



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 9, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT: RECOMMENDATION TO REJECT ALL BIDS FOR LANDSCAPE
MAINTENANCE OF THE COMMON AREAS FOR OAK PARK
CALABASASHOMEOWNERS ASSOCIATION WITHIN LANDSCAPE
LIGHTING ACT DISTRICT 22 IN THE CITY OF CALABASAS**

MEETING

DATE: JUNE 22, 2022

SUMMARY RECOMMENDATION:

Staff recommendation to reject all bids for the landscape maintenance of the common areas for the Oak Park Calabasas Homeowners Association within Landscape Lighting Act District 22 (LLAD 22) in the City of Calabasas.

BACKGROUND:

At different times the City is required to go out for a Request for Proposal (RFP) for the landscape maintenance of specific properties the city is responsible to manage within the Landscape Lighting Act District Twenty-Two (LLAD 22). Currently the last time this property had gone out for a Request for Proposal (RFP) was in 2014. Since then the current contractor, the City, and the Oak Park Calabasas Homeowners Association Board of Directors had agreed to continue the landscape maintenance agreement at the 2014 price with only the possibility of the consumer price index (CPI) increase each year. With the current Professional Service

Agreement expiring on June 30, 2022, it was determined, after discussion with the Homeowners Association and Azteca Landscape to take the landscape maintenance out for a Request for Proposal (RFP) in order to have current industry standard pricing. Working with the community Bid Specifications for a Request for Proposal (RFP) were placed together for regularly scheduled landscape maintenance work.

DISCUSSION/ANALYSIS:

In general, the scope of work consisted of general landscape maintenance of landscape spaces, including mowing, edging, weeding, pruning of shrubs and groundcovers, fertilizing as needed, litter clean-up, and tree trimming for clearances only within the locations shown on the Work Area Maps, included with this report as Attachment A.

On Monday, May 9th 2022, documents for a Request for Proposal (RFP) were made available and posted on-line. Notification was also sent to individual companies placed on a notification list for future bidding opportunities. On Thursday, May 12th 2022 a Mandatory Information Session was held for all potential bidders to address questions. A total of (6) six companies attended. Bidders were also provided the chance to walk the property from May 12th 2022 to May 20th 2022, 9am to 3pm. On Friday, May 20th 2022 all Request for Proposal (RFP) packets were due by 12 noon. Below is the list of companies and the results:

Company	Total Annual Price
American Heritage Landscape	\$222,000.00 annually and No Bonds
ATL	No Proposal Submitted
Azteca Landscape Care	No Proposal Submitted
Seed Landcare	No Proposal Submitted
Oakridge Landscape	Incomplete Proposal Disqualified
Newbury Park Tree Service	No Proposal Submitted

A total of (2) two packets were received. Of the two (1) one disqualified for not having bonds or documents notarized. The other was disqualified for no bonds and the annually amount exceeded the annually assessment received each year for general landscape maintenance of its common area grounds.

Discussion occurred with the Oak Park Homeowners Association Board of Directors through their management company and it was agreed we would work together again and send the general landscape maintenance out for RFP in July 2022. Until then we are currently working together to locate a company to provide temporary emergency general landscape service for the Oak Park Homeowners Association.

FISCAL IMPACT/SOURCE OF FUNDING:

Funds for this Professional Services Agreement (PSA) are utilized from the following Fund 22: Landscape Maintenance District 22, 22-322-5712-XX assessment account:

Oak Park HOA (Zone 13)	22-322-5712-13
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REQUESTED ACTION:

Staff recommendation to reject all bids for the landscape maintenance of the common areas for the Oak Park Calabasas Homeowners Association within Landscape Lighting Act District 22 (LLAD 22) in the City of Calabasas.

ATTACHMENTS:

Attachment A – Work Area Maps