

February 13, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Re-adopting Resolution 9189 authorizing execution of a General Services contract with Monarch Landscaping, d/b/a Signature Landscape Services LLC, for landscaping services at various park sites and facilities for a two-year term, in an amount not to exceed \$92,907.16.

### **FISCAL IMPACT**

This action will obligate the City to an amount up to \$92,907.16 for execution of a new General Services contract serving eight park sites and City facilities, commencing January 1, 2017 and concluding December 31, 2018. If approved, the City will execute this contract for an initial two-year period. There are sufficient funds included in the proposed 2017-2018 Parks & Community Services Operating Budget for the first two years of the contract.

### **STAFF CONTACTS**

Dan Dewald, Natural Resources Manager, 452-6048  
Tom Kuykendall, Street Tree and Arterial Program Supervisor 452-7924  
Michael Hauer, Contract Administrator, 452-4480  
*Parks & Community Services Department*

### **POLICY CONSIDERATION**

Bellevue City Code:

BCC 4.28 provides for the fair and equitable treatment of persons in the purchasing process. Because the contract amounts exceed \$90,000, Council approval is required.

### **BACKGROUND**

The City Council considered and approved Resolution 9189 on November 21, 2016. However, due to an administrative error, the amounts listed in the Resolution and the Agenda Memo were incorrect. The contract duration also originally included an option to renew for a second two year term. That renewal option is no longer needed and should be removed.

Currently, Parks utilizes landscape contractors to perform maintenance services at 286 park, street tree and arterial landscape and City facility sites. This contract provides services at 119th Avenue SE, SE 35th Street, Advanta, 150th Avenue SE and SE 36th Street, NE 24th Street (156th to 172nd), 108th Avenue SE Enatai, SE 16th Ranger Station, and Mercer Slough Environmental Education Center. Landscape maintenance contracts include mowing, shrub pruning, weed control, hard surface cleaning, irrigation system operation, leaf removal, and garbage disposal.

The City conducted a formal RFP process with advertisements posted twice in *The Seattle Times*. Staff reviewed and evaluated proposals from the following contractors:

- Badgley's Landscape LLC
- Canber Corps
- Monarch Landscape dba Signature Landscape LLC
- Plantscapes Horticultural Services
- Total Landscape Corporation
- Westgro Corporation

Final selection of the contractor was based on a per-site analysis of the contractor's proposal amount, proposed labor hours, experience with similar sites, overall qualifications, financial standing, and past performance on other City projects. This selection process utilized is consistent with purchasing procedures outlined in the City's Contracting Policy.

Monarch Landscaping, dba Signature Landscape Services LLC, has performed satisfactorily at similar sites. Therefore, staff is requesting approval to execute this contract.

**EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

**OPTIONS**

1. Re-adopt the Resolution authorizing execution of a General Services contract with Monarch Landscaping, dba Signature Landscape Services LLC, for landscaping services at various park sites and facilities for a two-year term, in an amount not to exceed \$92,907.16.
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Option 1

**MOTION**

Move to re-adopt Resolution No. 9189 authorizing execution of a General Services contract with Monarch Landscaping, d/b/a Signature Landscape Services LLC, for landscaping services at various park sites and facilities for a two-year term, in an amount not to exceed \$92,907.16.

**ATTACHMENT**

Proposed Resolution No. 9189

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract