19-400 **Agenda Date: 5/7/2019**

REPORT TO COUNCIL

SUBJECT

Action on the Award of Purchase Order to Bayscape Landscape Management for Landscaping Services and Related Budget Amendment

BACKGROUND

The Water and Sewer Utilities Department is responsible for maintaining the landscape around 32 water wells and storage tanks and four sewer pump/lift stations sites at various locations throughout the City. The Department requires the services of a qualified vendor to perform this work.

The landscaping work will initially encompass site cleanup to address overgrown weeds, remove site debris, and tree trimming and removal. Routine landscaping services include ongoing maintenance such as edging and pruning. In addition, tree removal and planting new shrubs and trees, will be performed on an as-required basis.

DISCUSSION

On January 30, 2019, staff issued a Request for Bid (RFB) to procure landscaping services using BidSync, the City's e-procurement system. A total of 60 companies viewed the RFB and four bids were received for the services described above. Results are as follows:

Vendor Name	Bid Price
Bayscape Landscape Management (Alviso, CA)	$64,275
Mike Davis Landscape Services (Morgan Hill, CA)	$106,080
New Image Landscape (Fremont, CA)	$145,790
Ecological Concerns (Santa Cruz, CA)	$214,300

The initial term of the Purchase Order (Attachment 1) is approximately 14 months starting on or about May 8, 2019 and ending on June 30, 2020, with four one-year options to extend the Purchase Order. The not-to-exceed amount for the initial term is $83,558, which includes a 30% contingency for as-needed services including tree removal, planting, and any unforeseen tasks related to the aesthetic quality of the sites.

The Purchase Order with Bayscape Landscape Management includes fixed rates for the initial cleanup and routine landscape services as detailed in the Bid Pricing Form (Attachment 2). In addition, there is a labor rate schedule and a materials markup of 15% over cost for as-needed services such as pruning, tree removal, and planting. Bayscape Landscape Management may request annual adjustments to the compensation after the initial 14-month term, subject to Bayscape Landscape Management demonstrating that the requested increase is justified and approved by the City Manager.

Staff recommends award of Purchase Order to Bayscape Landscape Management as the lowest responsive and responsible bidder. The lowest bid is based on the total annual cost to perform landscaping services for the 36 sites.

ENVIRONMENTAL REVIEW

This action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301(h), "Existing Facilities," as the activity partly consists of the maintenance of existing landscaping, native growth, and water supply reservoirs, and section 15304(b), "Minor Alterations to Land," as the activity partly consists of new gardening or landscaping.

FISCAL IMPACT

The cost for the proposed work will be budgeted in the Buildings and Grounds project (592-7005) via the budget amendment below. The budget was amended because there was insufficient funding to cover current cost allocations and absorb the full Purchase Order amount for the landscaping services. This project, which is currently scheduled to end in fiscal year 2019/20, will be extended to fiscal year 2023/24. The full amount of the Purchase Order will be allocated into the Buildings and Grounds project from the unrestricted fund balance of the Water Utility Capital Fund (592).

Budget Amendment
FY 2018/19

	Current	Increase/ (Decrease)	Revised
Water Utility Capital Fund			
Buildings and Grounds (CIP 592-7005)	$694,569	$83,558	$778,127
Unrestricted Fund Balance	$2,529,272	($83,558)	$2,445,714

COORDINATION

This report has been coordinated with the Finance Department.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Authorize the City Manager to execute a Purchase Order with Bayscape Landscape Management for an initial term starting on or about May 8, 2019 and ending on June 30, 2020 with a maximum compensation not to exceed $83,558,
2. Authorize the City Manager to exercise up to four one-year options to renew the Purchase Order through June 30, 2024 with compensation increases subject to the City Manager's approval, and
3. Approve the appropriation in the amount of $83,558.

Reviewed by: Gary Welling, Director, Water & Sewer Utilities Department
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Bayscape Landscape Management Purchase Order
2. Bid Pricing Form