



## Board Report

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**File #:** 17-0239, **Version:** 1

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- a. Approve Standard Agreement with Smith & Enright Landscaping, Inc. to provide landscape and open space maintenance services for County Service Area (CSA) 15 which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine under Request for Proposals (RFP) #10596, in an amount not to exceed \$113,175, for a period of three (3) years beginning March 7, 2017 to March 7, 2020, with the option to extend the Agreement for two (2) additional one (1) year period(s); and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Standard Agreement with Smith & Enright Landscaping, Inc. to provide landscape and open space maintenance services for County Service Area (CSA) 15 which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine under Request for Proposals (RFP) #10596, in an amount not to exceed \$113,175, for a period of three (3) years beginning March 7, 2017 to March 7, 2020, with the option to extend the Agreement for two (2) additional one (1) year period(s); and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

### SUMMARY:

The recommended actions would allow for the approval of a Standard Agreement (SA) with Smith & Enright Landscaping, Inc. in the amount of \$113,175 to provide for landscape and open space maintenance services for County Service Area (CSA) 15, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine.

### DISCUSSION:

The Resource Management Agency's Department of Public Works and Facilities Grounds crew is structured to address maintenance needs of grounds at or near County-owned facilities. CSA 15 is located in the Toro Park community, which is located approximately six (6) miles from the Government Center. The existing Grounds crew does not have adequate labor or equipment resources to maintain appearance and fire safety requirements for open or partially landscaped areas. Therefore, the County solicited proposals from qualified consultants through Request for Proposals (RFP) #10596 for landscape and open space maintenance services for CSA 15 - Toro Park and Serra Village, in accordance with the specifications set forth in the RFP. Three (3) firms' proposals were received. Of the three (3) firms, Smith & Enright Landscaping, Inc. was selected based on their expertise and capabilities to provide landscape and open space maintenance services through a competitive selection process in accordance with County policies and State laws under RFP #10596. In addition to their expertise and capabilities, Smith & Enright Landscaping, Inc. was selected due to being a local and the lowest responsible bidder.

Approval of the recommended action would allow for the issuance of a multi-year agreement (MYA) SA, for a period of three (3) years beginning March 7, 2017 to March 7, 2020, with the option to extend the SA for two

(2) additional one (1) year period(s), in the amount not to exceed \$113,175. The scope of services of Smith & Enright Landscaping, Inc. includes the full range of landscape and open space maintenance services.

**OTHER AGENCY INVOLVEMENT:**

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved the SA as to form and legality, and fiscal provisions, respectively.

**FINANCING:**

Cost associated with the proposed Smith & Enright Landscaping, Inc. SA are included in the adopted FY2017 budget, Fund 056, Unit 8198, Appropriation Unit RMA052. The current budget includes \$75,000 for landscape and open space maintenance services. The SA replaces an expired agreement for similar services at a reduced cost.

CSA 15 - Toro Park and Serra Village's beginning fund balance as of July 1, 2016 was \$74,910. As a result of damages caused by the winter storms, staff anticipates expenditures will exceed revenues by approximately 10,000, which would erode the fund balance to \$64,910 by the end of FY2017. This will not impact the CSAs ability to meet the financial obligations of the SA over the 3-year term.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Through the appropriate landscaping maintenance of the CSA 15 open space and public parks, numerous Monterey County Board of Supervisors Strategic Initiatives will be adhered to. Public health and wellness will be increased through outdoor activities and recreation in the well maintained CSA 15 open space and parks, Smith & Enright will provide environmentally sound landscaping practices and maintenance of the sprinkler systems for improvements to Monterey County infrastructure and public safety will be improved by reducing wildfire fuel in the open space areas of CSA 15.

Check the related Board of Supervisors Strategic Initiatives:

- ☐ Economic Development
- ☐ Administration
- ☒ Health & Human Services
- ☒ Infrastructure
- ☒ Public Safety

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Approved by: Shawne Ellerbee, RMA Deputy Director of Administrative Services

Approved by: Carl P. Holm, AICP, RMA Director

**Attachments:**

Attachment A - Smith & Enright Landscaping, Inc. SA

Attachment B - RFP #10596

(Attachments on file with the Clerk of the Board)