



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 16

Section Name: {{section.name}}

Account Number: 10-6122

File ID: {{item.tracking\_number}}

**TO:** City Council

**FROM:** Alex Khojikian, City Manager

**PREPARED BY:** Parks and Recreation Department

**MEETING DATE:** November 20, 2023

**SUBJECT:**

Landscape Maintenance Services: Medians, Islands, and Right of Ways – Agreement

**RECOMMENDATION:**

Approve an agreement with Loral Landscaping, Inc. for maintenance services of medians, islands, and right of ways in an amount of \$865,490.50; authorize a 15 percent contingency of \$129,823.58 for a total amount not to exceed \$995,314.08; and authorize the Director of Parks and Recreation to execute the agreement in substantially the form presented and issue change orders within the contingency amount.

**BACKGROUND:**

A Request for Bids was published on the City's Bid Posting webpage on October 20, 2023, and advertised in the local newspaper. By the closing date of November 3, 2023, the City received 2 bids, the results for the first year of the contract are as follows:

- Loral Landscaping, Inc. \$274,556.00
- BrightView Landscape, Services Inc. \$291,632.00

Loral Landscaping, Inc. (Loral) is the contractor who has been performing these landscape maintenance services for the past 7 years. Loral is a company based in the City of San Mateo and staff have been satisfied with their previous work performance. Loral staff are responsive to city staff regarding feedback and issues that arise. The agreement is to perform this maintenance for a three-year period from December 1, 2023, to November 30, 2026, with the option to extend this agreement under the same terms (except cost) of the original agreement for up to two additional years. The agreement contains a clause that allows for annual increases based on Consumer Price Index of all urban consumers for the San Francisco-Oakland-San Jose area, as published by the United States Department of Labor index, capped at 5 percent annually. The contract amount of \$865,490.50 accounts for maximum 5 percent increases in the second and third years of the contract, starting with the first-year cost of \$274,556.00. If the CPI increases are less than 5 percent in either year, then the contract amount for those years would be reduced accordingly.

The \$41,565 cost increase for this agreement compared to the previous agreement is largely due to the addition of regulatory requirements in green infrastructure maintenance and documentation plus inflation.

**BUDGET IMPACT:**

The Parks and Recreation department has funding for this agreement.

**ENVIRONMENTAL DETERMINATION:**

This agreement for median maintenance is categorically exempt from CEQA as an "existing facility," because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private

structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Agreement

**STAFF CONTACT**

Ron Hostick, Parks and Landscape Manager  
rhostick@cityofsanmateo.org  
650-522-7423