

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: WAIVER OF COMPETITIVE BIDDING AND APPROVAL OF
GENERAL SERVICES AGREEMENT F002587 – LANDSCAPING
MAINTENANCE SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by Santa Rosa Water and the Finance Department that the Board, by resolution, approve a Waiver of Competitive Bidding and General Services Agreement F002587 for one-year to New Image Landscape Company, Fremont, California, to provide landscape maintenance services, as required by Santa Rosa Water until next fiscal year when City Management plans to solicit competitive bids for landscaping services for the entire city, in the amount of \$364,828.38, approve a 10% contingency in the amount of \$36,482, for a total contract amount of \$401,310.38.

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 for one year to provide landscape maintenance services in compliance with North Coast Regional Water Quality Control Board guidelines until next fiscal year when City Management plans to solicit for competitive bids landscaping services for the entire city.

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 North Coast Regional Water Quality Control Board. The principles and practices include sustainable landscaping practices that promote the economic and

WAIVER OF COMPETITIVE BIDDING AND APPROVAL OF GENERAL SERVICES
AGREEMENT F002587 – LANDSCAPING MAINTENANCE SERVICES
PAGE 2 OF 3

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 prior agreement with New Image Landscape Company F001673 was approved after a competitive selection process and executed by the Board of Public Utilities (BPU) on May 17, 2018. There were six amendments to the prior agreement, three requiring approval by the BPU. The BPU approved the second amendment on May 21, 2020, the fourth amendment on May 6, 2021, and the sixth amendment on January 19, 2023. All other amendments were within the signing authority of either the Assistant City Manager or the Purchasing Agent and therefore did not require approval by the BPU.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not applicable

ANALYSIS

The current General Service Agreement (GSA) F001673 with New Image Landscape Company expires on May 17, 2023. New Image Landscape Company has submitted a proposal with a 3% cost increase and Santa Rosa Water staff has submitted a Waiver of Competitive Bid. New Image Landscape Company is the current vendor for landscaping services who can provide landscape service without the use of glyphosate. Next fiscal year, City Management staff is proposing to solicit for competitive bids for landscaping services for the entire city that will provide for the specifications found within the Russian River Watershed Association's Seven Principles and Practices of Russian River-Friendly Landscaping. This limited term agreement will assure there is no interruption in critical landscape services to Santa Rosa Water until the city-wide contract is bid and awarded.

FISCAL IMPACT

Funds required for this ongoing operational expense have been included in the Fiscal Year 2022-23 adopted budget in Santa Rosa Water and will be included annually in subsequent budgets as a regular operating expense when presented to the City Council.

ENVIRONMENTAL IMPACT

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

WAIVER OF COMPETITIVE BIDDING AND APPROVAL OF GENERAL SERVICES
AGREEMENT F002587 – LANDSCAPING MAINTENANCE SERVICES
PAGE 3 OF 3

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 – Waiver of Competitive Bid
- Exhibit A - General Services Agreement F002587

PRESENTER

Kimberly Zunino, Deputy Director Administration, KZunino@srcity.org
Brandalyn Tramel, Purchasing Agent, BTramel@srcity.org