

BOARD MEETING DATE: June 3, 2016

AGENDA NO. 6

PROPOSAL: Execute Contract for Landscape Maintenance at Diamond Bar Headquarters

SYNOPSIS: The current contract for landscape maintenance at Diamond Bar headquarters expires June 30, 2016. On December 4, 2015, the Board approved release of an RFP to solicit proposals from landscape contractors interested in providing landscape and tree maintenance service at SCAQMD headquarters. This action is to execute a contract with So Cal Land Maintenance, Inc., through June 30, 2019, for an amount not to exceed \$182,821. Funding for this contract has been included in the FY 2016-17 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, April 8 and May 13, 2016; On the motion of Chairman Burke, the Committee unanimously approved all agenda items to be forwarded to the full Board.

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with So Cal Land Maintenance, Inc., for an amount not to exceed \$182,821.

Wayne Nastri
Acting Executive Officer

WJ:BJ

Background

SCAQMD contracts with a landscape maintenance contractor to provide routine landscape maintenance and tree trimming services at the Diamond Bar headquarters. The current contract expires June 30, 2016. On December 4, 2015, the Board approved release of RFP #2016-12 to solicit proposals from landscape maintenance contractors interested in providing these services through June 30, 2019.

Those responding to the RFP were asked to bid on both landscape maintenance and tree-trimming services. In addition to these routine services, SCAQMD typically has unanticipated landscape-related repairs and replacements that, based on past experience, cost approximately 25% of the routine maintenance cost.

These unanticipated costs result from such things as weather-related damage to plants and landscaped areas, loss of existing plants and sprinkler equipment repairs and

replacements. Since it is difficult to project what these non-routine costs might be, the contract amount includes the three-year cost as submitted by the contractor for routine landscape and tree-trimming services, plus an additional \$6,411 annually, as a contingency to cover unanticipated landscape-related repairs and replacements.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Thirteen copies of the RFP were mailed out, and six vendors attended the mandatory bidders' conference on December 17, 2015. Four proposals were received when final bidding closed at 2:00 p.m. on January 14, 2016. Three of the proposals were complete and meet the RFP requirements.

The evaluation panel included a certified arborist consultant, SCAQMD's Building Supervisor, Business Services Manager and a Program Supervisor. Of these panel members, one is Hispanic and three are Caucasian; one female and three male.

Evaluation of the three responsive proposals was based on criteria specified in the RFP, which included cost, understanding of requirements, contractor qualifications, and small business and/or local business points. The attached evaluation summary lists responsive bidders and their scores. Staff recommends the contract be awarded to So Cal Land Maintenance, Inc., the contractor that submitted the highest-rated and lowest cost responsive bid. So Cal Land Maintenance has agreed to utilize only commercial quality cordless and/or electric lawn and garden equipment in the performance of this contract.

Resource Impacts

Annual costs, including the landscape and tree-trimming schedule, are \$57,736 for FY 2016-17; \$66,917 for FY 2017-18; and \$58,168 for FY 2018-19. Funding for this contract has been included in the FY 2016-17 Budget and will be requested in successive fiscal years.

Attachment

Bid Evaluation Summary, RFP #2016-12

ATTACHMENT

Landscape and Tree Maintenance Services Bid Evaluation Summary

RFP #2016-12

	Company Name	3-Year Cost	Cost Points	Technical Points	Understanding Of Requirements	Contractor Qualifications	Additional Points *	Total Points
1	So Cal Land Maintenance, Inc.	\$182,821	30	17	17	19	15	98
2	Mariposa Landscapes Inc.	\$255,825	18	18	18	20	0	74
3	Priority Landscaping Services	\$215,794	24	11	13	11	0	59

*Small Business = 10 points; DVBE = 10 points; Local = 5 points; Low-Emission Vehicle = 5 points; Off-Peak Hours Delivery = 2 points