Finance Department, btramel@srcity.org , 707-543-3706

Sean Hermes, Buyer, Finance Department, shermes@srcity.org, 707-543-3708