


**CITY COUNCIL ACTION REQUEST**

<b>DEPARTMENT(S)</b> Finance	<b>CEQA</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>COORDINATION</b> City Attorney’s Office; City Manager’s Budget Office; Parks, Recreation, and Neighborhood Services Department	<b>Director Approval</b> /s/ Maria Öberg
<b>COUNCIL DISTRICT(S)</b> Citywide			<b>CMO Approval</b>  4/3/25

**SUBJECT: Actions Related to the Purchase Order with Heritage Landscape Supply Group, Inc. for Irrigation Parts and Supplies**

**RECOMMENDATION**

Adopt a resolution authorizing the City Manager or her designee to exercise up to two additional one-year options to extend the term of the purchase order with Heritage Landscape Supply Group, Inc. (McKinney, TX) for irrigation parts and supplies, with the last option year ending on or about February 28, 2027, subject to the appropriation of funds.

**BASIS FOR RECOMMENDATION**

The Department of Parks, Recreation, and Neighborhood Services (PRNS) requires a supply of irrigation parts and supplies to maintain and enhance over 200 parks, 70 miles of trails, libraries, and community centers. These irrigation parts and supplies are needed for PRNS to carry out essential operations, including renovations, maintenance, and other projects. These products help to ensure that parks and recreational facilities remain safe and visually appealing for public use. As PRNS adds new sites and undertakes additional projects, the demand for materials grows. These products support PRNS in providing high-quality recreational spaces and services to the community.

In January 2022, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional four one-year options for the City to extend the term. Two responsive bids were submitted, and no protests were received. Both bidders qualified for the City’s local and small business preference. Staff awarded Heritage Landscape Supply Group, Inc. (formerly Imperial Sprinkler Supply) as the lowest priced, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B(1). Purchase orders have been executed under the City Manager’s authority limit for commodities contracts. City Council approval is now required for continuity of services for the remainder of the option periods. The option period for March 1, 2025 to February 28, 2026 is projected to be in the amount of \$400,000, and future options will be subject to appropriation of funds. Approval of this recommendation ensures the City continues to receive these essential products with minimal impact to operations.

**COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

**COST AND FUNDING SOURCE**

The recommended action relating to this purchase order of \$400,000 is funded by PRNS Non-Personal/Equipment appropriation in the General Fund.

**FOR QUESTIONS CONTACT:** Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).