



**STAFF REPORT**  
**7/22/2020**

**TO:** Honorable Mayor and City Council Members

**FROM:** Maritza Martinez, Public Works Director

**SUBJECT:** Award maintenance agreement to Vintage Landscape for Landscape Maintenance Services for City Medians and Downtown 6<sup>th</sup> Street Project No. 070720B.

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**STAFF RECOMMENDATION:**

Award maintenance agreement to Vintage Landscape for Landscape Maintenance Services for City Medians and Downtown 6<sup>th</sup> Street Project No. 070720B.

**EXECUTIVE SUMMARY:**

The City published a Request for Proposals (RFP) for Landscape Maintenance Services for City Medians and Downtown 6<sup>th</sup> Street Project No. 070720B. This RFP closed on July 7, 2020 and the City received three responses. Selection criteria for recommended award is a two-step process as included in the RFP. A three-member staff selection panel reviewed all responses received and identified the top ranked proposer to be Vintage Landscape.

Staff recommends award of the RFP and corresponding landscape maintenance agreement in the amount not to exceed \$113,160; the recommended award amount is the two-year contract amount of \$98,400 plus a 15% contingency to allow for plant/turf replacement and rehabilitation as needed throughout the agreement term. The agreement as identified in the RFP will have a two-year term and allows for up to one additional one-year term. The term for the proposed agreement is July 23, 2020 – July 22, 2022.

The two-year contract term bid amounts provided by each firm to perform the landscape maintenance for this project are listed below. The RFPs received were scored per the criteria noted in the RFP (contractor information, proposed work schedule, proposed staffing, communications, completeness); the scores received by each RFP respondent is listed below.

1. Kirkpatrick Landscaping Services, Inc
  - a. Total Term Amount - \$ 107,760.00 (two years)
  - b. Total Score – 212 (maximum score of 300)
2. Mariposa Landscapes, Inc
  - a. Total Term Amount - \$ 143,400.00 (two years)

- b. Total Score – 265 (maximum score of 300)
- 3. Vintage Associates, aka Vintage Landscape
  - a. Total Term Amount - \$ 98,400.00 (two years)
  - b. Total Score – 272 (maximum score of 300)

The scope of work identified in the bid document included the following:

Daily    Weekly    BiWeekly    Monthly    Quarterly    Annually

		1x &/or 2x				
Mowing and Edging						
Litter Removal	X					
Weed Control			X			
Minor Tree Pruning				X		
Ground Cover Edge/Trim			X			
Shrub Trimming			X			
DG & Wood Chip Raking			X			
Parkway Area Main.			X			
Overseeding (triple blend)						2x
Fertilization Application					X	
Herbicide Application				X		
Irrigation System Maintenance/Scheduling		X				
Pest Control				X		
Hardscape Surfaces		X				

**FISCAL IMPACT:**

The recommended action will not have a negative impact on the budget. The award amount is allocated in the recommended Fiscal Year 2020/2021 Streets Division Budget.

Attachment:

Proposed Agreement