TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER    DEPARTMENT: COMMUNITY SERVICES

DATE: APRIL 19, 2004    CMR:225:04

SUBJECT: APPROVAL OF A CONTRACT WITH B&B LANDSCAPE CONTRACTORS, INC. FOR THE INSTALLATION OF AN IRRIGATION SYSTEM AT JORDAN MIDDLE SCHOOL, CAPITAL IMPROVEMENT PROGRAM PROJECT 19801

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with B & B Landscape Contractors Inc. in the amount of $119,400 for irrigation improvements at Jordan Middle School, Capital Improvement Program project 19801.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with B & B Landscape Contractors, Inc. for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $11,940.

DISCUSSION

Project Description

The work to be performed under the contract is for athletic field irrigation system renovations at Jordan School. The project is part of the cooperative landscape maintenance agreement between the City and the Palo Alto Unified School District. As an infrastructure enhancement, it will improve the safety and quality of turf areas used for athletic fields school sites and will create operation efficiencies. Irrigation improvements will allow for centralizing irrigation management, reducing staff time needed to manually adjust controllers, inspect for irrigation problems, replacing and upgrading an inefficient irrigation system, and minimizing water consumption.

Summary of Bid Process

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Name/Number of Bid here</th>
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</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>2 months</td>
</tr>
<tr>
<td>Number of Bids Mailed to Contractors</td>
<td>16</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>29</td>
</tr>
<tr>
<td>Pre-Bid Meeting?</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-Bid</td>
<td>2</td>
</tr>
</tbody>
</table>
Meeting

<table>
<thead>
<tr>
<th>Number of Bids Received</th>
<th>8 (2 were determined to be non-responsive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Price Range</td>
<td>From a low of $80,000 to a high of $140,000</td>
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</tbody>
</table>

*Bid summary provided in Attachment B.

Staff has reviewed all bids submitted and recommends that the bid of $119,400 submitted by B & B Landscape, Inc. be accepted and that B & B Landscape, Inc. be declared the lowest responsible bidder. The bid is 6 percent above the staff/engineer's estimate of $112,000. The change order amount of $11,940, which equals 10 percent of the total contract is being requested for any unforeseen work. The two apparent low bidders, Indios Construction and RMT Landscape were determined to be non-compliant, since they were not certified Maxicom installers, and did not provide a Maxicom certified subcontractor as required at the time of bid opening.

Staff confirmed with the Contractor's State License Board that B&B Landscaping has an active license on file. Staff checked references supplied by the contractor for previous work performed and found no significant complaints.

**RESOURCE IMPACT**
Funds are available in Capital Improvement Program Project 19801 - School Site Irrigation Improvements. Costs are shared evenly between the School District and the City.

**POLICY IMPLICATIONS**
This recommendation does not represent any change to existing City policies.

**ENVIRONMENTAL REVIEW**
This contract is not a project as defined by the California Environmental Quality Act (CEQA); and is not subject CEQA requirements.

**ATTACHMENTS**
Attachment A: Contract

**PREPARED BY:**

DON PIANA
Superintendent, Parks

**DEPARTMENT HEAD:**

RICHARD JAMES
Director of Community Services

**CITY MANAGER APPROVAL:**

EMILY HARRISON
Assistant City Manager