



Staff Report

File #: 23-0561

REQUEST FOR CITY COUNCIL ACTION

DATE: 08/02/2023

TO: Honorable Mayor and City Council Members

FROM: Community Services Department

SUBJECT:

APPROVE CONTRACT AMENDMENTS AND CHANGE ORDERS FOR TROPICAL PLAZA NURSERY FOR LANDSCAPING AND MAINTENANCE SERVICES PERFORMED IN LANDSCAPE MAINTENANCE DISTRICT 84-2, ZONE 10 AND FOR UTILITIES LANDSCAPE MAINTENANCE

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve Fiscal Year 2023 contract amendments and change orders for landscape maintenance services provided by Tropical Plaza Nursery.

RECOMMENDED ACTION:

That the City Council authorize the City Manager, or his designee, to issue change orders for the following purchase orders with Tropical Plaza Nursery:

- a. Increase Purchase Order #B230436 in the amount of \$35,000 for Landscape Maintenance District 84-2, Zone 10, and authorize an appropriation in the amount of \$35,000 within the Landscape Maintenance District 84-2, Zone 10 Fund 460 to the Community Services Department's operating budget.
- b. Increase Purchase Order #B230616 in the amount of \$52,000 for Utilities Landscape Maintenance.
- c. Authorize the City Manager, or his designee, to approve a Fifth Amendment with Tropical Plaza Nursery in the amount of \$152,000 for Utility Department Landscaping.
- d. Authorize the City Manager, or his designee, to approve a Second Amendment with Tropical Plaza Nursery in the amount of \$491,460 for Area 2 Zone 10 landscaping services.

BACKGROUND & HISTORY:

The City of Corona currently and historically has utilized professional contractual services for landscape maintenance. These contractual services provide the equipment, labor, and materials needed to perform this work in a safe and effective manner, while maintaining quality service for the Corona residents. The City currently utilizes contract services to maintain approximately 500 acres of Landscape Maintenance Districts (LMDs) and Community Facilities Districts (CFDs), as well as Utilities facilities throughout Corona.

On February 28, 2023, the Community Services Department entered into a temporary contract with Tropical Plaza Nursery to provide landscape maintenance services in LMD 84-2 Zone 10 through June 30, 2023 in the amount of \$456,460.

ANALYSIS:

The newly developed community of Sierra Bella was accepted and incorporated in 2023 into LMD 84-2 Zone 10, which is currently serviced by Tropical Plaza Nursery. Due to the unanticipated addition of this area in the LMD, the City incurred more costs for landscaping and maintenance services than previously anticipated. Change orders are needed for Tropical Plaza's purchase orders to cover pending invoices for services that were performed in Fiscal Year 2023 in LMD 84-2 Zone 10 and for Utilities landscape maintenance in this area.

The increase for the Utilities contract is due to the previous contract that expired at the end of FY 2022. In the beginning of FY 2023, a temporary contract and purchase order was issued to Tropical Plaza to perform the landscape maintenance for these Utility sites.

New contracts and purchase orders have been approved for Fiscal Year 2024 with sufficient funding to account for the Utilities facilities, as well as the additional landscaping in Sierra Bella.

FINANCIAL IMPACT:

Approval of the recommended actions will result in an appropriation in the amount of \$35,000 within the Landscape Maintenance District (LMD) 84-2, Zone 10 Fund 460 to the Community Services Department's operating budget for the additional landscape maintenance services provided at Sierra Bella. There is sufficient fund balance in LMD 84-2, Zone 10 Fund 460 for the recommended actions.

The Fifth Amendment and purchase order increase for Utilities Department Landscaping will not result in an additional financial impact.

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 change orders for landscape maintenance services, and there is no possibility that it will have a significant effect on the environment. Therefore, no environmental analysis is required.

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PREPARED BY: MOSES CORTEZ, FACILITIES, PARKS, AND TRAILS MANAGER

REVIEWED BY: DONNA FINCH, INTERIM COMMUNITY SERVICES DIRECTOR

Attachments:

1. Exhibit 1 - Second Amendment Tropical Plaza Nursery
2. Exhibit 2 - Fifth Amendment Tropical Plaza Nursery