



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Julia H. Cooper

SUBJECT: SEE BELOW

DATE: December 6, 2018

Approved

Date

12/7/18

SUBJECT: REPORT ON REQUEST FOR PROPOSAL FOR LANDSCAPING AND IRRIGATION SERVICES

RECOMMENDATION

Accept the report on the Request for Proposal and adopt a resolution authorizing the City Manager to:

- (a) Execute a purchase order with Brightview Landscape Services (San José, CA) for the Department of Transportation for scheduled landscape management, maintenance, and irrigation services in Special Maintenance District 13 and Community Facilities District 16, including all labor, material, and equipment necessary to perform such services, for an initial twelve-month period beginning on or about December 19, 2018 and ending December 31, 2019 for a not-to-exceed amount of \$133,962, subject to the appropriation of funds;
- (b) Execute purchase orders with Bayscape Landscape Management, Inc. (Alviso, CA), Brightview Landscape Services (San José, CA), and Jensen Landscape Services (San José, CA) for as-needed landscape management and irrigation services, including all labor, material, and equipment necessary to perform such services, for the Departments of Environmental Services, Parks, Recreation, and Neighborhood Services, and Public Works for an initial twelve-month period beginning on or about December 19, 2018 and ending December 31, 2019 for a combined total not-to-exceed amount of \$755,000, subject to the appropriation of funds;
- (c) Negotiate and execute amendments and adjustments during the initial term for each purchase order as may be required in the event actual service requirements exceed estimates, for a combined total contingency amount not-to-exceed \$250,000, subject to the appropriation of funds; and
- (d) Exercise up to four additional one-year options for each purchase order to extend through December 31, 2023, subject to the appropriation of funds.

OUTCOME

Ensure various City locations are properly landscaped, irrigated, and maintained.

BACKGROUND

Various City departments are responsible for overseeing landscape maintenance on City roadways, facilities and other City-owned property. The City has several purchase orders and agreements to cover the range of services required.

The Department of Transportation (DOT) manages landscape maintenance agreements for roadways in several district areas. Due to performance and wage reporting non-compliance issues, DOT recently cancelled their purchase order with Paradise Landscaping for landscaping services for Special Maintenance District 13. DOT also recently accepted responsibility for maintaining landscaping at Community Facility District 16 from the Public Works (PW) who previously held an agreement with the vendor that installed the landscaping. When DOT accepted responsibility for this district's maintenance, it was with the assumption that the fulltime maintenance would ultimately be performed by a Contractor. In the interim, DOT has been performing maintenance on an as-needed basis.

The Parks, Recreation, and Neighborhood Services Department (PRNS) requires as-needed landscaping and irrigation services at various City locations. In April 2013, Finance staff conducted a Request for Quote on behalf of PRNS for these services and awarded a purchase order with Bayscape Landscape Management. In subsequent years, the Departments of Environmental Services (ESD) and PW required the same services and leveraged the Request for Quote to issue additional purchase orders with the contractor. There are no options remaining from this solicitation.

As such, the Finance Department prepared a Request for Proposal to procure landscaping services for various City departments.

ANALYSIS

In 2018, a Request for Proposal (RFP) for landscape management, maintenance, and irrigation services was published on the City's e-procurement system. The RFP was divided into two packages. Package One included scheduled landscape management, maintenance, and irrigation services for Special Maintenance District 13 and Community Facilities District 16. Package Two was for as-needed landscaping maintenance and irrigation services for various City locations and was structured for multiple awards. Four proposals were received as follows, and all four proposers submitted responses for both packages:

- Bayscape Landscape Management (Alviso, CA)
- Brightview Landscape Services (San José, CA)
- Jensen Landscape Services (San José, CA)
- New Image Landscape Services (Fremont, CA)

Evaluation Process: A five-member evaluation team comprised of representatives from the DOT, ESD, PRNS and PW. Evaluation scores for each package are summarized below:

<u>PACKAGE ONE</u>		Bayscape Landscape Management, Inc.	Brightview Landscape Services, Inc.	Jensen Landscape Services, LLC	New Image Landscape Company
Evaluation Criteria	Maximum Points				
Experience	30	20	24	25	22
Technical Capabilities	35	25	26	24	23
Cost	25	22	18	14	25
Local Business Preference	5	5	5	5	0
Small Business Preference	5	0	0	0	0
TOTAL	100	72	73	68	70

<u>PACKAGE TWO</u>		Bayscape Landscape Management, Inc.	Brightview Landscape Services, Inc.	Jensen Landscape Services, LLC	New Image Landscape Company
Evaluation Criteria	Maximum Points				
Experience	30	20	24	25	22
Technical Capabilities	35	25	26	24	23
Cost	25	25	19	18	21
Local Business Preference	5	5	5	5	0
Small Business Preference	5	0	0	0	0
TOTAL	100	75	74	72	66

Local and Small Business Preference: In accordance with City policy, ten percent of the total possible evaluation points were reserved for the local and small business enterprise preference. Bayscape Landscape Management, Inc., Brightview Landscape Services, Inc., and Jensen Landscape Services, LLC, all with local offices in Santa Clara County, requested and received the local business preference. The preference was a factor in the final award for Package One.

