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Title: Approve a contract with Elite Maintenance and Tree Service in the amount of \$304,795.69 to provide median island landscape maintenance services (Citywide)

Sponsors: Public Works Department

Indexes:

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Attachments: 1. Bid Information.pdf, 2. Committee Report.pdf

Date	Ver.	Action By	Action	Result
3/17/2016	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

March 17, 2016

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Public Works Department

THROUGH: ANDREW J. BENELLI, PE, City Engineer/Assistant Director
Public Works Department, Traffic and Engineering Services Division

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SUBJECT

Approve a contract with Elite Maintenance and Tree Service in the amount of \$304,795.69 to provide median island landscape maintenance services (Citywide)

RECOMMENDATION

Staff recommends an approval of a contract with Elite Maintenance and Tree Service in the amount of \$304,795.69 to provide median island landscape maintenance services.

EXECUTIVE SUMMARY

The Public Works Department, Landscape Maintenance Division, solicited proposals for routine landscape maintenance services for approximately 3.6 million square feet of median islands

throughout the City of Fresno (“City”). After evaluating the four proposals received, it was decided that Elite Maintenance and Tree Service (“EMTS”) was the best overall value. This contract shall be in effect for one (1) year from the date of the Notice to Proceed and does not include any future year extensions.

BACKGROUND

The median island landscape maintenance contract provides for routine, four times a year, maintenance in median islands spanning across the City. These landscaped medians include trees and shrubs that typically require weeding, clearance trimming and litter removal.

Public Works is responsible for maintaining all median islands located in the City, approximately 10 million square feet, with two maintenance crews. Under this contract, EMTS would maintain approximately 1,500,000 square feet of landscaped median islands which include Bullard Avenue, Cedar Avenue, First Street, Marks Avenue, Shaw Avenue, West Avenue and Willow Avenue. Currently the two City crews service all median islands three times a year, but with the approval of this contract it is anticipated that each median island will receive an extra maintenance cycle, therefore reducing the buildup of trash, leaves and weeds. Not all median islands are included in this contract, and the landscapes not under this contract will continue to be maintained with City forces.

The Specifications were prepared, and a Notice Inviting Bids was published in the Business Journal on January 26, 2016. Specifications were distributed to 39 prospective bidders. Four sealed bid proposals were received from bidders and were opened in a public bid opening on February 16, 2016. Bid proposal prices ranged from \$304,795.69 to \$837,608.00. The Bid Evaluation is included as an attachment to this staff report.

Council may award a contract to Elite Maintenance and Tree Service, which will be in effect for one (1) year from the date of the Notice to Proceed.

Evaluation Committee/Review Process

The Evaluation Committee was comprised of staff from the Public Works Department and the Parks, Afterschool, Recreation and Community Services Department. The Committee evaluated the proposals based on the following criteria: conformance to the terms and conditions of the RFP, ability to meet the stated service requirements, past performance, experience, stability, and cost of service. The committee selected Elite Maintenance and Tree Service as the vendor with the best overall value and meets all the criteria as specified in the RFP. The attached Bid Evaluation provides more detail on the received proposals and the selection process.

ENVIRONMENTAL FINDINGS

This item is a project for the purposes of the California Environmental Quality Act.

LOCAL PREFERENCE

The local preference did not impact the vendor selection of this services contract, as all four submitted proposals are local businesses as defined by the Fresno Municipal Code.

FISCAL IMPACT

The funds for this contracted service are included in the existing Fiscal Year 2016 Community Sanitation budget and will not have an impact on any other funds.

Attachments:

Bid Evaluation Information (2 pages)

Committee Report (4 pages)