



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 - Maintenance

SUMMARY RECOMMENDATION:

Authorize City Administrator to execute a one-year contract for landscape maintenance 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:

Arbor Tech Tree & Landscape Services	Yuma, Arizona
JSA Company	Yuma, Arizona
West Coast Arborists, Inc.,	Anaheim, California

(Public Works / Streets - RFQ #2018-20000056) (Joel Olea / Robin R. Wilson)

REPORT:

Due to the City's proposed future subdivision growth, there is a need to contract for landscape maintenance of retention basins and rights of way. In November 2017, the City issued a request for qualifications (RFQ) for landscape maintenance with the primary purpose to procure landscape maintenance services with multiple licensed landscaping companies.

Three qualified proposals were received and indicated the ability to furnish all labor, materials, tools and equipment. Approval of this motion allows the City Administrator to execute contracts qualifying the awarded contractors to provide the City with landscape maintenance services on an as needed basis. The awarded contractors will submit price proposals for each individual project, as the projects arise. Each project will be awarded to the lowest responsive/responsible bidder at the time of the respective project. The current annual budget for landscape maintenance is \$60,000. However, this amount may vary depending on the maintenance improvement district expenses and timing/receiving of assessments.

FISCAL REQUIREMENTS	CITY FUNDS:	\$60,000.00	BUDGETED:	\$60,000.00
	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:	\$60,000.00		
	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		