TO:       HONORABLE CITY COUNCIL

FROM:     CITY MANAGER   DEPARTMENT: COMMUNITY SERVICES

DATE:     AUGUST 5, 2002    CMR: 330:02

SUBJECT: APPROVAL OF A CONTRACT WITH GACHINA LANDSCAPE MANAGEMENT IN THE AMOUNT OF $262,387 FOR CUBBERLEY COMMUNITY CENTER LANDSCAPE MAINTENANCE

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached twelve-month contract (Year 1) plus two twelve-month extensions (Years 2 and 3), with Gachina Landscape Management in the following amounts and contingencies to cover unanticipated contract changes. Approval is contingent upon City Council approval of each FY’s Budget.

<table>
<thead>
<tr>
<th>Year</th>
<th>Contract</th>
<th>Contingency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$73,272</td>
<td>$10,991</td>
<td>$84,263</td>
</tr>
<tr>
<td>Year 2</td>
<td>$76,020</td>
<td>$11,403</td>
<td>$87,423</td>
</tr>
<tr>
<td>Year 3</td>
<td>$78,870</td>
<td>$11,831</td>
<td>$90,701</td>
</tr>
<tr>
<td>Total</td>
<td>$228,162</td>
<td>$34,225</td>
<td>$262,387</td>
</tr>
</tbody>
</table>

2. 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 contract period, the total value of which shall not exceed $34,225.

DISCUSSION
Project Description
The work to be performed under the contract is for general site and athletic field landscape maintenance at the Cubberley Community Center. Cubberley has no regular full-time landscape maintenance staff; therefore all work must be contracted out. The Center is a 35-acre site, which includes 14 acres of athletic field turf, four softball
diamonds and a ¼ mile running track. General grounds and athletic field maintenance tasks include mowing of turf areas, watering, fertilizing, aerating, edging, litter and debris control of grounds and parking lots, height and edge trimming of shrubs and ground cover, weed control, management and repair of the irrigation system and monthly dragging of the softball infields and running track.

**Bid Process**

A notice inviting formal bids (IFB) for general site and athletic field landscape maintenance was sent out on April 8, 2002 to seven landscape maintenance contractors. The bidding period was for twenty-two days. A pre-bid meeting was held on April 18, 2002; three bidders attended the meeting. Bids were received from three contractors on April 30, 2002, as listed on the attached bid summary (Attachment A). One contractor’s bid was deemed non-responsive because of the omission of required bid documents. Bids ranged from a high of $247,113 to a low bid of $216,500. Contractors not responding indicated that they did not submit a bid because they were either too busy or did not provide the service specified in the IFB.

Staff has reviewed all bids submitted and recommends that the bid of $228,162 submitted by Gachina Landscape Management be accepted and that Gachina Landscape Management be declared the lowest responsible bidder.

A change order amount of $34,225, which equals fifteen percent of the total contract, is requested. The contractor is also responsible to maintain and repair the irrigation systems, to replace existing old ornamental plants and to replant un-landscaped areas as needed. The City, however, is responsible for the cost of materials and labor for such changes and repairs. Typical repairs include line breaks, replacement of inoperative valves and heads, replacement of damaged heads and installation of new lines as warranted. Maintenance and repairs of irrigation systems can be costly due to the age of some of the systems and damage/vandalism to sprinkler system components and landscape plantings.

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

**RESOURCE IMPACT**

The new contract total is $84,263 for the first twelve-month period (Year 1), which will run from August 2002 to August 2003. This is an increase of $3,421 over last year’s landscape maintenance amount and the proposed 2002-2003 budget. The final year of the current contract with Gachina Landscape Management totaled $80,842. Funds for the first eleven months of the new contract are available within the Cubberley Community Center fiscal 2002-2003 budget. The one-month of the contract occurring in FY 2003-2004 is contingent upon Council approval of the FY 2003-2004 budget. Additional funds
will be requested in future operating budgets to cover increases of $3,160 in Year 2 and $3,278 in Year 3.

ENVIRONMENTAL REVIEW
This project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15302 of the CEQA Guidelines.

ATTACHMENTS
Attachment A: Bid Summary
Attachment B: Contract: Gachina Landscape Management

PREPARED BY: _________________________________________
DEL THORPE
Facility Manager, Cubberley Community Center

DEPARTMENT HEAD: _________________________________________
PAUL THILTGEN
Director, Community Services Department

CITY MANAGER APPROVAL: _________________________________________
EMILY HARRISON
Assistant City Manager