



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: DECEMBER 21, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
HEATHER MELTON, LANDSCAPE MANAGER**

SUBJECT: RECOMMENDATION TO AWARD A FIVE YEAR PROFESSIONAL SERVICES AGREEMENT TO AZTECA LANDSCAPE FOR LANDSCAPE MAINTENANCE OF THE COMMON AREAS OUTSIDE INDIVIDUAL HOMEOWNER ASSOCIATIONS AND COMMERCIAL PROPERTIES WITHIN LANDSCAPE MAINTENANCE DISTRICTS 24, 27, & 32 IN THE CITY OF CALABASAS IN AN AMOUNT NOT TO EXCEED \$750,000

MEETING

DATE: JANUARY 10, 2018

SUMMARY RECOMMENDATION:

Recommendation to award a five year Professional Services Agreement to Azteca Landscape for the Landscape Maintenance of the Common Areas Outside Individual Homeowner Associations and Commercial Properties within Landscape Maintenance Districts 24, 27 & 32 within the City of Calabasas, in an amount not to exceed \$750,000 which includes the Consumer Price Index (CPI) increase and any unforeseen emergencies and weather related events that will require extra work over the next five years.

BACKGROUND:

The City's current contractor for this work was Vandergeest Landscape Care, Inc. The professional services agreement was for two (2) years with three (3) one (1)

year agreement extensions, for a total period of five (5) years. That contract will expire in February 2018.

The new agreement will be a five (5) year contract. Staff prepared the proposal documents, reviewed and evaluated the submitted proposals.

DISCUSSION/ANALYSIS:

In general, the scope of this contract consists of, but is not limited to, landscape maintenance of parkways, median islands and open space slopes, including mowing and edging, weeding, sweeping, pruning of shrubs, groundcovers care, fertilizing, litter clean-up, and tree trimming for clearances within the locations shown on the work area maps that are a part of and included in the Professional Services Agreement.

The City Attorney has determined to appropriate to classify the Landscape Maintenance of Common Areas Outside Individual Homeowner Associations and Commercial Properties within the Landscape Maintenance Districts 24, 27 & 32 contract as maintenance work and not as a Capital Improvement Project. Therefore, this contract qualified to be advertised as a Request For Proposal (RFP), which does not require a public bid process. Consequently the City is not require to award the contract on the basis of the lowest bid, but will make an award in the best interest of the City and within available budgets after all of the factors had been evaluated.

In late October 2017 the City had been notified that the current contractor (Vandergeest Landscape Care, Inc.) were terminating their contract effective immediately due to a sudden and unexpected circumstance. They were “closing their doors” and the company would be dissolved. City staff immediately prepared the RFP documents in order to find/locate a new service provider so that maintenance services would resume and commence as quickly as possible to defer any additional delays.

On November 29, 2017 the RFP was made public. Three proposals were received. The proposers were: Azteca Landscape, Venco Western, Inc. and Parkwood Landscape Maintenance, Inc. with the proposed summaries below:

<u>PROPOSERS</u>	<u>PROPOSED AMOUNT</u>
Azteca Landscape	\$138,475.07
Venco Western, Inc.	\$197,741.24
Parkwood Landscape Maintenance, Inc.	\$214,665.22

Based on the Proposer's responses the RFP, history statement and working relationship from the past, the Landscape Division recommends the contracts be awarded to Azteca Landscape.

Azteca Landscape currently provides landscape services for the City for one HOA (Oak Park). The contractor has a productive relationship with City staff and members of the community.

FISCAL IMPACT/SOURCE OF FUNDING:

Budgeted monies from the following funds will be utilized for this work.

Fund 24: Division: 323 – LMD 24

Fund 27: Division: 324 – LMD 27

Fund 32: Division: 325 – LMD 32

Staff requests funding be approved and the budget be adjusted and modified accordingly.

REQUESTED ACTION:

Recommendation to award a five year Professional Services Agreement to Azteca Landscape for the Landscape Maintenance of the Common Areas Outside Individual Homeowner Associations and Commercial Properties within Landscape Maintenance Districts 24, 27 & 32 within the City of Calabasas, in an amount not to exceed \$750,000 which includes the Consumer Price Index (CPI) increase and any unforeseen emergencies and weather related events that will require extra work over the next five years.

ATTACHMENTS:

ATTACHMENT A – Professional Services Agreement