

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETING

MEETING DATE(S): JUNE 15 & 19, 2023

FROM: BRIAN MACY – ASSISTANT GENERAL MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____

CONTRACT AGREEMENT WITH URBAN HABITAT FOR ANNUAL LANDSCAPE MAINTENANCE FOR DISTRICT FACILITIES FOR 2023-2024

STAFF RECOMMENDATION

Authorize the General Manager to approve a one-year contract agreement with Urban Habitat titled Annual Landscape Maintenance for District Facilities for Fiscal Year 2023-2024, with the option to extend the agreement for two additional years and negotiate a revised price, if any. The not to exceed amounts are \$93,115.00 for fiscal year 2023-24, and \$81,730.00 for fiscal years 2024-25 and 2025-26.

SUMMARY

The District continues to use contract labor to maintain the landscape at 38 facilities throughout our service area which includes the Administration Building Campus, Horton WWTP, Dos Palmas Lift Station, Desert Crest WWTP, Nancy Wright RWRF, Well 33 Solar site, and all well and reservoir sites. See cost breakdown below.

The appropriations for FY 2023-24 are as follows:

Bid Amount	\$74,300.00
Tree Removal – DCWWTP & Well 25	\$1,350.00
Palm Tree Trimming & Large Bush Removal	\$9,000.00
10% Contingency (other related items)	<u>\$8,465.00</u>
Total	\$93,115.00

Estimated year two and three appropriations:

Bid Amount	\$74,300.00
10% Contingency	<u>\$7,430.00</u>
	\$81,730.00

ANALYSIS

In May 2023, staff advertised a request for bids for annual landscape services through Planet Bids. The District received four bids and Urban Habitat was the lowest responsive bidder. The scope of work covers all landscaping and maintenance services at the 38 locations, including annual tree trimming, repairs, pruning, weeding, and general debris cleanup. Below is a summary of the bids received.

BIDDER	BID AMOUNT
Urban Habitat	\$ 74,300.00
Universal Green LLC	\$74,999.60
Sandco Landscape Contractors, Inc.	\$ 80,850.96
Mariposa Landscapes, Inc.	\$ 85,691.96

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract will be covered by the approved operating budget for FY 2023-2024.

ATTACHMENTS

Contract Agreement
BID Summary/Tabulation