



## Legislation Text

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File #: 2017-495, Version: 1

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### Report to Mayor and City Council

Tuesday, June 20, 2017

Consent

#### **SUBJECT:**

#### **CONSIDER A MONTH-TO-MONTH AGREEMENT WITH SWAYZER CORPORATION FOR LANDSCAPED MEDIAN MAINTENANCE SERVICES (CITY COUNCIL)**

#### **I. SUMMARY**

On June 1, 2017, staff released an RFP for landscape median maintenance services. Staff is awaiting proposals to be submitted to the City Clerk's Office. In the interim, staff is requesting a month-to-month agreement effective July 1, 2017, to ensure that there is no break in service.

#### **II. RECOMMENDATION**

Take the following actions:

1. APPROVE a month-to-month agreement for landscaped median maintenance services with Swayzer Corporation in the amount of \$15,125 per month effective July 1, 2017.
2. AUTHORIZE the Mayor to execute the contract amendment with Swayzer Corporation, following approval as to form by the City Attorney.

#### **III. ALTERNATIVES**

Take any other action the City Council deems appropriate.

#### **IV. BACKGROUND**

The City's infrastructure includes approximately 45 acres of hardscape, turf, planter, and landscaped medians. On June 15, 2010, City Council awarded Swayzer Corporation a three-year median landscape maintenance contract at \$198,000 per year, expiring June 30, 2013 (Exhibit No. 1), and renewable for one (1) additional three year extension. On June 4, 2013, City Council exercised the renewal option provided for in the original contract, and approved a three-year extension to the contract term, effective July 1, 2013 through June 30, 2016, at the same annual rate. Due to the ongoing construction associated with the Carson Street Master Plan Project, the City received a discounted monthly rate of \$15,125 on median maintenance services which is currently saving the City \$1,375 per month. Since then, this contract has been extended 4 times. (Exhibit No. 2). On March 21, 2017, the City Council ratified Amendment No. 3 and Amendment No. 4.

On June 1, 2017, staff released the RFP, and is currently waiting to receive responses. In the Interim, staff is recommending that the City enter into a month-to-month contract (Exhibit No. 3) to ensure that there is no break in the services, and to provide sufficient time to complete the RFP process.

The anticipated schedule to compete the RFP process is indicated below:

Final RFP to Purchasing	June 1, 2017
Publish RFP	June 8, 2017 - June 19, 2017
Open Bids	June 21, 2017
Recommendation to City Council for Awarding of Contract	July 18, 2017

## **V. FISCAL IMPACT**

No additional impact. The current monthly cost is \$15,125, and funds are budgeted in account 01-80-840-108-6005 for FY16/17 and included in the proposed budget for FY17/18.

## **VI. EXHIBITS**

1. Staff report dated June 15, 2010, unofficial minutes & Swayzer contract, (pages 3-27).
2. Staff report dated March 21, 2017, unofficial minutes & Fourth Amendment (pages 28-48).
3. Draft of Fifth Amendment (pages 49-63)

1.

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