TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: COMMUNITY SERVICES
DATE: JUNE 28, 2004 CMR:337:04

SUBJECT: APPROVAL OF CONTRACTS WITH LORAL LANDSCAPING INC. IN THE AMOUNT OF $284,880 AND GACHINA LANDSCAPE MANAGEMENT IN THE AMOUNT OF $201,933 FOR LANDSCAPE MAINTENANCE SERVICES.

RECOMMENDATION

Staff recommends that Council:
1. Approve and authorize the Mayor to execute the contract with Loral Landscaping Inc. in the amount of $284,880 for the first year ($854,640 over a three-year period) for landscape maintenance services for City parks, facilities, and utility sub-stations

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Loral Landscaping Inc. for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $28,488 annually ($85,464 over a three-year period).

3. Approve and authorize the Mayor to execute the attached contract with Gachina Landscape Management in the amount of $201,933 for the first year ($605,799 over a three year period) for landscape maintenance services of City medians/roadside strips, parking lots/garages and neighborhood parks sport field renovations.

4. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Gachina Landscape Management for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $20,193 annually ($60,580 over a three year period).
5. Authorize the City Manager or his designee to exercise the option to renew the contracts for a second and/or third year, provided the contractors are responsive to the City's needs, and the quality of the contractor's work/product is acceptable during the first year of the contracts (and/or other conditions which will determine the City's willingness to renew the contract). Funding for years two and three is contingent upon Council approval of the budget for each subsequent year.

**DISCUSSION**

**Project Description**
The work to be performed under these contracts is for landscape maintenance services of medians, roadside strips, parking lots, garages, parks, city facilities, utility sub-stations, and neighborhood park sport turf renovations. The locations of these specific areas are attached (Attachment D).

**Summary of Bid Process**
A Notice Inviting Formal Bids for landscape maintenance services was sent on April 20, 2004 to eight contractors. The bidding period was 29 days. A mandatory pre-bid meeting was held on May 4, 2004. Bids were received from two qualified contractors on May 18, 2004 as listed on the attached bid summary (Attachment B).

Staff grouped the bid items under six categories designated as A through F, and structured the bid award to be determined by either individual category or by the Grand Total of all of these categories in order to give the City the greatest flexibility in determining cost savings. (Bids were requested for a three-year period.) Staff has reviewed all bids submitted for Items A through F and recommends that the total bid of $854,640 for three years on Items C, D, and E, submitted by Loral Landscaping Inc. be accepted and that Loral Landscaping Inc. be declared the lowest responsible bidder for Items C, D, and E. Staff recommends that the total bid of $605,799 for three years on Items A, B, and F be accepted and that Gachina Landscape Management be declared the lowest responsible bidder for Items A, B, and F. The total of both bids - 1,460,439 - is 1% lower than the staff estimate of $1,470,000.

Staff canvassed the remaining bidders to determine why they did not respond to the IFB. Three bidders said that they were too busy during this season; two said that the project was too large for their companies to handle, and one said that their company was unable to bid since they missed the pre-bid conference.
### Bid Name/Number
Landscape Maintenance Services/IFB NO. 104761

<table>
<thead>
<tr>
<th><strong>Proposed Length of Project</strong></th>
<th>36 months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Bids Mailed to Contractors</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>Number of Bids Mailed to Builder’s Exchanges</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Days to Respond to Bid</strong></td>
<td>29</td>
</tr>
<tr>
<td><strong>Pre-Bid Meeting?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Number of Company Attendees at Pre-Bid Meeting</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Number of Bids Received:</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Bid Price Range</strong></td>
<td>See attached Bid Summary</td>
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</tbody>
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*Bid summary provided in Attachment B.

Staff confirmed with the Contractor’s State License Board that the contractors have an active license on file. Staff checked references supplied by the contractors for previous work performed and found no significant complaints.

**RESOURCE IMPACT**
Funds for this contract are included in the City Manager’s proposed 2004-2005 budget.

**POLICY IMPLICATIONS**
The recommendation is that this report is consistent with current City policies.

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

**ATTACHMENTS**
Attachment A: Contracts
Attachment B: Bid Summary
Attachment C: Certificate of Non-Discrimination
Attachment D: Location of Areas

**PREPARED BY:**

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DON PIANA
Park Superintendent

**DEPARTMENT HEAD:**

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RICHARD JAMES
Director of Community Services

**CITY MANAGER APPROVAL:**

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EMILY HARRISON
Assistant City Manager