



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 6, 2005

ITEM NUMBER:

SUBJECT: THREE YEAR LANDSCAPE AND TURF MAINTENANCE AGREEMENT

DATE: NOVEMBER 18, 2005

FROM: FINANCE DEPARTMENT- FINANCIAL PLANNING DIVISION

PRESENTATION BY: MARC R. PUCKETT, DIRECTOR OF FINANCE

FOR FURTHER INFORMATION CONTACT: DEBBIE DOBROTT AT 714/754-5212

RECOMMENDATION

1. Award Formal Bid Item No. 1088 to Merchants Landscape Services Inc., 1639 East Edinger Avenue #C, Santa Ana, California 92705, for a three-year Landscape and Turf Maintenance contract not to exceed \$300,000 per year.
2. Authorize the Mayor and the Deputy City Clerk to execute the Professional Services Agreement.

BACKGROUND

On January 17, 2000, the City Council awarded a three-year contract to Azteca Landscape for the maintenance of approximately 200 acres of city parks, athletic fields, street medians, parkways, fire stations and selected Newport Mesa Unified School District (District) sites. The District sites comprise approximately 50% of the total acreage of the contract. The amount of the contract is currently \$454,200 per year.

District staff has notified the City that the services provided by the City under the current Joint Use Agreement (JUA) will be performed by District personnel in the near future. This change will be reflected in the modified JUA that City and District staff are currently preparing for City Council and Board of Education approval.

The loss of approximately 100 acres of maintenance responsibility and the addition of new areas to the contract (Gisler Park slope, 19th Street medians, etc.) will create significant changes in the scope of work where Maintenance Services Staff felt that it would be prudent to conduct a new formal bid for the required services.

As required by the City of Costa Mesa Municipal Code, the "Notice Inviting Bids" was solicited from qualified vendors whose names were on the bidders' list, and other vendors requesting a bid package. Twenty prospective bidders were invited to bid. A "Notice Inviting Bids" was published in the Daily Pilot, posted on the public bulletin board in City Hall, and on the City's web site. A mandatory pre-bid informational meeting was held on November 7, 2005 at 10:00 a.m. at the Corporation Yard. Thirteen vendors participated in the mandatory pre-bid meeting. On November 14, 2005, the Deputy City Clerk received, opened and read five bid submittals.

ANALYSIS

Of the five bids received, Merchants Landscape Services Inc. submitted the lowest responsive and responsible bid of \$238,608.00. This price consists of monthly charges for four basic service areas including parks and facilities, parkways and medians, sports turf and fire stations. The bid includes pricing for additional work that may be required during the contract.

Merchants Landscape Services has the required California State Contractor's License consisting of C27, Pest Control Advisor's License and Pesticide Qualified Applicator's License. Merchants Landscape Services provided acceptable business references from other agencies in California for the performance of similar services.

ALTERNATIVES CONSIDERED

Contracting out turf and landscape maintenance services has proven to be more cost effective than performing the services in-house. Therefore the Maintenance Services Division staff has not considered other alternatives.

FISCAL REVIEW

The cost of these services is included in Public Services Department FY 2005-06 budget. Staff expects to realize a significant savings due to the reduction in the scope of work and the competitive pricing received from Merchant's Landscape Services.

LEGAL REVIEW

The City Attorney's office has reviewed and approved the attached Professional Services Agreement as to form.

CONCLUSION

Staff recommends that City Council award Formal Bid No. 1088 to Merchant's Landscape Services Inc., for a three-year price agreement not to exceed \$300,000 per year, and to authorize the Mayor and the Deputy City Clerk to execute the Professional Services Agreement.

MARC R. PUCKETT
Director of Finance

DEBBIE DOBROTT
Purchasing Supervisor

Attachments: 1. [Bid Tabulation](#)
 2. [Professional Services Agreement](#)

Distribution: Public Services Director
 Deputy City Clerk