



Staff Report

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**File #:** 23-0191

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 03/01/2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Community Services Department

**SUBJECT:**

AWARD OF CONTRACT TO L.R. LANDSCAPING INC. FOR ON-CALL EMERGENCY LANDSCAPE SERVICES.

**EXECUTIVE SUMMARY:**

This staff report asks Council to approve a contract with L.R Landscaping Inc. for on-call landscaping services in an amount not to exceed \$500,000 per fiscal year. On-call landscape services are used as needed for work to be performed outside the scope of work of the regular landscape services contractors.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Award Notice Inviting Bids 23-005RH to L.R. Landscaping, Inc. for on-call emergency landscape services, for the total bid amount of \$500,000 per fiscal year and waive any and all minor irregularities in the bidding documents as submitted by said bidder.
- b. Authorize the City Manager, or his designee, to execute the Maintenance and General Services Agreement with L.R. Landscaping, Inc., in an amount up to \$500,000 per fiscal year, including any non-substantive extensions, change orders, and amendments up to ten percent of the contract amount of \$50,000 as authorized by Corona Municipal Code Section [3.08.050\(H\)](#).
- c. Authorize the City Manager, or his designee to issue yearly purchase orders in accordance with the duly authorized and executed agreements, change orders, amendments, and renewals.

**BACKGROUND & HISTORY:**

The City of Corona utilizes on-call landscaping services as needed that are outside of the scope of

work of the regular landscape services contractors. These non-routine maintenance items include homeless encampment clean-ups, irrigation repairs and installs, plantings in parks, Landscape Maintenance Districts (LMDs) and parkways improvements, ballfield maintenance, weed abatement, and winter season rain preparations. In Fiscal Year (FY) 2022, Council awarded a single-year contract for these services with the request that staff return in FY 2023 with an improved process to attract more bidders.

The Facilities, Parks, and Trails and Purchasing Divisions worked together to revise the bid process. On November 9, 2022, the City issued a Notice of Inviting Bids (NIB) rather than an RFP for on-call landscaping (NIB 23-005RH). A determination was made that a NIB would attract more interest from contractors than an RFP.

**ANALYSIS:**

A notice inviting bids (NIB) was issued by the Purchasing Division on behalf of the Community Services Department for on-call emergency landscape services. Bid No. NIB 23-005RH was posted on Planet Bids on November 9, 2022, emailed to the construction trade journals on November 10, 2022, and advertised in the Corona local newspaper, *Sentinel Weekly*, on November 11, 2022. A total of 127 vendors were notified about the bid, and 5 vendors downloaded the bid. The Purchasing Division received two submitted bids from two on-call landscaping contractors.

Staff reviewed and scored each bid. The following is a summary of the bid results:

Vendor	Location	Bid Amount
L.R. Landscaping Inc.	La Puente, CA	\$8,077.00
Tropical Plaza Nursery, Inc.	Villa Park, CA	\$19,105.75

Because the bid was issued for on-call services, with no guarantee of usage, the Bid Pricing Schedule required bidders to submit pricing based on single unit costing for 38 separate line items including, but not limited to, wire tracing (irrigation), 1-gallon plant and installation, 5-gallon plant and installation, installation of irrigation heads, turf removal, and hydro seed. The low bidder was determined based on the summation of the single-unit cost bid for each line item.

Staff recommends awarding a contract to L.R. Landscaping, Inc. as the lowest responsive, responsible bidder. The requested amount of \$500,000 award amount is based on historical annual expenditures for on-call landscaping services.

**FINANCIAL IMPACT:**

Funding for the recommended action is available in the Facilities, Parks, and Trails Maintenance Services' current fiscal year operating budget, in the General Fund, and the LMD/CFD's Landscape Maintenance District Funds. Staff will recommend appropriate amounts in future budgets prepared for City Council approval to provide for future renewals and yearly purchase orders.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California

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Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is a financial transaction between the State of California Department of Parks and Recreation and the City of Corona, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY:** MOSES CORTEZ, FACILITIES, PARKS, AND TRAILS MANAGER & VIOLA VAN, MANAGEMENT ANALYST II

**REVIEWED BY:** ANNE K. TURNER, COMMUNITY SERVICES DIRECTOR

**Attachments:**

1. Exhibit 1 - L.R Landscaping Agreement