



STAFF REPORT
2/9/2022

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 Grapefruit Blvd Medians and Parkway Project No. 121421 and authorize appropriation for FY 21/22 of \$29,400.00.

STAFF RECOMMENDATION:

Award maintenance services agreement to Vintage Associates, Inc. for Landscape Maintenance Services for Grapefruit Blvd Medians and Parkway Project No. 121421 and authorize appropriation for FY 21/22 of \$29,400.00.

EXECUTIVE SUMMARY:

The City published a Request for Proposals (“RFP”) for Landscape Maintenance Services for Grapefruit Blvd Medians and Parkway. This RFP closed on January 12, 2022 and the City received three responses. 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:

- Contractor Information (Including References)
 - 25 Points
- Proposed Project Work Schedules
 - 25 Points
- Proposed Facilities, Equipment, Materials, and Staffing Schedule
 - 25 Points
- Cost Proposal
 - 20 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 for each proposer are reflected below:

Scores	<u>1</u>	<u>2</u>	<u>3</u>	<u>Totals</u>
Conserve Landcare	79	78	85	242
Mariposa Landscape	64	76	75	215
Vintage Associates, Inc.	78	81	92	251

Staff recommends award of the RFP and corresponding landscape maintenance agreement in an amount not to exceed \$135,240.00 (two-year term) to Vintage Associates, Inc.; the recommended award amount is the two-year contract amount of \$117,600 plus a 15% contingency to allow for plant replacement and rehabilitation as needed throughout the agreement term. The term for the proposed agreement is from February 14, 2022 – February 13, 2024.

FISCAL IMPACT:

The recommended action will require a fiscal year 2021/2022 appropriation from general fund to the Streets Division account, 101-11-148-20-334-000, for \$29,400.00.

Attachments:

Proposed Agreement