

TO: Dick McKinley, Public Works Director
Thomas Frutchey, City Manager

FROM: Freda Berman, Maintenance Superintendent

SUBJECT: Maintenance of Paso Robles Landscape & Lighting District No. 1 Landscape Improvements

DATE: June 21, 2016

NEEDS: For City Council to consider a contract for landscape maintenance services for the Paso Robles Landscape & Lighting District No. 1.

FACTS:

1. The City has historically contracted to maintain the Landscape & Lighting District areas via a landscape maintenance services contract. The current contract term ends June 30, 2016, prompting the solicitation of bids for a new contract.
2. Bids were solicited for landscape maintenance services for all existing Landscape & Lighting Zones and associated Sub Areas.
3. Staff prepared plans and specifications to maintain the Landscape & Lighting District on an annual basis. Three companies attended the mandatory pre-bid tour. On June 14, 2016, one bid was received for landscape maintenance:
Martinelli Landscape Construction Inc. \$599,848.50
4. The bid submitted by Martinelli Landscape Construction Inc. is a responsive and responsible bid.
5. The bid submitted accounts for one year of landscape maintenance services with an initial contract term of two years. If approved, the new contract term will begin July 1, 2016 and end June 30, 2018, with the option of four, two-year contract extensions with City Council approval. Approval of the agreement is also dependent on adoption of the proposed budget.

ANALYSIS &

CONCLUSION: The City currently oversees the maintenance of 15 Zones and 130 Sub Areas that make up the Landscape & Lighting District. The largest single cost is landscape maintenance. Maintenance needs range from once per

year weed abatement to weekly maintenance of large area landscapes that require, but are not limited to, mowing, trimming, planting, and weed abatement. The size of the District necessitates a contract with a company with commensurate capabilities. (Note: the City is considering splitting the district into a number of zones before bidding the work out again, to increase competition, allowing additional companies to bid.)

The contract specifications allow for adjustment of pay based on frequency of service. This contract feature allows the City to adjust the frequency of service up or down based on available funding in each of the Zones/Sub Areas.

POLICY

REFERENCE: Public Contract Code; City of Paso Robles Purchasing and Payment Procedures Manual; City of Paso Robles Resolution 89-89 which formed the Paso Robles Landscape & Lighting District No. 1

FISCAL

IMPACT: The District is completely self-funded. All expenses will be paid by Landscape & Lighting District assessment revenues.

- OPTIONS:**
- a. Approve Resolution No. 16-xxx:
 - 1) Allocating \$599,848.50 to Budget No. 3085000-52205 from Paso Robles Landscape & Lighting District assessment revenues, and;
 - 2) Authorizing the City Manager to enter into an agreement with Martinelli Landscape Construction, Inc. in the not-to-exceed amount of \$599,848.50.
 - b. Amend, modify, or reject the above option.

ATTACHMENTS:

- 1) Resolution

RESOLUTION NO.16-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES AWARDING A
CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES FOR THE PASO ROBLES
LANDSCAPE & LIGHTING DISTRICT NO. 1

WHEREAS, the City currently retains a landscape contractor to maintain Landscape & Lighting District improvements via a landscape maintenance services contract; and

WHEREAS, the current contract term ends June 30, 2016, prompting the solicitation of new bids; and

WHEREAS, bid documents were prepared and advertised, and at the bid opening on June 14, 2016, one bid was received; and

WHEREAS, staff reviewed the bid and found that Martinelli Landscape Construction, Inc. submitted a responsive and responsible bid; and

WHEREAS, the bid submitted accounts for one year of landscape maintenance services with a contract term of two years, beginning July 1, 2016 and ending June 30, 2018; and

WHEREAS, the contract allows City Council the option to approve four two-year contract extensions.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby approve an allocation of \$599,848.50 to Budget No. 3085000-52205 from Landscape & Lighting District assessment revenues.

SECTION 2. The City Council does hereby authorize the City Manager to execute a contract with Martinelli Landscape Construction Inc. in the not to exceed amount of \$599,848.50 for landscape maintenance services in the Paso Robles Landscape & Lighting District No. 1.

APPROVED by the City Council of the City of Paso Robles this 21st day of June 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Steven W. Martin, Mayor

Kristen L. Buxkemper, Deputy City Clerk