



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Community Services
Department No.: 057
For Agenda Of: June 17, 2014
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Renée E. Bahl, Interim Community Services Director (805) 568-2467
Director(s):
Contact Info: Paddy Langlands, Deputy Director of Parks Division (805) 568-2475
SUBJECT: Landscape Maintenance Contract for County Parks Facilities; All Supervisorial Districts.

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with ValleyCrest Landscape Maintenance, Inc. of Ventura (not a local vendor) in the annual amount of \$186,753 to provide landscape maintenance services to eighteen Community Services Department parks and open spaces located throughout the County for a period of twenty-four (24) months beginning July 1st, 2014, and ending June 30th, 2016, with two (2) additional two (2) year extension options (the "Agreement") (Attachment 1); and
- b) Determine that the approval and execution of the Agreement is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15301 of the State Guidelines for the Implementation of CEQA, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of existing use, and approve the filing of a Notice of Exemption on that basis (Attachment 2).

Summary Text:

The Community Services Department conducted a competitive bid process for the provision of landscape maintenance services in eighteen park facilities throughout the County. Of the four bids received, ValleyCrest Landscape Maintenance, Inc. was the lowest responsible and responsive bidder at \$15,563 per month. Upon verifying information provided, it was found that this company met the bid requirements. Therefore, it is Community Services' recommendation to award this Agreement to ValleyCrest Landscape Maintenance, Inc.

Background:

Landscape maintenance services will include mowing, edging, and turf maintenance according to an agronomic plan. This agronomic plan includes irrigation inspection, turf aeration, fertilization and adjusting mow height to the correct cut height, according to the County of Santa Barbara Landscape Maintenance Standards. These services will occur in eighteen County Park and Open Space facilities, covering a total of 597 acres, as identified in the list attached as Exhibit D to the Agreement.

During the term of the Agreement, the awarded contractor will be required to attend monthly spot inspections, at a minimum of one facility per month, to monitor the adherence to the contract terms.

Landscape maintenance companies were invited to bid on March 12, 2014. A pre-proposal bid conference and walk through were held on Thursday, March 20, 2014, for North County parks and Friday March 21, 2014, for South County parks. There were four bidders and of these four, three submitted bids, of which, ValleyCrest Landscape Maintenance, Inc. was the lowest responsible bidder.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>
General Fund		\$186,753.00
State		
Federal		
Fees		
Other:		
Total	\$ -	\$ 186,753.00

Narrative: Funding for this Agreement is budgeted as an ongoing cost and is budgeted for FY 2014- 2015 in Fund 0001, Dept. 052, Line Item Account 7460.

Special Instructions:

Please send a fully executed copy of the original Agreement and a copy of the Minute Order to Jessica Rauch, Community Services.

Attachments:

Attachment 1 – Agreement for Services of Independent Contractor

Attachment 2 - CEQA Notice of Exemption

Authored by: Jeff Lindgren, Parks Operations Manager