

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: TRACY VERA, BUYER, FINANCE DEPARTMENT
SUBJECT: BID AWARD AND APPROVAL OF GENERAL SERVICE
AGREEMENT NUMBER F002805 – LANDSCAPING
MAINTENANCE SERVICES

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by Santa Rosa Water and the Finance Department that the Board, by motion, approve a bid award and General Services Agreement number F002805 for three years with two one-year extension options to New Image Landscape Company, Fremont, California, to provide landscape maintenance services, as required by Santa Rosa Water, for a total amount not to exceed \$1,160,137.72 with a 10% contingency in the amount of \$116,013.77.

EXECUTIVE SUMMARY

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

BACKGROUND

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 and the City of Santa Rosa's City-wide Integrated Pest Management Policy (#000-74). The principles and practices of these two documents 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.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not applicable.

ANALYSIS

On March 15, 2024, Invitation for Bids (IFB) 24-10 was opened by Purchasing seeking landscaping services to be utilized by Santa Rosa Water. The contractor shall provide all qualified labor and equipment necessary to provide landscaping service at locations as designated in the Scope of Services of IFB 24-10.

Of the twenty-three (23) prospective bidders for IFB 24-10, one response was received, and it was considered responsive and responsible to the bid requirements. The buyer contacted all prospective bidders to find out why they did not submit a bid. Four responses were received; one did not bid due to a family emergency, and the other three did not provide a reason.

See bid response chart below:

Vendor	Bid Amount
New Image Landscape Company Fremont, California	\$1,160,137.72

New Image Landscape Company is the current landscaping services provider to the City and has provided satisfactory service.

The three-year cost proposed by New Image Landscape Company includes a 3% increase in unit cost year over year. The proposed cost for year one is a 3% increase from the current Agreement with New Image Landscape Company, which expires on June 30, 2024.

Staff have carefully evaluated the bid and determined that it is fair and reasonable.

Under the City's Contract/Purchase City Code 3-08-110(A) Award Authority, this bid award and issuance of an Agreement requires approval by the Board of Public Utilities.

FISCAL IMPACT

Funds required for this ongoing operational expense have been included in the Fiscal Year 2023-24 adopted budget in the Water Department and will be included annually in subsequent budgets as a regular operating expense when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 (b)(2) in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Exhibit A (Draft General Services Agreement F002805)

PRESENTER

Sean McNeil, Deputy Director Environmental Services
Brandalyn Tramel, Purchasing Agent