

BOARD MEETING DATE: June 3, 2022

AGENDA NO. 12

PROPOSAL: Execute Contract for Landscape and Tree Maintenance Services for Diamond Bar Headquarters

SYNOPSIS: The current contracts for Landscape and Tree Maintenance Services will expire June 30, 2022. On February 4, 2022, the Board approved release of an RFP to solicit proposals from firms interested in providing these services. This action is to execute a three-year contract with Tropical Plaza Nursery, Inc. for a total amount not to exceed \$394,713. Funding has been included in the FY 2022-23 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, May 12, 2022; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a three-year contract with Tropical Plaza Nursery, Inc. for landscape and tree maintenance services at Diamond Bar Headquarters for the period of July 1, 2022 through June 30, 2025, for a total amount not to exceed \$394,713, with an option to extend the contract for up to two additional years.

Wayne Nastri
Executive Officer

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Background

South Coast AQMD currently contracts with a landscape maintenance contractor, Tropical Plaza Nursery, Inc., to provide routine landscape maintenance services and contracts with a tree maintenance contractor, Gothic Landscape Maintenance Division, to provide routine tree trimming and plant care maintenance services at the Diamond Bar Headquarters facility. The contract term with the two contractors expires June 30, 2022. Due to the similar nature in work and to simplify tracking, Building Services has combined both the landscaping and tree maintenance service contracts. On February 4, 2022, South Coast AQMD released RFP #2022-08 to solicit proposals from landscape

and tree maintenance contractors interested in contracting with South Coast AQMD for a three-year period, from July 1, 2022 through June 30, 2025.

In addition to routine landscape and tree maintenance services, South Coast AQMD typically has unanticipated landscape and tree-related repairs and replacements. Based on past experience, this cost was approximately four percent of the routine maintenance cost. Accordingly, in order to meet these needs, staff's recommendation requests an additional \$11,000 annually above the proposal costs submitted.

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 RFQ was mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, the State of California Contracts Register website, and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Proposal Evaluation

Eight copies of the RFP were sent by electronic mail. Six vendors attended the mandatory bidders conference held via Zoom on February 18, 2022, and four vendors attended a mandatory, in-person walkthrough on various dates between February 22, 2022-March 4, 2022. Four proposals were received when final bidding closed at 2:00 p.m. on March 16, 2022. All four proposals received were complete and met RFP requirements.

The panel evaluating the proposals included three South Coast AQMD employees and one outside rater: a Building Maintenance Manager, a Business Services Manager, a Building Supervisor, and a Director of Property Management from another agency. Of these four panel members, one is Caucasian and three are Hispanic; two are female and two are male.

The panel evaluated the four qualified and responsive proposals based on criteria specified in the RFP, which included completeness and responsiveness of the proposal, cost, understanding of the requirements, contractor qualifications, and past experience. The attached Bid Evaluation Summary summarizes the scores of the qualified bids. Tropical Plaza Nursery, Inc. was the firm that submitted the highest-rated qualifying bid for landscape and tree maintenance services.

Tropical Plaza Nursery, Inc. is a family-owned business contracting with government agencies in the local area, such as the Riverside County Transportation Commission, Orange County Sanitation District, City of Corona, City of Brea and City of Villa Park, to provide landscape and tree maintenance services. Tropical Plaza Nursery, Inc. self-certifies as a Small Business Enterprise, Local Business, and Zero or Near-Zero Emission Vehicle Business.

Tropical Plaza Nursery, Inc. is an American Green Zone Alliance Certified Service Pro Company by offering low noise, low-impact equipment, and sustainable practices. The company uses all electric equipment.

The attached Bid Evaluation Summary summarizes the scores of the qualified bids. Tropical Plaza Nursery, Inc. submitted the highest-rated qualifying bid for landscape and tree maintenance services. Tropical Plaza Nursery, Inc. has been providing South Coast AQMD landscape maintenance services since 2019. Staff recommends the contract be awarded to Tropical Plaza Nursery, Inc.

Resource Impacts

Sufficient funds in the amount of \$394,713 are available in the approved FY 2022-23 Budget and funding will be requested in subsequent budgets for each of the remaining fiscal years through the annual budget process. Annual costs are \$127,500 for FY 2022-23; \$128,813 for FY 2023-24; and \$138,400 for FY 2024-25.

Attachment

RFP 2022-08 Bid Evaluation Summary

ATTACHMENT

RFP 2022-08 Bid Evaluation Summary Landscape and Tree Maintenance Services

NAME	3-Year Landscape and Tree Maintenance Services Cost	Scope of Work, Technical Management, Contractor Qualification	Cost	Additional Points – Max 15 pts. (Small Business, DVBE, Local Business, Zero or Near-Zero Emission Vehicle, Off-Peak Hours Delivery Business, & Most Favored Customer)	Total Points
Tropical Plaza Nursery, Inc.	\$394,713.00	62.50	29.11	15.00	106.61
Mariposa Landscapes, Inc.	\$389,150.00	65.50	29.55	7.00	102.05
Gothic Landscape Maintenance Division	\$390,621.65	52.5	29.43	0	81.93
SGD Enterprises DBA Four Seasons Landscaping	\$383,380.00	46.75	30.00	2.00	78.75