

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: December 16, 2024

**Topic:**

Approve a services agreement with Ambassador Services for the landscaping services for city facilities (Contract No. 2025-10005), for a not-to-exceed amount of \$53,190.84 (Bid No. 2025-03), authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents. The expenditure was included in the Fiscal Year 2024-2025 Budget.

**Background:**

The City has had a contract for landscaping services with Spring Nursery and Landscaping since 2019 to provide contracted mowing for city facilities and identified rights-of-way. Due to staffing and increased daily operations, additional locations were identified to be included in our annual contract. To continue providing landscaping services, staff initiated procurement for a new landscaping services agreement with the additional locations included, a full list of locations is reflected below.

Base Bid	Additional Locations
City Hall/Police Department	Pine St. Well #1 & #2
Community Center	Baker St. Well
Administrative Services Building/Public Works	Ulrich Tower
Fire Station #1	School St. Well
Fire Station #2	Theis Well
Fire Station #4	Well #5 & #6
Fire Station #5	South Wastewater Treatment Plant
Acquired City Property (formally Regions Bank)	North Wastewater Treatment Plant
Medical Complex Drive (right-of-way)	City-owned Lift Stations (11 total)

To obtain the most favorable pricing and in accordance with the City’s Procurement Policy, sealed bids were solicited for the landscaping services, with information available by request to the City. A total of ten (10) contractors requested the specifications, and the City received four (4) bids, and after a thorough review it was determined that Ambassador Services was the lowest responsive bidder for a total base bid of \$53,190.84. The awarded services agreement will include the base bid only with no additive work.

Company	Base Bid	Additive Bid	Total Bid
Ambassador Services	\$53,190.84	\$43,832.64	\$97,023.48
Maldonado Nursery & Landscaping	\$67,897.60	\$60,542.80	\$128,440.40
Rotolo Consultants, Inc	\$76,735.30	\$62,544.18	\$139,279.48
Caudillo’s Tree & Landscaping Service	\$87,720.00	\$66,220.00	\$153,940.00

The submitted bids meets all the requirements in the defined scope of work and City staff recommends awarding a service agreement to Ambassador Services to provide landscaping services for the base bid only for a total contract amount not-to-exceed \$53,190.84 annually for an initial term of one (1) year, with three (3) additional one-year renewal options.

**Origination:** Project Management

**Recommendation:**

Staff recommends awarding a services agreement to Ambassador Services for landscaping services for city facilities for an amount not-to-exceed \$53,190.84.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: \_\_\_\_\_ If yes, specify Account Number: #100-154-6329

If no, funds will be transferred from account: # \_\_\_\_\_ To Account: # \_\_\_\_\_

**Signed:** Meagan Mageo **Approved by:** \_\_\_\_\_  
Staff Member Date City Manager Date