

BOARD MEETING DATE: June 7, 2019

AGENDA NO. 11

PROPOSAL: Execute Contract for Tree Trimming and Plant Care Maintenance Services

SYNOPSIS: The current contract for landscape maintenance services at South Coast AQMD's Diamond Bar headquarters expires June 30, 2019. On February 1, 2019, an RFP was released to solicit proposals from landscape contractors interested in providing tree trimming and plant care maintenance services. This action is to execute a three-year contract with Gothic Landscape Maintenance Division to provide tree trimming and plant care maintenance services, for an amount not to exceed \$99,932. 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 Gothic Landscape Maintenance Division to provide tree trimming and plant care maintenance services for an amount not to exceed \$99,932 from July 1, 2019 through June 30, 2022.

Wayne Natri
Executive Officer

WJ: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 February 1, 2019, RFP #2019-14 was released to solicit proposals from tree maintenance contractors interested in providing tree trimming and plant care maintenance services at South Coast AQMD headquarters through June 30, 2022.

Contractors responding to RFP #2019-14 were asked to bid on tree trimming and plant care maintenance services. In addition to these routine services, South Coast AQMD typically has unanticipated tree-related repairs and replacements and based on past experience, this cost was approximately four percent of the routine maintenance cost.

These unanticipated costs result from things such as weather-related damage to trees, vehicle related damages, pest infestations and diseases. 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 tree trimming and plant care maintenance services, plus an additional \$4,325 annually, as a contingency to cover unanticipated tree 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

Four vendors attended the mandatory bidders' conference on February 21, 2019. Two proposals were received when final bidding closed at 2:00 p.m. on March 21, 2019.

Evaluation of the two responsive proposals was based on criteria specified in the RFP, which included cost, understanding of requirements, contractor qualifications, and past experience. The attached evaluation summary lists responsive bidders and their scores.

The evaluation panel consisted of three South Coast AQMD employees: Building Services Manager, Air Quality Specialist, and Principal Air Quality Instrument Specialist. Of the panel members, one is Caucasian, one is Asian-American and one is African-American; one female and two male.

Proposal

Staff recommends the contract be awarded to Gothic Landscape Maintenance Division, who submitted the highest-rated and lowest cost responsive bid, for tree trimming and plant care maintenance services. Gothic Landscape Maintenance Division has agreed to use the most environmentally safe tools and equipment available on the market.

This will include electric, battery-powered, or four-stroke blowers, edgers, trimmers, and other gardening equipment.

Resource Impacts

Annual costs for the tree trimming and plant care maintenance services are: \$26,271 for FY 2019-20; \$45,446 for FY 2020-21; and \$28,215 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 #2019-14

ATTACHMENT

EVALUATION OF PROPOSALS FOR RFP #2019-14

TREE TRIMMING AND PLANT CARE MAINTENANCE SERVICES

Bidder	Technical Score	Cost Score	Additional Points	Total Score
Gothic Landscape Maintenance Division	67	30	0	97
West Coast Arborist, Inc.	61	25	0	86