

BOARD MEETING DATE: October 3, 2025

AGENDA NO. 11

PROPOSAL: Amend Contract for Landscape and Tree Maintenance Services at Diamond Bar Headquarters and Approve Funding

SYNOPSIS: In June 2022, the Board approved the execution of a three-year contract for landscaping and tree maintenance services with Tropical Plaza Nursery, Inc., and included an option to extend the contract for up to two additional years. The current contract was extended to October 2025, but funding allocation requires Board approval. This action is to amend the contract to extend the term through June 30, 2027, and to approve funding at a total cost not to exceed \$299,184 for the two additional years. Funding has been approved in the FY 2025-26 Budget and will be requested in the subsequent fiscal year.

COMMITTEE: Administrative, September 12, 2025; Recommended for Approval

RECOMMENDED ACTIONS:

1. Authorize the Executive Officer to amend the contract with Tropical Plaza Nursery, Inc. for landscaping and tree maintenance services by extending the term through June 30, 2027, and
2. Approve funding the contract for a total cost not to exceed \$299,184, with the funding allocated as: \$144,746 in FY 2025-26 and \$154,438 in FY 2026-27.

Wayne Nastri
Executive Officer

AJO:VL:mc

Background

South Coast AQMD contracts with a landscaping and tree maintenance company, Tropical Plaza Nursery, Inc., to provide routine landscape, tree trimming, and plant care maintenance services at the Diamond Bar headquarters facility. In addition to routine landscape and tree maintenance services, Tropical Plaza Nursery, Inc. also conducts unplanned landscape and tree-related repairs, including repairs to the irrigation system, as needed.

The initial term of the contract was July 1, 2022, through June 30, 2025. The term was extended to October 31, 2025, through amendments by the Executive Officer, per the Board's previous approval to extend the contract for up to two additional years. Funding after the initial term requires Board approval.

Proposal

This proposal requests Board authority for the Executive Officer to exercise the option to extend and to fund the current landscape and tree maintenance services contract through June 30, 2027. Tropical Plaza Nursery, Inc. has consistently delivered reliable and professional services, providing quality care of the Diamond Bar facility's grounds and trees. Extending and funding the contract extension ensures the ongoing care of the headquarters facility, without the risk of disruption of services.

Tropical Plaza Nursery, Inc. is an American Green Zone Alliance Certified Service Pro Company that utilizes low-noise, low-impact equipment, and sustainable practices. The company uses electric equipment and provides services using a certified clean diesel vehicle.

In addition to the routine landscape and tree maintenance services, funding is also requested to cover costs for unplanned landscape and tree-related repairs and replacements. These costs have been approximately four percent annually of the contract amount. Accordingly, in order to meet these needs, proposed funding for this extension includes an additional \$5,568 for FY 2025-26 and \$5,940 for FY 2026-27 above the contract cost to meet these needs.

Resource Impacts

Costs for the proposed contract amendment are allocated as follows: \$144,746 (\$139,178 for regular services + \$5,568 for anticipated special services) for FY 2025-26 and \$154,438 (\$148,498 for regular services + \$5,940 for anticipated special services) for FY 2026-27. Funding has been approved in the FY 2025-26 budget, and subsequent funding will be requested in the FY 2026-27 budget.