



Staff Report

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**File #:** 24-0011

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**REQUEST FOR CITY COUNCIL ACTION AND  
CORONA UTILITY AUTHORITY ACTION**

**DATE:** 01/03/2024

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

**FROM:** Community Services Department

**SUBJECT:**

MAINTENANCE AND GENERAL SERVICES AGREEMENT WITH GREENTECH LANDSCAPE, INC. FOR LANDSCAPE MAINTENANCE SERVICES FOR THE CORONA UTILITIES DEPARTMENT FOR A TERM OF DECEMBER 6, 2023 TO JUNE 30, 2025 IN THE AMOUNT OF \$175,000 PER FISCAL YEAR

**EXECUTIVE SUMMARY:**

This staff report asks the City Council to approve a Maintenance and General Services Agreement with Greentech Landscape, Inc. for landscape maintenance services at the Corona water and wastewater facilities through June 30, 2025 in the amount of \$175,000 per fiscal year. The Community Services Department solicited bids via RFP 24-003SB for landscape maintenance services at the Corona Utility Sites and Greentech Landscape, Inc. was identified as the lowest responsive responsible bidder.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Award RFP 24-003SB to Greentech Landscape, Inc. for landscape maintenance services for the Corona Utilities Department.
- b. Approve the Maintenance and General Services Agreement with Greentech Landscape, Inc. for landscape maintenance services for the initial term of December 6, 2023, to June 30, 2025, with two additional two-year option renewal periods in the amount of \$175,000 per fiscal year and waive any and all minor irregularities in the proposal.
- c. Authorize the City Manager, or his designee, to execute the Maintenance and General Services

Agreement with Greentech Landscape, Inc. in the amount of \$175,000 per fiscal year, including any non-substantive extensions, change orders, purchase orders, and amendments up to the amount authorized in [Corona Municipal Code Section 3.08.060\(J\)](#), which is equivalent to 10% or \$17,500.

That the Corona Utility Authority review, ratify, and to the extent necessary, direct that the City Council take the above recommended actions.

**BACKGROUND & HISTORY:**

The City of Corona utilizes professional contractual services for landscape maintenance. These contractual services supply the equipment, professional staff, and expertise needed to conduct this work in a safe and effective manner, while providing clean and attractive landscaping throughout the City. The Utilities Department has several sites throughout the City that are maintained by the Community Services Department. Landscaping services for these sites were previously provided by Tropical Plaza, however, their contract recently expired, and all terms have been exhausted. In the interim, landscaping services are currently provided through a temporary contract with Diversified Maintenance Services (DMS) until a permanent vendor is selected.

**ANALYSIS:**

The Utilities Department has made a significant investment to keep its utility sites manicured and landscaped. RFP 24-003SB for landscaping maintenance services was posted on the City of Corona bid platform, Planet Bids on September 7, 2023, pursuant to [Corona Municipal Code Section 3.08.110](#) Non-public projects formal bidding procedure. A total of 133 registered City of Corona prospective bidders were notified. On October 5, 2023, seven proposals were received through the PlanetBids bidding service.

The following is a summary of the proposal evaluation results:

<b>Firm</b>	<b>Location</b>	<b>Final Ranking</b>
Greentech Landscape, Inc.	Whittier, CA	1
Tropical Plaza Nursery, Inc.	Villa Park, CA	2
Pacific Coast Landscape & Design, Inc.	Riverside, CA	3
J. Orozco Enterprises, Inc.	Pomona, CA	4
Mariposa Landscapes Inc.	Irwindale, CA	5
Lantana Landscape Group, Inc.	Anaheim, CA	6
RP Landscape & Irrigation	San Bernardino, CA	7

Staff reviewed the bids and recommends awarding the RFP to Greentech Landscape, Inc. as the highest scoring proposal. The total contract value of this contract will be in the amount of \$175,000. All licenses and reference checks for Greentech Landscape Inc. were reviewed and verified.

**FINANCIAL IMPACT:**

Funding for the recommended actions is available in the Utilities Department operating budget within

the Reclaimed Water Utility Fund 567, Water Utility Fund 570, Sewer Utility Fund 572, and Greenfield Electric Utility Fund 578. Funding for future years will be recommended through the annual budget process.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California 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 to approve a contract for landscape maintenance services, 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

**REVIEWED BY:** DONNA FINCH, INTERIM COMMUNITY SERVICES DIRECTOR

**ATTACHMENTS:**

1. Greentech Landscaping Agreement