Protest: The RFP process included a ten-day protest period that commenced when the City issued the Notice of Intended Award. No protests were received.

Award Recommendation:

Package One - The City recommends the award of contract for Package One to Brightview Landscape Services, Inc. as the most advantageous and best value proposal per the evaluation

criteria set forth in the RFP. Their proposal met or exceeded all of the RFP specifications, and their proposal was rated superior in the following key areas:

- Demonstrated experience and customer satisfaction in providing the same types of services for the City (in existing and previous contracts) and other municipalities.
- A comprehensive management and staffing plan that includes long-tenured employees to ensure optimal maintenance services.
- A comprehensive plan for integrated pest management to ensure services comply with related City policies and procedures.

Package Two - The City recommends awarding contracts for as-needed services to Bayscape Landscape Management, Inc., Brightview Landscape Services, Inc., and Jensen Landscape Services, LLC as the top three most advantageous and best value proposals per the evaluation criteria set forth in the RFP. Their proposals met or exceeded all of the RFP specifications, and their proposals was rated superior in the following key areas:

- Demonstrated experience and customer satisfaction in providing the same types of services for the City (in existing and previous contracts) and other municipalities.
- A comprehensive management and staffing plan to ensure optimal maintenance and cost efficiencies.
- A comprehensive plan for integrated pest management to ensure provided services comply with related City policies and procedures.
- Comprehensive Bay-Friendly Landscape practices¹ incorporated in their services.

Wage Requirements: Awarded proposers will be required to pay the City's living wage rates and the California Department of Industrial Relations established prevailing wage rates, as applicable.

EVALUATION AND FOLLOW-UP

This memorandum will not require any follow-up from staff.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the December 18, 2018 City Council meeting.

¹ Bay-Friendly Principles: <https://rescapeca.org/about-us/principles/>

COORDINATION

This memorandum has been coordinated with the Environmental Services Department, the Department of Public Works, the Parks, Recreation, and Neighborhood Services Department, the Department of Transportation, the City Attorney’s Office, and the City Manager’s Budget Office.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with the City’s 2018-2019 Operating Budget City Service Areas Delivery Framework to serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$888,962

2. COST ELEMENTS:

Package One

Scheduled Maintenance Services District 13:	
- Landscaping	\$11,232
- Irrigation	1,728
Scheduled Maintenance Services District 16:	
- Landscaping	70,304
- Irrigation	8,184
Supplemental Services: Repair and Renovation Work	28,710
Miscellaneous Materials/Parts @ Cost Plus Markup	13,804

Package One Total \$133,962

Package Two

As Needed Maintenance Services:	
- Landscaping	\$311,511
- Irrigation	318,427
- Weed and Debris Pickup	106,570
- Miscellaneous Materials/Parts @ Cost Plus Markup	18,492

Package Two Total \$755,000

PURCHASE ORDERS NOT TO EXCEED TOTAL \$888,962

Contingency 250,000

GRAND TOTAL \$1,138,962

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- 3. SOURCE OF FUNDING:** Multiple funding sources; refer to the Budget Reference section below.
- 4. FISCAL IMPACT:** After the initial one-year term, any increases in ongoing service costs must be justified by the vendor, approved by the City, and are subject to the appropriation of funds.

BUDGET REFERENCE

The table below identifies the fund and appropriations to fund the contract recommended as part of this memo and remaining project costs, including project delivery, construction, and contingency costs.

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract*	2018-2019 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No)
377	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-300	6/19/18 Ord. No. 30124
378	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-310	6/19/18 Ord. No. 30124
380	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-319	6/19/18 Ord. No. 30124
381	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-335	6/19/18 Ord. No. 30124
382	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-346	6/19/18 Ord. No. 30124
384	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-356	6/19/18 Ord. No. 30124
385	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-371	6/19/18 Ord. No. 30124
386	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-388	6/19/18 Ord. No. 30124
388	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-399	6/19/18 Ord. No. 30124

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389	5541	Strategic Capital Replacement and Maintenance Needs	\$150,000	\$30,000	V-414	6/19/18 Ord. No. 30124
391	5541	Strategic Capital Replacement and Maintenance Needs	\$200,000	\$100,000	V-454	6/19/18 Ord. No. 30124
390	6540	Unanticipated or Critical Repairs	\$250,000	\$100,000	V-424	6/19/18 Ord. No. 30124
391	5582	City-Wide Facilities Infrastructure Renovations	\$200,000	\$100,000	V-453	6/19/18 Ord. No. 30124

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract*	2018-2019 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
344	0512	Non-Personal/ Equipment	\$136,105	\$98,962	X-26	6/19/18 Ord. No. 30124
366	0512	Non-Personal/ Equipment	\$66,250	\$35,000	X-62	6/19/18 Ord. No. 30124
515	0762	Non-Personal Equipment	\$36,202,244	\$65,000	X-92	6/19/18 Ord. No. 30124

***In addition to the above, the Department of Public Works will expend an additional \$90,000 from various other departments.**

CEQA

Not a Project, File No. PP17 003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/
JULIA H. COOPER
Director of Finance

For questions, please contact Jennifer Cheng, Deputy Director of Finance, at (408) 535-7059.