



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Approve and Authorize the City Manager to Execute a General Services Agreement with BrightView Landscape Services, Inc. for Landscaping Services at Various City Facilities for the Not-to-Exceed Amount \$581,300.00 for a Five-Year Period Subject to the Annual Appropriation of Funds.
Category:	Consent Calendar-Community Services and Sustainable Infrastructure
Meeting Date:	8/17/2021
Staff Contact:	Tony Ndah, Public Works Director, 408-586-2602 and Chris Schroeder, Purchasing Agent, 408-586-3161
Recommendation:	Approve and Authorize the City Manager to Execute a General Services Agreement with BrightView Landscape Services, Inc. for landscaping services at various City facilities for the not-to-exceed amount of \$581,300.00 over a five-year period, subject to the annual appropriation of funds.

Background:

On September 30, 2016, the City entered into a five-year contract with Mike Davis Landscape Services, to provide landscape maintenance services at eleven (11) City facilities. The contract is set to expire on September 30, 2021. As such, Public Works staff coordinated with Purchasing to issue a Request for Proposals in order to provide continued landscape maintenance services at City facilities.

The proposed agreement would be for a five (5) year period, fixed-price contract for annual landscaping services based on satisfactory performance.

Analysis:

On April 16, 2021 the Purchasing Unit released a Request for Proposals (RFP No. 2522) for Landscaping Services at Various City Facilities. The RFP was publicly noticed in accordance with the City's Municipal code, advertised on the City's website, email notifications were sent to companies registered with the City via ProcureNow.com, the City's eProcurement system. Upon release, 398 firms received the solicitation notification and 14 firms downloaded the RFP documents. The Purchasing Unit received three (3) proposals by the 2:00 p.m. PDT May 20, 2021 deadline in response to the RFP. The proposals were reviewed for compliance to the specification of the RFP and all were accepted. The three proposals were received from the following contractors:

1. BrightView Landscape Services
2. Mike Davis Landscape Services
3. New Image Landscape Company

The proposals were evaluated by a review panel based on the following criteria:

- Cover letter outlining the contractor's firm and experience
- Company Profile
- Execution plan for the scope of work
- Personnel assigned to provide the services
- References
- Proposed compensation

The table below provides a summary of the aggregate scores received by each contractor from the review panel:

BIDDING CONTRACTOR	AGGREGATE SCORE
BrightView Landscape Services	82.83
Mike Davis Landscape Services	72.58
New Image Landscape Company	68.25

The evaluation panel concluded that Brightview Landscape Service Inc. provided the most advantageous proposal for providing landscape services for the City, taking into consideration all evaluation factors.

Landscape maintenance services under this agreement would be performed at the facilities listed in the table below:

Location	Address
City Hall	455 E. Calaveras Blvd.
Community Center	457 E. Calaveras Blvd.
Senior Center	40 N. Milpitas Blvd.
Milpitas Sports Center	1325 E. Calaveras Blvd.
Fire Station No. 1	777 S. Main St.
Fire Station No. 2*	1263 Yosemite Dr.
Fire Station No. 3	45 Midwick Dr.
Fire Station No.4	775 Barber Ln.
Milpitas Community Library	160 N. Main St.
Public Works Admin/Corp Yard	1265 N. Milpitas Blvd.
Police Station	1275 N. Milpitas Blvd.

* The contractor will start providing services once the Fire Station is built and the City issues a Notice to Proceed.

Annual landscaping services performed at the City's eleven (11) facilities includes, but is not limited to, weed abatement, irrigation system maintenance and repairs, pesticide application, turf care, groundcover maintenance, pruning, and cleaning. The contract scope includes expanded services related to biannual fertilizing, annual mulching, and spring and fall annual planting.

Policy Alternatives:

Alternative 1: Direct City staff to provide the required services with in-house resources.

Pros: Increased work responsibilities for City Public Works staff.

Cons: City staff do not have sufficient resources to provide these services in addition to the ongoing operations and maintenance of the City's infrastructure.

Reason not recommended: The City does not have sufficient resources to perform the landscaping services at various City facilities. The City would need to purchase equipment and hire additional staff, which would delay this work.

Fiscal Impact:

This project will be funded from the Fiscal Year 2022 operations budget of the Public Works Department for an amount not to exceed \$116,260.00 in the first year, and a total amount not-to-exceed \$581,300.00 over the five-year period, subject to annual appropriation of funds by Council during the annual budget process. Sufficient funds for the project are available in the Public Works Facilities Maintenance operating budget for this service.

California Environmental Quality Act:

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378, this action does not qualify as a “project” for the purpose of CEQA as this action has no potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Recommendation:

Approve and Authorize the City Manager to Execute a General Services Agreement with BrightView Landscape Services, Inc. for landscaping services at various City facilities for the not-to-exceed amount of \$581,300.00 over a five-year period, subject to the annual appropriation of funds.

Attachments:

1. General Services Agreement with BrightView Landscape Services, Inc.