



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

February 7, 2018

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Contract: Landscape Services – Consulting and Construction

SUMMARY RECOMMENDATION:

Authorize City Administrator to negotiate and execute a one year Job Order Contract for landscape construction and consulting services, with the option to renew for four additional one year periods, one period at a time, depending on the appropriation of funds and satisfactory performance, with the following Contractors:

APV Curbing Landscape & Masonry	Yuma, Arizona
Arbor Tech Tree & Landscape Services	Yuma, Arizona
JSA Company	Yuma, Arizona

(Public Works / Streets - RFQ #2018-20000018) (Joel Olea / Robin R. Wilson)

REPORT:

The City has a need to contract for landscape construction and consulting services on an as-needed basis. The City plans to use the contractors to convert selected, existing retention basins and City rights-of-way to xeriscape landscaping to improve our basin aesthetics, lower water costs, and reduce the overall maintenance cost of retention basins.

In November 2017, pursuant to Arizona Revised Statutes (A.R.S.) § 34-604, the City issued a request for qualifications (RFQ) for landscape construction and consulting services on an as-needed basis with the intent to award contracts to multiple licensed landscape companies. The resulting contract is often referred to as a job-order contract. Under the A.R.S § 34-604, the City must determine and rank the companies that are most qualified to provide the services before negotiating a contract price.

Three companies submitted proposals in response to the RFQ, and all three are qualified to provide the services. Upon City Council's approval of this motion, the City will begin separate negotiations with each qualified company to finalize a contract price. If the City and each qualified company can

agree to a contract price, the City will execute job-order contracts with all three companies. The total value of all three contracts are not expected to exceed \$140,000 per year.

By approving this motion, the City Council authorizes the City Administrator to negotiate and execute a job-order contract with the three companies listed above for landscape construction and consulting services.

FISCAL REQUIREMENTS	CITY FUNDS:	\$140,000.00	BUDGETED:	\$140,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various CIP Accounts to be used	
	TOTAL:	\$140,000.00		
	FISCAL IMPACT STATEMENT: The funding for each given project will come from the associated CIP or operating account.			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? ☒ Department ☐ City Clerk's Office ☐ Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		1/30/2018	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard Files		1/30/2018	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Pat Wicks		1/22/2018		
WRITTEN/SUBMITTED BY:		DATE:		
Mary E. Roman / Robin R. Wilson		1/22/2018		