



**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: General Services
Department No.: 063
For Agenda Of: April 2, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kirk Lagerquist, Director (805) 560-1011
Director(s)
Contact Info: Lynne Dible, Assistant Director (805) 568-2678

DocuSigned by:
Kirk Lagerquist
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SUBJECT: First Amendment to Master Service Agreements, Peterson’s Tree Care, Inc and Perez Landscaping, Inc – All Districts

County Counsel Concurrence

As to form: Yes *

Other Concurrence: Procurement, Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes *

Recommended Actions: It is recommended that the Board of Supervisors:

- a) Approve, and direct the Chief Procurement Officer (“Purchasing Agent”) to execute and administer, a First Amendment to Master Service Agreement with Peterson’s Tree Care, Inc. (Attachment 1) increasing the Maximum Contract Amount by \$150,000.00, for an amended Maximum Contract Amount of \$450,000.00; and
- b) Approve, and direct the Purchasing Agent to execute and administer, the First Amendment to MSA with Perez Landscaping, Inc. (Attachment 2) increasing the Maximum Contract Amount by \$150,000.00, for an amended Maximum Contract Amount of \$400,000.00; and
- c) Determine that the above actions are not a “project” and are exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because they are organization or administrative activities of government that will not result in direct or indirect physical changes to the environment.

Summary Text:

This item is before the Board today for approval of amendments (“Amendments”) to two Master Service Agreements (“MSAs”) (i) increasing the Maximum Contract Amount of the MSA with Peterson’s Tree Care, Inc., by \$150,000.00, for an amended Maximum Contract Amount of \$450,000.00, and (ii) increasing the Maximum Contract Amount of the MSA with Perez Landscaping, Inc. by \$150,000.00, for an amended Maximum Contract Amount of \$400,000.00.

Background: Procurement Services administers annual multi-department MSAs for the services specified therein. On May 16, 2023, the Board approved a MSA with Peterson's Tree Care, Inc. with a Maximum Contract Amount of \$300,000, and a MSA with Perez Landscaping, Inc. with a Maximum Contract Amount of \$250,000.

Procurement Services is requesting an increase in the Maximum Contract Amount payable under each of the aforementioned MSAs in order to pay for additional tree maintenance services thereunder due to increased departmental needs for such services. Procurement Services recommends Board approval of the Amendments in order to increase the maximum aggregate expenditure amount authorized under each MSA to pay for additional services thereunder.

Fiscal and Facilities Impacts:

Budgeted: County departments receiving and responsible for paying for services under the MSAs may bring budget revisions to the Board for approval to fulfill their respective cost obligations as needed.

Fiscal Analysis:

The price(s) and other terms and conditions for specific services to be provided pursuant to the MSAs remain unchanged. County departments requesting an increase in the amount of compensation payable for services under the MSAs are responsible for ensuring that sufficient appropriations are included in such requesting department’s adopted budget prior to submitting a request to Procurement Services for such an MSA amendment.

Staffing Impacts:

Special Instructions:

Please send one (1) copy of the minute order to Lynne Dible, General Services at ldible@countyofsb.org and 1 (one) copy to Phung Loman, General Services at ploman@countyofsb.org.

Attachments:

Attachment 1: First Amendment to Master Service Agreement with Peterson’s Tree Care, Inc., dated April 2, 2024

Attachment 2: First Amendment to Master Service Agreement with Perez Landscaping, Inc., dated April 2, 2024

Authored by:

Phung Loman and Lynne Dible, General Services