



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 25, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Jesús Armas, Community Services Director (805) 568-2467
Director
Contact Info: Sherman Hansen, Community Services Business Manager (805) 568-3408

SUBJECT: Landscaping Service Contract with J.D. Humann Landscaping, Inc for all North County Parks and Open Spaces

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute a service contract with J.D. Humann Landscape, Inc. (Contractor) in the amount not to exceed \$547,800. This contract will provide landscape maintenance services to 7 Community Services Department parks and 6 open spaces located in North County for a period of twenty-four (24) months beginning July 1, 2024 and ending June 30, 2026; (Attachment A); and
- b) Approve and authorize the Director of Community Services Department to exercise the option for one additional two (2) year extension, at the County's discretion, in the amount not to exceed \$581,100, subject to annual budget appropriations.
- c) Determine that the above recommended action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as the action involves the maintenance of existing public facilities that will result in no or negligible expansion of existing use.

Summary Text:

The Community Services Department conducted a competitive bid process, request for proposals (RFP), for the provision of landscape maintenance services in 18 of the County’s park facilities located throughout the County. The 13 parks to be served by the landscaping service Agreement recommended for approval at this time are located in North County, with the remaining five parks in South County being served through a separate agreement. Of the five bids received, J.D. Humann was the lowest responsible and responsive bidder at \$248,976 per year, for North County Parks only. The contract includes a 10% contingency budget. Upon verifying information provided, Staff found that J.D. Humann met the bid requirements. Therefore, it is Community Services’ recommendation to award this contract to J.D. Humann.

Background:

Landscape maintenance services in the attached contract will include mowing, edging, and turf maintenance according to an agronomic plan that includes irrigation inspection, turf aeration, fertilization and adjusting mow height to the correct cut height in those North County parks and opens spaces called out in the RFP.

Landscape maintenance companies were invited to bid on March 13, 2024. The mandatory Pre-Proposal Bid Conference and Walk Through was held on Wednesday March 20, 2024, for North County parks and Thursday March 21, 2024 for South County parks. There were five bidders who attended the Pre-Proposal Bid Conference, the potential bidders were requested to submit bids by North and South County parks. Of the five bids submitted, J.D. Humann Landscaping, Inc. was the lowest responsible bidder for North County Parks. The South County parks bids were below the dollar-threshold requiring Board approval and the contract was awarded to a different bidder.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 273,800.00	\$ 290,500.00	
State			
Federal			
Fees			
Other:			
Total	\$ 273,800.00	\$ 290,500.00	\$ -

Narrative:

All costs for work conducted by the Contractor are budgeted within the Community Services Department, Parks Division, operating budget.

Key Contract Risks:

The agreement applies County standard independent contractor terms and conditions in accordance with State of California laws and regulations. The risk mitigation includes insurance coverage appropriate for the level of risk involved as determined by Community Services in conjunction with the County Risk Manager, and the agreement indemnifies County agents, officers and employees from all claims that arise from activities performed under the agreement.

Special Instructions:

After Board action, please distribute as follows to Sherman Hansen, Community Services Department, shansen@countyofsb.org:

1. Minute Order
2. Agreement for Services with JD Humann Landscaping, Inc. (two originals)

Attachments:

Attachment A: Agreement for Services with J.D. Humann Landscaping, Inc.

Authored by:

Sherman Hansen, Community Services Business Manager

cc:

Jeff Lindgren, Community Services Deputy Director, Parks