



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to Approve the First Amendment to the Contract Services Agreement with Willowbrook Landscape, Inc., a California Corporation, in the amount of \$371,548 for Landscape and Grounds Maintenance Services for City Facilities and Parks for Fiscal Year 2019/2020. (ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. ATT 1 CSA Willowbrook 11.1.18.pdf, 2. ATT 2 First Amendment Willowbrook.pdf, 3. ATT 3 Willowbrook.Disclosure.7.06.2019.pdf

Date	Ver.	Action By	Action	Result
7/23/2019	1	City Council		

For City Council Meeting [July 23, 2019]

**TO:** Honorable Mayor and City Council

**APPROVAL:** Rod Foster, City Administrator

**FROM:** Sean Grayson, Acting Public Works Director

Request City Council to Approve the First Amendment to the Contract Services Agreement with Willowbrook Landscape, Inc., a California Corporation, in the amount of \$371,548 for Landscape and Grounds Maintenance Services for City Facilities and Parks for Fiscal Year 2019/2020.

**(ACTION)**

### **BACKGROUND:**

The Public Works Department coordinates landscape and grounds maintenance at City Parks and Facilities. The City Facilities and Parks services includes ten (10) public parks, with approximately 100 acres of landscaped areas to be maintained, including janitorial services at 27 public restrooms located at:

- Andreson Park, 726 S. Lilac Avenue
- Birdsell Park, 2611 N. Linden Avenue
- Bud Bender Park, 300 N. Lilac Avenue
- Fergusson Park, 2395 W. Sunrise Avenue
- Flores Park, 1020 W. Etiwanda Avenue
- Frisbie Park, 1901 N. Acacia Avenue
- Jerry Eaves Park, 1485 N. Ayala Drive
- Margaret Todd Park, 201 N. Willow Avenue

- Rialto City Park, 130 E. San Bernardino Avenue
- Joe Sampson Park, 650 W. Randall Avenue

Landscape and grounds maintenance services are also required at the following City Facilities with approximately 15 acres of landscaped areas to be maintained:

- Civic Center Campus, 150 S. Palm Avenue
- Public Works Building, 335 W. Rialto Avenue
- Public Works Maintenance & Operations, 246 S. Willow Avenue
- Police Station, 128 North Willow Avenue
- Police Annex - Property Facility, 429 West Rialto Avenue
- Purchasing & Fleet Maintenance, 245 - 249 S. Willow Avenue
- Fire Station 201, 131 S. Willow Avenue
- Fire Station 202, 1700 N. Riverside Avenue
- Fire Station 203, 1550 N. Ayala Drive
- Fire Station 204, 3288 N. Alder Avenue
- Cemetery, 200 N. Willow Avenue
- Grace Vargas Senior Center, 1411 S. Riverside Avenue
- Second Street Church Rialto Chamber of Commerce

On October 8, 2018, the City Council awarded a Contract Services Agreement (“CSA”) to Willowbrook Landscape, Inc. for Landscape Maintenance Services at City Facilities and Parks. Pursuant to Section 3.4 of the CSA, the initial term was for eight (8) months commencing on November 1, 2018, through June 30, 2019, with four optional one (1) year extensions. The contract amount was \$239,054.

A copy of the CSA between the City of Rialto and Willowbrook Landscape, Inc. is included as **Attachment 1**.

#### **ANALYSIS/DISCUSSION:**

Under the CSA, Willowbrook Landscape, Inc. has accomplished the following:

- Provided full landscape maintenance to approximately 100 Acres of landscaped area.
- Green Waste Disposal - Responsible for recycling all “Green Waste” generated by their work.
- Disease and Pest Control - provided complete control of all plant pests and/or diseases.
- Vines are trimmed as required for safety, disease, general containment or appearance, or as directed by the City Parks Maintenance staff.
- Assisted the City with irrigation system inspection and reporting.
- Coordinated with City staff to meet desired landscaping and weed abatement needs. Also provided cost estimates for future weed abatement.
- Provided Janitorial Services to all restroom facilities in the City’s ten (10) Parks.

The Contract Services Agreement (CSA) expired on June 30, 2019. Staff has been satisfied with the contractor’s performance and recommends that the City Council approve the First Amendment to the CSA with Willowbrook Landscape, Inc., exercising the first of the City’s four (4) optional one (1) year extensions for City Facilities and Parks Landscape and Grounds Maintenance Services. The extension will cover services rendered for Fiscal Year 2019/2020 beginning July 1, 2019 through

June 30, 2020.

The Contract is subject to inflationary adjustment based upon the change in the United States Bureau of Labor Statistics Consumer Price Index for “All Urban Consumers for Los Angeles, Riverside and Orange County, CA (CPI)” using the most recent twelve (12) months for which statistics are available. The most current statistics indicate a CPI increase of 2.9% (May 2018 - May 2019).

The proposed First Amendment included as **Attachment 2** reflects the proposed changes in the contract. The contractor’s disclosure form is included as **Attachment 3**.

**ENVIRONMENTAL IMPACT:**

Approval of the Contract Services Agreement is not a “Project” as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

*Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.*

In addition, approval of this action complies with the following City of Rialto General Plan Goal:

**Goal 2-27:** Provide a variety of park facilities that meet the diverse needs and interest of the community.

**LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report and the Contract Services Agreement.

**FINANCIAL IMPACT:**

Operating Budget Impact

The landscape and grounds maintenance contract with Willowbrook Landscape for fiscal year 2019/2020 is subject to a CPI increase of 2.9%. Budget is available in the accounts as listed below for Citywide Landscape and Grounds Maintenance Services for Fiscal Year 2019/2020:

CITY FACILITIES & PARKS 2019/2020				
Account Name	Account No	Amount	CPI 2.9%	Total Amount
General Fund Park Maintenance	010-500-7304-2011	\$341,640	\$9,908	\$351,548
General Fund Other Services: Turf Maintenance and Repairs	010-500-7304-2011	\$20,000	N/A	\$20,000
<b>TOTAL</b>		<b>\$361,640</b>		<b>\$371,548</b>

Capital Improvement Budget Impact

This is an annual maintenance contract for existing infrastructure and has no impact on the Capital Improvement Budget.

Licensing

Prior to execution of the Professional Service Agreement/Purchase Order/Construction Contract, the vendor shall submit a business license application and pay a Business License tax at the Professional Service rate of \$429.

**RECOMMENDATIONS:**

Staff recommends that the City Council to Approve the First Amendment to the Contract Services Agreement with Willowbrook Landscape, Inc., a California Corporation, in the amount of \$371,548 for Landscape and Grounds Maintenance Services for City Facilities and Parks for Fiscal Year 2019/2020.