

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Lisa L. Kim From: William E. Murray
 Dept.: City Manager Dept.: Public Works
 Subject: Award a contract to Parkwood Landscape Maintenance, Inc. for landscape maintenance services. (Cost: \$950,753.93) (*Action Item*) Date: 7/25/2023

OBJECTIVE

To seek City Council approval to award a contract to Parkwood Landscape Maintenance, Inc. in response to RFP No. S-1304 to provide landscape maintenance services.

BACKGROUND

Public Works Department utilizes an outside contractor to assist in providing routine landscape maintenance at various locations, including medians, well sites, and frontage roads.

DISCUSSION

On April 5, 2023, RFP No. S-1304 was advertised and posted on the Planet Bids on-line bidding system. A mandatory pre-proposal meeting was held April 19, 2023. Final submittals were received May 23, 2023 with Nine (9) proposals received. The Source Selection Committee (SSC) reviewed and scored each proposal and received best and final offers on June 22, 2023 from the highest rated proposals. The results of the SSC committee are listed below.

Business	Score
Parkwood Landscape Maintenance, Inc.	270
Mariposa Landscape, Inc.	266
Tropical Plaza Nursery, Inc.	245
Master Landscape Services, Inc.	239
Merchant’s Landscape Services, Inc.	237
SGD Enterprises	220
Tapia Landscape	214
Beauty Scapes Landscape Service	204
Stay Green, Inc.	174

Based on the SSC score and level of expertise in providing this service, Parkwood Landscape Maintenance, Inc. was deemed to best fit the needs of the City.

FINANCIAL IMPACT

Landscape maintenance services receives funding from several different sources, including the General Fund, Water Fund, and Park Maintenance Assessment District Fund. Funding for the agreement is available within the adopted Public Works Department operating budget. The amount of the initial year is \$180,758.39, with contractual increments over a five-year period. The total cost of the agreement during the 5-year term is \$950,753.93.

RECOMMENDATION

It is recommended that City Council:

- Award the landscape maintenance contract, RFP No. S-1304, to Parkwood Landscape Maintenance, Inc. in the amount of \$950,753.93 for a period of four (4) years and eleven (11) months executed one year at a time; and

- Authorize the City Manager to execute the agreement on behalf of the City and make minor modifications as appropriate thereto.

By: Luis Tapia, Public Works Supervisor

ATTACHMENTS:

Description	Upload Date	Type	File Name
Pricing Sheet	7/6/2023	Backup Material	ATTACHMENT_B_PROPOSAL_PRICING-BEST_AND_FINAL_OFFER_PARKWOOD_LANDSCAPE(5).pdf
Contract-Scope of Work	7/6/2023	Backup Material	PROFESSIONAL_SERVICES_AGREEMENT_PARKWOOD_LANDSCAPE_FY24(2).pdf