



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 7

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: June 07, 2021

SUBJECT:

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

RECOMMENDATION:

Approve an agreement with Loral Landscaping, Inc. for landscape maintenance of medians, islands, and right of ways located within the city limits in the amount of \$223,600 for fiscal year 2021-22, with the option for three additional one-year extensions; establish a contingency of \$17,000; 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:

Loral Landscaping, Inc. is the contractor that has been performing these landscape maintenance services for the past five years. The Landscape Resources Division conducted a request for proposal (RFP) this year and received five proposals: Bright View Landscape Services, \$252,274.62; LandTec Landscaping, \$238,500.00; Loral Landscaping, \$223,600.00; New Image Landscape Company, \$707,227.08; and Northern Landscape Management, \$227,609.00. After reviewing the proposals, staff decided to interview three of the five companies who submitted proposals based on the following:

- Compliance with RFP specifications
- Size and experience of labor force
- Cost
- Work history
- Fleet and equipment inventory

Loral Landscaping, Inc. submitted the lowest bid, is City of San Mateo based, and has satisfied the terms of the previous agreement. The Parks and Recreation Department has been satisfied with Loral's past work performance and is familiar with their company contacts. Their employees are responsive to issues and concerns from the Landscape Resource Division and community members. The Department would like to retain Loral Landscaping to perform this work for fiscal year 2021-22, with the option to extend this agreement for up to three additional years. A change order contingency of \$17,000 (approximately 7.5%) is being requested in order to cover the cost for any service additions or modifications to the contract that may be necessary within the next year. The cost increase of \$13,838 for this agreement compared to the previous agreement is largely due to the addition of 16 new green infrastructure sites and the removal of glyphosate as a maintenance tool for weed control.

BUDGET IMPACT:

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

ENVIRONMENTAL DETERMINATION:

This agreement 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 - Agreement

STAFF CONTACT

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

Sheila Canzian, Director, Parks and Recreation
scanzian@cityofsanmateo.org
(650) 522-7404