



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 12, 2021

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION TO APPROVE A CONTRACT AMENDMENT FOR VENCO WESTERN, INC. TO PROVIDE REGULAR REQUIRED MONTHLY AND AUTHORIZED UNEXPECTED EMERGENCY WORK FOR PALATINO HOA ZONE 14 LANDSCAPE MAINTENANCE OF COMMON BENEFIT AREAS WITHIN LANDSCAPE MAINTENANCE DISTRICT 22 AND COMMON AREAS OF SPECIFIED HOMEOWNER ASSOCIATION WITHIN LANDSCAPE LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS, CALIFORNIA

**MEETING
DATE: AUGUST 25, 2021**

SUMMARY RECOMMENDATION:

Recommendation to approve a contract amendment for 31 days to extend the expiration date for Venco Western, Inc. for regular required monthly and authorized unexpected emergency work for Palatino HOA Zone 14 landscape maintenance of common benefit areas within Landscape Maintenance District 22 and common areas of specified homeowner association within Landscape Lighting Act District 22.

BACKGROUND:

In October of 2020, a maintenance contract was awarded to Venco Western, Inc. with an effective date of October 1, 2020 with the current contract scheduled to expire on September 30, 2021.

DISCUSSION/ANALYSIS:

Staff will be issuing an RFP (Request for Proposal) to award a new contract for landscape services however the contract cannot be awarded until Council is back in session, which is scheduled to resume October 2021. To continue the required and unexpected emergency work of services, staff requests that the current contract with Venco Western, Inc. be extended until a new contract for services can be awarded. Costs of services within the contract are represented under the Unit Price List and Extra Work. The city’s landscape manager is authorized to budget and utilize available monies for the landscape maintenance work.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact, as these funds exist in the current Landscape Maintenance District Budget.

REQUESTED ACTION:

Recommendation to approve a contract amendment for 31 days to extend the expiration date for Venco Western, Inc. for regular required monthly and authorized unexpected emergency work for Palatino HOA Zone 14 landscape maintenance of common benefit areas within Landscape Maintenance District 22 and common areas of specified homeowner association within Landscape Lighting Act District 22.

ATTACHMENTS:

ATTACHMENT 1: Contract with Venco Western, Inc.

ATTACHMENT 2: Amendment No. 1 to the Contract with Venco Western, Inc.