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Title: CONSIDER ADOPTING RESOLUTION NO. 24-030 AND AWARDING A CONTRACT SERVICES AGREEMENT WITH SWAYZER CORPORATION FOR MOWING AND LANDSCAPE SERVICES FOR THE DEPARTMENT OF COMMUNITY SERVICES/PARK MAINTENANCE DIVISION (CITY COUNCIL).

Sponsors: Community Services

Indexes:

Code sections:

Attachments: 1. IFB 24-03 - BID PACKET, 2. RESOLUTION - 24-030, 3. Contract Swayzer Mowing and Landscape(967533.1), 4. RESOLUTION - 24-030, 5. BID REGISTER - IFB 24-03

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, March 19, 2024

Consent

SUBJECT:

CONSIDER ADOPTING RESOLUTION NO. 24-030 AND AWARDING A CONTRACT SERVICES AGREEMENT WITH SWAYZER CORPORATION FOR MOWING AND LANDSCAPE SERVICES FOR THE DEPARTMENT OF COMMUNITY SERVICES/PARK MAINTENANCE DIVISION (CITY COUNCIL).

I. SUMMARY

The Park Maintenance Division is responsible for the upkeep of all landscaped areas of the City’s parks, Corporate Yard, Carson Event Center, and City Hall. As the City has made significant investments to enhance the landscaping around the Civic Center, staff has determined that additional mowing and landscape maintenance services are needed to ensure that these spaces are given the required care. To this end, from February 1, 2024 through February 20, 2024, an Invitation for Bid (IFB) process was completed. The IFB was advertised through Planet Bids and the Daily Journal and received eight (8) bids. After a thorough review of all submissions, Swayzer Corporation (“Swayzer”) was determined to be the lowest responsive and responsible bidder. Accordingly, staff recommends the City Council award a two-year contract services agreement, with two (2) one-year extensions, to Swayzer Corporation for an annual cost of \$411,352.68, or a total not-to-exceed contract amount of \$822,705.36, for the term April 1, 2024, through March 31, 2026. Approval of a

10% contingency in the amount of \$82,271 is recommended for any unforeseen circumstances that will require additional work by the vendor. For the remainder of FY 2023/24, a transfer of funds per Resolution No. 24-030 to Account No. 101-90-970-105-6004 in the amount of \$103,000 will be used to support this service.

II. RECOMMENDATION

TAKE the following actions:

1. WAIVE further reading and ADOPT Resolution No. 24-030.
 2. APPROVE an initial two-year Contract Services Agreement, with two (2) one-year extensions at the City's discretion, with Swayzer Corporation to provide mowing and landscape services to the City of Carson for a total not-to-exceed contract amount of \$822,705.36.
 3. AUTHORIZE the expenditure of a 10% contingency in the amount of \$82,271 for the two-year term of the original contract for any unforeseen circumstances that will require additional work.
 4. AUTHORIZE the Mayor to execute the contract, following approval as to form by the City Attorney.
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III. ALTERNATIVES

1. REJECT all bids and direct staff to initiate a new Invitation for Bid (IFB).
2. TAKE any other action the City Council deems appropriate, consistent with the requirements of applicable law.

IV. BACKGROUND

The Department of Community Services' Park Maintenance Division is responsible for providing routine mowing and landscape maintenance to all City-owned facilities: City Hall, Carson Event Center, Corporate Yard, 12 full-service parks, and four mini-parks. Its duties include, but are not limited to, daily edging, cutting, and blowing of more than 40 acres of turf and hardscape.

In 2023, the City began an extensive renovation of the landscaping around the Civic Center. This project included the removal of the existing grass surrounding the front of City Hall and the Carson Event Center; the installation of 1,000 drought tolerant plants comprised of 29 different species; the laying of approximately two acres of mulch (with no weed barrier); and the installation of decomposed granite (DG) walking paths, 29 new benches, and 7 round picnic tables. The estimated completion date of these improvements was February 2024.

As this endeavor has progressed, staff has determined that given the placement and future growth of the plants and no weed guard/barrier, there will be a significant time and labor commitment to ensure that these areas are properly and aesthetically maintained.

Specifically, staff will be required to conduct detailed work such as hand pruning; weeding to groundcover, shrubs, and plants; as well as associated irrigation and mulching to avoid overgrowth to preserve the elaborate landscape. Given the significant maintenance demands required for these spaces, combined with the daily tasks of cutting, edging and blowing at the parks and other City facilities, and properly maintaining all required equipment, staff has deep concerns that cumulatively these responsibilities will lead to the detriment of other needed grounds functions, such as baseball field maintenance, irrigation repairs, and maintaining all landscapes.

