



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 19

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Parks and Recreation Department
MEETING DATE: August 17, 2020
SUBJECT:
Landscape Maintenance Services – Agreement

RECOMMENDATION:

Adopt a Resolution to find that an alternative purchasing procedure is in the best interest of the City and award an agreement to Loral Landscaping, Inc. for landscape maintenance services for medians, islands, and right of ways in the amount of \$225,000, and authorize the Director of Parks and Recreation to execute the agreement in substantially the form presented.

BACKGROUND:

Loral Landscaping was awarded an agreement in June 2016 to perform landscape maintenance services on City medians, islands, and right of ways. The original agreement was for a one-year period but allowed for an additional three, one-year extensions if both parties were amenable. The City extended the agreement for the additional three years, which was set to expire June 30, 2020. An updated request for proposal for this work was prepared in February 2020 and was scheduled to be made advertised to the public in March 2020. Due to COVID-19 and the mandated shelter in place, the RFP was not able to be properly circulated. The extended shelter in place and public health and safety concerns made it impossible for the Parks and Recreation Department to solicit and evaluate potential contractors and make a sound decision in awarding a new contract.

The Parks and Recreation Department has been satisfied with Loral Landscaping's past performance and is familiar with its work and company contacts. The department would like to retain Loral Landscaping to perform this work for one additional year with an end date of June 30, 2021. The Parks and Recreation Department intends to prepare an updated request for proposal and make it available to the public in early 2021. During this time, the department will evaluate all bids and select the most qualified contractor with an anticipated start date of July 2021.

The recommendation is to adopt this resolution and award an agreement in the amount of \$225,000, which is the previous year's base amount of \$207,480, plus a 1.1% (\$2,282.28) increase due to CPI, and an additional \$15,237.72 to account for maintenance on any new green infrastructure locations that are completed in fiscal year 2020-21.

In accordance with Municipal Code section 3.60.050 (b), calling for bids would be impracticable due to the reasons stated above.

BUDGET IMPACT:

The total operating budget originally approved for the maintenance of medians, islands, and right of ways is sufficient to cover the cost of this agreement.

ENVIRONMENTAL DETERMINATION:

This landscape maintenance service for medians, islands, and right of ways is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

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