



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/21/2022

ITEM NO: 10

DATE: June 2, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Services with Brightview Landscape Services, Inc. for Landscape Maintenance Services in an Amount of \$167,402 Annually, Plus an Additional Five Percent (\$8,370) for Unforeseen Services for a Total Annual Amount Not to Exceed \$175,772, and a Total Agreement Base Amount Valued at \$878,860 Prior to Any Increase Adjustments Made for Consumer Price Index (CPI)

RECOMMENDATION:

Authorize the Town Manager to execute a five-year agreement for services (Attachment 1) with Brightview Landscape Services, Inc. in an amount of \$167,402 annually, plus an additional five percent (\$8,370) for unforeseen services for a total annual amount not to exceed \$175,772, and a total agreement base amount valued at \$878,860 prior to any increase adjustments made for Consumer Price Index (CPI).

BACKGROUND:

As part of the Operating Budget, landscape maintenance funds are provided for mowing, edging, and landscape maintenance in Town parks, median islands, facilities, right of ways, and special assessment districts.

The Town has utilized contractual landscape services for routine maintenance to supplement Town staff, allowing the Parks and Public Works staff to focus on providing day to day operational services within the parks system. Staff reviews such maintenance contracts routinely to ensure the contract services align with the Town's needs, the contracts are competitively priced, and the service provider continues to meet the Town's expectations and contract terms. The maintenance agreement with the Town's current service provider, Jensen Landscape, has been in place for five years and expires on June 30, 2022.

PREPARED BY: Jim Harbin
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Interim Director of Parks and Public Works

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DISCUSSION:

Staff prepared a Request for Proposals (RFP) for the following landscape maintenance service categories:

- Median island and facilities maintenance
- Turf mowing
- Landscape and Lighting Assessment District (LLD) maintenance
- Additional as-needed services (e.g., irrigation repairs, turf aeration and fertilization)

As a result of the RFP process, two proposals were received on May 27, 2022. The results are summarized in Attachment 2.

Staff determined that Brightview Landscape Services, Inc. was the most cost competitive firm to provide the requested services. Brightview Landscape Services, Inc. provides landscape maintenance services to multiple Bay Area cities including the City of San Jose, City of Fremont, and the City of Milpitas and high-tech properties like Cisco, Apple, and Google. Brightview is the largest full-service landscape company in the United States.

The RFP included line-item costs for miscellaneous services for irrigation repairs and turf maintenance on an as-needed basis. Staff anticipates increased aeration and turf amenities as water reduction continues due to drought conditions the Bay Area is experiencing.

The agreement term for five years allows for continuity of service and maximizes savings by engaging the firm for multiple years. The contract language provides for cancellation should the Town desire to do so during the contract term. To accommodate the potential impacts of inflation on the service, the contract allows for annual increases based on the Consumer Price Index beginning year two.

CONCLUSION:

Authorize the Town Manager to execute a five-year agreement for services (Attachment 1) with Brightview Landscape Services, Inc. in an amount of \$167,402 annually, plus an additional five percent (\$8,370) for unforeseen services for a total annual amount not to exceed \$175,772, for a total agreement base amount valued at \$878,860 prior to any increase adjustments made for Consumer Price Index (CPI).

FISCAL IMPACT:

Multiple programs are budgeted for landscape maintenance services. 5301-63363 is the main operating budget program for the services and there are six Landscape and Lighting Assessment District (LLD) programs (5501, 5502, 5503, 5504, 5505, and 5506) which pay for the services

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FISCAL IMPACT (continued):

within each district. Program 5301-63363 is budgeted to pay for two separate service agreements and during the preparation of the FY 2022/23 budget, staff programmed a 10% Consumer Price Index increase to \$119,936. Of the \$119,936, \$104,686 is for the landscape maintenance services related to this service agreement; however, it does not include the amount for services within the LLDs.

The result of the proposals demonstrates cost increases for landscaping services above staff's estimated costs in the FY 2022/23 budget. The lowest submitted bid of \$133,550 for non-LLD services (5301-63363) results in approximately \$37,000 of additional costs above the amounts in the FY 2022/23 budget.

The bid amount of \$33,852 for LLD services (5501, 5502, 5503, 5504, 5505, and 5506) results in approximately \$9,600 of additional costs above the amounts in the FY 2022/23 budget, which is expected to be absorbed in the Kennedy Meadows, Santa Rosa, and Vasona Heights Assessment Districts.

There is no budget adjustment recommended at this time as staff anticipates asking Council to consider these increased costs during the FY 2022/23 Mid-Year budget review with recommendations on potential funding sources. Staff also anticipates recommending future adjustments to the local improvement districts annual assessments to prevent deficits from accumulating in these funds due to the increased costs.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Agreement for Services including Exhibit A – Brightview Landscape Services, Inc.
2. Bid Summary Sheet