To respond to these concerns, staff is proposing an augmentation of services by contracting with a reputable vendor specifically for the new landscaping at City Hall, Carson Event Center, and the required mowing at other City facilities and parks. This augmentation will allow the Park Maintenance crew to focus their expertise on deferred projects such as irrigation system check and repairs, planting, trimming, aeration, overseeding, park condition inspections, top dressing of fields, and weed control.

Many of these deferred items were specifically named in the adopted Parks Master Plan. The report recommended the implementation of a program to address the many deferred maintenance projects that have limited the public's use of the City's parks. Active and passive turf improvements were explicitly highlighted as a priority, which this contract will allow staff to respond to. Moreover, this action will be the first step in the Division's goal of developing an agronomic turf management program that will standardize all operational procedures, and create maintenance schedules that will ensure safe and aesthetically pleasing parks for the community and during Special Events.

The selected vendor's responsibilities include, but are not limited to, mowing, edging, and collecting grass clippings using a blower or broom on a schedule determined by staff. Additionally, the contractor will be required to supply all equipment and personnel needed, and will be responsible for any damage to City property.

From February 1, 2024 through February 20, 2024, an Invitation for Bid (IFB) process was completed. The IFB was advertised through Planet Bids and the Daily Journal, and eight (8) bids were received. Staff conducted an extensive review and evaluated the bids based on criteria outlined in the IFB that included the following:

- Demonstrated Understanding of Work Requested and Ability to Provide Requested Services (the Scope of Services).
- Quality of Firm and Professional Staff, Technical Skill, Experience, Performance and Approach.
- Proposer and Professional Staff References, Satisfaction of Clients.
- Completeness and Quality of Bid.

The bidders and their respective amounts are as follows:

- DMS Facility Services - \$1,071,900.00
- Greenfield Landscaping Services -\$1,322,475.50

- Parkwood Landscape Maintenance Inc. - \$780,901.00
- Southern California Tree and Landscape, Inc. - \$411,280.00
- Swayzer Corporation - \$441,298.93
- Priority Landscape Services - \$1,369,702.50
- Mariposa Landscape, Inc. - \$602,802.56
- Exceland Care Corporation - \$1,127,000.00

Southern California Tree and Landscape, Inc. (“SCTL”) was the lowest bidder with a bid of \$411,280.00 and Swayzer Corporation was the second lowest bidder with a bid of \$441,298.93. However, SCTL was determined to be non-responsible under the guidelines of CMC Section 2610(i) and the IFB, which included a process that allowed SCTL to rebut staff’s determination that SCTL was non-responsible (the IFB required a minimum score of 70 to meet the responsibility threshold and SCTL scored 22.67). After SCTL engaged in the rebuttal process, staff determined that SCTL’s original score did not merit adjustments, and ultimately determined Swayzer Corporation is the lowest responsive and responsible bidder as it possesses the requisite experience, demonstrated ability, and commitment to this service, and their approach is timely and proper to perform the required work. Moreover, Swayzer has a long history of working with the City as it currently conducts the median maintenance, is located in Carson, its references were very positive, and its proposal conformed to the IFB.

A notice of intent to award the contract to Swayzer was issued on February 29, 2024. Therefore, staff recommends that the City Council award the contract to Swayzer Corporation. The term for the proposed agreement is for two (2) years at a not-to-exceed contract total sum of \$822,705.36. The City has the option of extending the contract for up to two (2) additional one-year terms at the City’s discretion, with the not-to-exceed amount being \$411,352.68 per each extension. A 10% contingency in the amount of \$82,271 for the two-year term of the original contract is being requested by staff for any unforeseen circumstances that will require additional work by the vendor. For the remainder of FY 2023/24, a transfer of funds per Resolution No. 24-030 in the amount of \$103,000 to Account No. 101-90-970-105-6004 will be used to support this service.

V. FISCAL IMPACT

Should the City Council approve staff’s recommendation, funds to support this service for the remainder of FY 2023/24 will be transferred, as detailed in Resolution No. 23-030, to Account No. 101-90-970-105-6004 in the amount of \$103,000. For FY 2024/25 and FY 2025/26, funds in the amount of \$719,705.36 allocated between both years and \$41,135 per year for the contingency will be budgeted in Account No. 101-90-970-105-6004.

VI. EXHIBITS

1. Contract Agreement with Swayzer Corporation (Pgs. 6 - 40)
2. IFB No. 24-03 (Pgs. 41 - 59)
3. Resolution No. 24-030 (Pgs. 60 - 61)
4. Bid Register (Pg. 62)

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