TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER                  DEPARTMENT: COMMUNITY SERVICES
DATE: JUNE 11, 2007     CMR: 257:07
SUBJECT: APPROVAL OF CONTRACT WITH LORAL LANDSCAPING INC. IN
THE AMOUNT OF $514,293 FOR LANDSCAPE MAINTENANCE SERVICES

RECOMMENDATION
Staff recommends that Council:
1. Approve and authorize the City Manager to execute the attached contract with Loral
   Landscaping Inc. in the amount of $514,293 for Landscape Maintenance Services
   (Attachment A).
2. Authorize the City Manager or his designee to negotiate and execute one or more change
   orders to the contract with Loral Landscaping Inc. for related additional but unforeseen
   work which may develop during the project, the total not to exceed $51,429.
3. Authorize the City Manager or his designee to exercise the option to renew the contract
   for the second and/or third year provided the proposed cost of the renewal contract does
   not exceed the Consumer Price Index for all urban consumers (San Francisco - Oakland -
   San Jose, CA), the contractor is responsive to the City's needs, and the quality of the
   contractor's work is acceptable during the first year of the contract, and/or other
   conditions which will determine the City's willingness to renew the contract.

DISCUSSION
Scope of Services Description
The scope of work to be performed under the contract is for landscape maintenance services of
medians, roadsides strips, parking lots, garages, parks, City facilities, and utility substations. The
locations of these specific areas are attached (Attachment C). The draft scope of services was
reviewed by the City Auditor subsequent to the auditor’s review of contracting for park
maintenance services.

An alternative to utilizing a landscape maintenance company to provide landscape maintenance
services for city parks, facilities, garages, parking lots, and utility substations would be to hire
full-time employees. At the present time, without utilizing a landscape maintenance company,
the above locations would become littered with debris and city parks and facilities could become
unsafe. Landscape plantings and turf areas would not be maintained properly and become
aesthetically unacceptable and in some cases would die.
A request for proposals for landscape maintenance services was sent on February 21, 2007, to 10 firms with 41 days to respond to the RFP. A mandatory pre-bid meeting was held on March 6, 2007. Proposals were received from two qualified firms on April 3, 2007 as listed on the attached cost proposal sheets. (Attachment B).

The proposal evaluation committee consisted of staff members from the Community Services Department and Administrative Services Department. Both firms were invited to participate in oral interviews on April 13, 2007. The committee carefully reviewed each firm's qualifications and submittals in response to the criteria as identified in the RFP. The written proposal ranking form (Attachment B) provides the detailed criteria utilized in the selection process.

Staff canvassed the remaining firms to determine why they did not respond to the RFP. Three firms said that they were too busy during this season; one said that the project was too large for its firm to handle; one said it was not interested at this time.

Loral Landscaping Inc. was selected because of the quality and completeness of its proposal; experience and qualifications; demonstration of understanding the scope of services requested; financial stability and best value for the City. The bid is 1 percent below the staff’s estimate of $519,436. The change order amount of $51,429, which equals 10 percent of the total contract, is requested for related, additional but unforeseen work which may develop during the project. Staff confirmed with the Contractor’s State License Board that Loral Landscaping Inc. has an active license on file. Staff checked references supplied by Loral Landscaping Inc. for previous work performed and found no significant complaints.

Staff, with the concurrence of the City Attorney, has determined that the firm is exempt from complying with the financial disclosure provisions of the City's conflict of interest code, because
the firm's range of duties and services to be provided under the contract are limited in scope or are primarily ministerial in nature.

**RESOURCE IMPACT**
Funds for this contract are included in the City Manager’s proposed 2007-2008 budget. Staff will continue to analyze the cost proposal sheets in conjunction with the City Auditor’s Audit Report of Park Maintenance, to see if there are any further recommendations for outsourcing parks maintenance. Additionally, as part of the obligatory “Meet and Confer” process as stipulated in the S.E.I.U. contract, the union will be submitting an alternative proposal for retaining park maintenance services. That proposal will be analyzed as staff develops further recommendations for possible future outsourcing.

**POLICY IMPLICATIONS**
This recommendation is that this report is consistent with current City policies.

**ENVIRONMENTAL REVIEW**
This contract is not a project as defined by the California Environmental quality Act (CEQA) and is not subject to CEQA requirements.

**ATTACHMENTS**
Attachment A: Contract
Attachment B: Written Proposal Ranking Form
Attachment C: Location of sites
Attachment D: Certificate of Non-Discrimination

---

PREPARED BY: DONALD PIANA
Park Superintendent

DEPARTMENT HEAD: RICHARD JAMES
Director of Community Services

CITY MANAGER APPROVAL: EMILY HARRISON
Assistant City Manager