

BOARD MEETING DATE: June 7, 2019

AGENDA NO. 10

PROPOSAL: Execute Contract for Landscape Maintenance Services

SYNOPSIS: The current contract for landscape maintenance services at South Coast AQMD's Diamond Bar headquarters expires June 30, 2019. On March 1, 2019, the Board approved release of an RFP to solicit proposals from contractors interested in providing landscape maintenance services. This action is to execute a three-year contract with Tropical Plaza Nursery Inc. to provide landscape maintenance services at the South Coast AQMD headquarters, for an amount not to exceed \$277,515. Funding for the first year of this contract has been included in the FY 2019-20 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, May 10, 2019; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a three-year contract with Tropical Plaza Nursery Inc., for an amount not to exceed \$277,515 from July 1, 2019 through June 30, 2022 for landscape maintenance services.

Wayne Natri
Executive Officer

AJO:BJ:lm

Background

South Coast AQMD 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, 2019. On March 1, 2019, the Board approved release of RFP #2019-16 to solicit proposals from landscape maintenance contractors interested in providing landscape maintenance services at South Coast AQMD headquarters through June 30, 2022.

Contractors responding to RFP #2019-16 were asked to bid on landscape maintenance services. In addition to these routine services, South Coast AQMD typically has unanticipated landscape related repairs and replacements and based on past experience, this cost was approximately 2 percent of the routine maintenance cost.

These unanticipated costs result from things such as weather-related damage to landscape, vehicle related damage, pest infestation and disease. Since it is difficult to project what these unforeseen costs might be, the contract amount includes the three-year cost as submitted by the contractor for routine landscape maintenance services, plus an additional \$5,550 annually, as a contingency to cover unanticipated plant related repairs and replacements.

Outreach

In accordance with South Coast AQMD'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 South Coast AQMD'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 South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Two contractors attended the mandatory bidders' conference on March 21, 2019 and two proposals were received when final bidding closed at 2:00 p.m. on April 19, 2019.

Evaluation of the two proposals was based on the criteria specified in the RFP (cost, understanding of requirements, contractor qualifications and references regarding past work experience).

The evaluation panel consisted of three South Coast AQMD employees: Building Maintenance Manager, Building Supervisor, and Business Services Manager. Of the panel members, one is Caucasian and two are Hispanic; one female and two male.

Proposal

Staff recommends the contract be awarded to Tropical Plaza Nursery Inc. who submitted the highest-rated responsive bid. Tropical Plaza Nursery Inc. has agreed to use the most environmentally safe tools and equipment available on the market. This shall include electric, battery-powered, or four-stroke blowers, edgers, trimmers, and other gardening equipment.

Resource Impacts

Annual costs for the landscape maintenance services are: \$91,905 for FY 2019-20; \$92,505 for FY 2020-21; and \$93,105 for FY 2021-22. Funding for the first year of this contract has been included in the FY 2019-20 Budget and will be requested in successive fiscal years.

Attachment

Evaluation of Proposals for RFP #2019-16

ATTACHMENT

EVALUATION OF PROPOSALS FOR RFP #2019-16

LANDSCAPE MAINTENANCE SERVICES

Bidder	Technical Score	Cost Score	Additional Points	Total Score
Tropical Plaza Nursery Inc.	65	25	5	95
Gothic Landscape Maintenance Division	57	30	7	94