

December 4, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution Resolution authorizing execution of a General Services contract with Plantscapes, Inc. for landscaping services at various park sites and facilities for an initial two-year term in an amount of \$46,721.49, plus all applicable taxes, with the option to renew for an additional two years in an amount not to exceed \$46,721.49 plus all applicable taxes and any State-mandated prevailing wage increase and/or City-approved special or unanticipated market condition that does not exceed the Consumer Price Index (CPI-U, Seattle-Tacoma-Bellevue) for the most recently completed calendar year.

### **FISCAL IMPACT**

This action will obligate the City to an amount up to \$46,721.49, plus all applicable taxes, for execution of a new General Services contract serving four park sites and City facilities, commencing January 1, 2018 and concluding December 31, 2019. If approved, the City will execute this contract for an initial two-year period. Upon satisfactory performance, the City will have the option to renew the contract for an additional two years for an amount up to the original contract value plus any State-mandated prevailing wage increase and/or City-approved special or unanticipated market condition that does not exceed the Consumer Price Index (CPI-U, Seattle-Tacoma-Bellevue) for the most recently completed calendar year. If the City exercises its option to renew, the total value over four years is approximately \$93,442.98, plus all applicable taxes. There are sufficient funds budgeted in the 2018 Parks & Community Services Operating Budget for the first year of the contract. Future costs associated with this contract will be requested in subsequent operating budgets and will be subject to final budget appropriation.

### **STAFF CONTACTS**

Pat Harris, Grounds Operations Manager, 452-2930  
Dan Acker, Contract Administrator, 452-6122  
Mark Doherty, Contract Administrator, 452-4393  
*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**

#### **City Facility Sites**

Currently, Parks utilizes landscape contractors to perform maintenance services at 286 parks – this contract provides services at Highland Community Center, Cherry Crest Park, Northtowne Park, and Cherry Crest Mini Park. Landscape maintenance contracts include mowing, shrub pruning, weed control, hard surface cleaning, irrigation system operation, leaf removal, and garbage disposal.

## **Contractor Selection**

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
- Plantscapes Landscape
- Total Landscape Corporation
- Canber Corps
- Signature Landscape Services
- Westgro Landscape

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. The selection process utilized is consistent with purchasing procedures outlined in the City's Contracting Policy.

Plantscapes, Inc. 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. Adopt the Resolution Resolution authorizing execution of a General Services contract with Plantscapes, Inc. for landscaping services at various park sites and facilities for an initial two-year term in an amount of \$46,721.49, plus all applicable taxes, with the option to renew for an additional two years in an amount not to exceed \$46,721.49 plus all applicable taxes and any State-mandated prevailing wage increase and/or City-approved special or unanticipated market condition that does not exceed the Consumer Price Index (CPI-U, Seattle-Tacoma-Bellevue) for the most recently completed calendar year.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **RECOMMENDATION**

Option 1

## **MOTION**

Move to adopt Resolution No. 9338 Resolution authorizing execution of a General Services contract with Plantscapes, Inc. for landscaping services at various park sites and facilities for an initial two-year term in an amount of \$46,721.49, plus all applicable taxes, with the option to renew for an additional two years in an amount not to exceed \$46,721.49 plus all applicable taxes and any State-mandated prevailing wage increase and/or City-approved special or unanticipated market condition that does not exceed the Consumer Price Index (CPI-U, Seattle-Tacoma-Bellevue) for the most recently completed calendar year.

## **ATTACHMENT**

Proposed Resolution No. 9338

## **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Copy of Contract