



## STAFF REPORT

TOWN COUNCIL MEETING OF DECEMBER 9, 2014

### CONSENT AGENDA

**TO:** HONORABLE MAYOR AND MEMBERS OF THE TOWN COUNCIL

**FROM:** BRIAN FRAGIAO, DIRECTOR OF PUBLIC WORKS   
RICK ANGELOCCI, TOWN MANAGER

**DATE:** NOVEMBER 26, 2014

**RE:** TOWN OF LOOMIS LANDSCAPE MAINTENANCE SERVICES –  
AWARD AND AUTHORIZE TOWN MANAGER TO EXECUTE AN  
AGREEMENT

**Recommendation:**

Accept the proposal from Dominguez Landscape Services, Inc. to maintain Town maintained areas and direct the Town Manager to enter into an agreement with the contractor in an amount of \$2,844 per month.

**Issue Statement and Discussion**

For the past few years, staff has received complaints regarding the Town maintained landscape areas of Sunrise-Loomis Park, the Multi-Modal Center and the Blue Anchor Park. These areas have been maintained by TruGreen Landcare for over 5 years. One of the problems that Town staff has been having with the Contractor is the constant changeover of Supervisors. Ever few years there is a change and staff has to re-teach the Contractor on how to maintain the areas. TruGreen Landcare is responsible for the following locations:

SUNRISE-LOOMIS PARK  
MAGNOLIA STREET PARKING LOT  
MULTI-MODAL CENTER & BLUE ANCHOR PARK  
TOWN CORPORATION YARD  
HUNTER OAKS SUBDIVISION  
RACHEL ESTATES SUBDIVISION  
SHELTER COVE SUBDIVISION

Two years ago, the Sierra College Landscape median was completed. It is currently being maintained by Public Works Staff.

In October 2014, staff sent out a Request for Proposals to the contractor services and exchanges in the area and to all Landscape Maintenance Companies that had interest in maintaining the eight landscaped locations (including the Sierra College Blvd median).

On November 3, 2014, staff received three proposals. The monthly cost is shown on the attached breakdown sheet. Dominguez Landscape Services provided the best overall service and monthly cost.

On November 26<sup>th</sup>, staff met with the General Manager of Dominguez Landscape Services to go over the scope of the services and the work required for each location. Staff also contacted several references and all were positive.

Should the Council accept the proposal from Dominguez Landscape Services, staff will send a 30 day written notice of termination to the existing Contractor. The closeout process will be completed by January 2015. The new contractor would be able to start in February 2015.

**CEQA:**

This project is exempt under the California Environmental Quality Act (CEQA) Section 15301. (c&d) (Class 1), "Existing Facilities" of the guidelines.

**FINANCIAL AND/OR POLICY IMPLICATIONS:**

Currently, the Town pays out \$2,894 a month for landscape maintenance services. Of that amount, \$470 is covered by three Assessment Districts (Shelter Cove, Rachel Estates & Hunters Oaks). \$575 comes out of the Streets & Roads account (Multi-Modal and Magnolia Street Parking Lots). The remaining monthly cost (\$1,849) is taken from the general fund.

The proposed monthly services of Dominguez Landscape will be \$2,844. \$558 will be covered under the Assessment Districts, \$1,163 will be under the Streets & Roads account and the remaining \$1,123 will be general fund cost.

## **LANDSCAPE MAINTENANCE SERVICES**

### **Proposal Analysis**

**November 21, 2014**

<b>Bid Rank</b>	<b>Contractor</b>	<b>Proposal Cost Per Month</b>	<b>Comments</b>
1	DOMINGUEZ LANDSCAPING	\$2,844	
2	EXISTING CONTRACT W/ TRUGREEN LANDSCAPING	\$2,894	Does not include Sierra College Blvd landscape median maintenance
3	HAWAIIAN GARDNER	\$4,340	
4	FIGS LANDSCAPING	\$5,158.34	

#### **LOCATIONS:**

SUNRISE-LOOMIS PARK  
MAGNOLIA STREET PARKING LOT  
MULTI-MODAL CENTER & BLUE ANCHOR PARK  
TOWN CORPORATION YARD  
SIERRA COLLEGE BLVD MEDIAN  
HUNTER OAKS SUBDIVISION  
RACHEL ESTATES SUBDIVISION  
SHELTER COVE SUBDIVISION

**TOWN OF LOOMIS  
RESOLUTION NO. 14-**

**RESOLUTION OF THE COUNCIL OF THE TOWN OF LOOMIS  
AWARDING TO, DOMINGUEZ LANDSCAPE SERVICES, INC.  
AND AUTHORIZING TOWN MANAGER TO EXECUTE AN AGREEMENT  
ACCEPTABLE TO THE TOWN FOR THE TOWN LANDSCAPE MAINTENANCE  
SERVICES IN THE AMOUNT OF  
\$2,844.00 PER MONTH**

**WHEREAS**, the Town has received concerns from the community on the inconsistent maintenance of several Town responsible landscaped areas; and

**WHEREAS**, a Request for Proposals was sent out to see if the Town could acquire better service; and

**WHEREAS**, the Town Landscape Maintenance service consists of maintaining the following locations:

SUNRISE-LOOMIS PARK  
MAGNOLIA STREET PARKING LOT  
MULTI-MODAL CENTER & BLUE ANCHOR PARK  
TOWN CORPORATION YARD  
SIERRA COLLEGE BLVD MEDIAN  
HUNTER OAKS SUBDIVISION  
RACHEL ESTATES SUBDIVISION  
SHELTER COVE SUBDIVISION

**WHEREAS**, proposals were received on November 3, 2014 and evaluated for responsiveness to the request for proposals and cost for performing the work; and

**WHEREAS**, it was determined that Dominguez Landscape Services, Inc. submitted the best responsive proposal at \$2,844.00 per month.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town of Loomis accepts the bid of Dominguez Landscape Services, Inc. having submitted the best responsive proposal in the amount of \$2,844.00 per month and hereby authorizing the Town Manager to execute an agreement acceptable to the Town for the Town Landscape Maintenance services.

**PASSED AND ADOPTED** by the Council of the Town of Loomis this 9th day of December, 2014 by the following vote:

**AYES:  
NOES:  
ABSENT:**

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney