



STAFF REPORT
7/13/2022

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Award maintenance services agreement to Vintage Associates Inc. for Landscape Maintenance Services for City Parks and Office Facilities Project No. 051922.

STAFF RECOMMENDATION:

Award a maintenance services agreement to Vintage Associates Inc. for Landscape Maintenance Services for City Parks and Office Facilities Project No. 051922.

EXECUTIVE SUMMARY:

The City published a Request for Proposals (“RFP”) for Landscape Maintenance Services for City Parks and Office Facilities. This RFP closed on June 13, 2022 and the City received two responses. The locations included in the RFP include 12 sites: Veterans Park, Dateland Park, Ave 53 Tot Lot Park, Library Park, Sierra Vista Park, Rancho De Oro Park, Shady Lane Park, Fire Station 79, Senior Center, 6th St/Cesar Chavez-Etherea Park, Corporate Yard, Civic Center.

As included in the RFP, the selection criteria used to identify the most qualified Proposer was based upon the highest scoring proposer; scoring was completed based upon a three-member staff selection panel. Each panelist member scored all proposals received per the evaluation criteria established in the RFP (total points 100):

- Contractor Information (Including References) – 20 Points
- Proposed Project Work Schedules – 25 Points
- Proposed Facilities, Equipment, Materials, and Staffing Schedule – 20 Points
- Communications, Traffic Safety, Green waste – 5 Points
- Cost Proposal – 25 Points
- Completeness, Thoroughness, Clarity, and Neatness of Proposal – 5 Points

Based upon these selection criteria, the top ranked proposer selected was Vintage Associates Inc. The scores and service amounts submitted by each proposer are listed below:

Scores	<u>1</u>	<u>2</u>	<u>3</u>	-	<u>Totals</u>
					(Max is 300)
Kirkpatrick Landscaping	85	79	78		242
Vintage Associates	91	88	84		263

<u>Prices for Services</u>	<u>Annual Amounts</u>
Kirkpatrick Landscaping	\$ 170,400.00
Vintage Associates	\$ 121,620.00

Staff recommends award of the RFP and corresponding landscape maintenance agreement in an amount not to exceed \$304,050 (two-year term); the recommended award amount is the two-year contract amount of \$243,240 plus a 25% contingency to allow for plant/turf replacement and overseeding as needed throughout the agreement term. The agreement, as identified in the RFP, will have a two-year term. The term for the proposed agreement is from July 15, 2022 – July 14, 2024.

FISCAL IMPACT:

Funding for the recommended action is included in the City’s annual budget and will not have an additional fiscal impact.

Attachments:

Proposed Agreement