



## Legislation Text

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**File #:** 11-201, **Version:** 1

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Staff Report for Resolution Approving a Non-Professional Services Agreement Between the City of San Leandro and Pacheco Brothers Gardening, Inc. for Citywide Landscape Maintenance Services

### **RECOMMENDATION**

Staff recommends Council approve the Non-Professional Services Agreement with Pacheco Brothers Gardening, Inc., for an annual amount of \$125,520 (\$10,460 per month), to perform citywide landscape maintenance services.

### **BACKGROUND**

In mid-August, the City was notified by Sycamore Landscaping Corp. that they would be ending contractual services as of September 30<sup>th</sup> (Sycamore had just entered their first extension year of their contract.)

On September 20, 2011, the Public Works Department issued a Request for Proposals (RFP 51517) for citywide landscape maintenance services. Seven firms submitted proposals deemed responsive to the RFP. After review by a committee of internal staff, the seven proposals were ranked according to points awarded for the following criteria: adherence to requirements of the RFP (10 points); qualifications, technical competency and similar experience (20 points); total cost proposal for monthly service (25 points); completeness of an operations plan (25 points); references from other local agencies (10 points); and the company's financial condition (10 points). Total scores varied from a low of 58.34 to a high of 92.85 points out of 100. Pacheco Brothers Gardening, Inc., a Hayward-based company, was the firm with the highest score. Pacheco Brothers had the fourth lowest bid. The contract will extend through June 30, 2013, with the option for the City to extend it annually for four additional years.

### **Fiscal Impact**

The new agreement will cost the City \$10,460 per month for a total of \$125,520 per year. The bid price encompasses 19 locations, including all fire stations, all libraries, the Senior Community Center and shared parking lot, the Shoreline Area (around the restaurants, hotel, and former Comcast building), the City's portion of Heron Bay, City Hall, Marina Community Center, Victoria Circle, and Casa Peralta. The proposed contractual start date is January 1 and the prorated contract amount is budgeted for fiscal year 2011/2012. The funding sources are accounts 010-62-001-5340 (\$59,520), 147-42-142-5340 (\$36,000), and 597-57-003-5340 (\$30,000).

### **Budget Authority**

There are adequate funds budgeted in account numbers 010-62-001-5340, 147-42-142-5340 and 597-57-003-5340.

**Attachments**

None.

**PREPARED BY:** Debbie Pollart, Facilities & Open Space Manager, Public Works Department