



## Board Report

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**File #:** A 20-030, **Version:** 1

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- a. Approve Amendment No. 1 to Standard Agreement No. A-13479 with Smith & Enright Landscaping, Inc. to continue to provide landscape and open space maintenance services for County Service Area No. 15-Serra Village-Toro Park, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine, Request for Proposals #10596, to increase the not-to-exceed amount by \$37,725, for a total amount not to exceed of \$150,900, and extend the expiration date from March 7, 2020 for one (1) additional year through March 7, 2021, for a revised term from March 7, 2017 to March 7, 2021, with the option to extend the Agreement for one (1) additional one (1) year period; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 to Standard Agreement No. A-13479 and future amendments to the Agreement, where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 1 to Standard Agreement No. A-13479 with Smith & Enright Landscaping, Inc. to continue to provide landscape and open space maintenance services for County Service Area No. 15-Serra Village-Toro Park, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine, Request for Proposals (RFP) #10596, to increase the not-to-exceed amount by \$37,725, for a total amount not to exceed of \$150,900, and extend the expiration date from March 7, 2020 for one (1) additional year through March 7, 2021, for a revised term from March 7, 2017 to March 7, 2021, with the option to extend the Agreement for one (1) additional one (1) year period; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 to Standard Agreement No. A-13479 and future amendments to the Agreement, where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

### SUMMARY:

Monterey County entered into a Standard Agreement (SA) with Smith & Enright Landscaping, Inc. (SA No. A-13479) to provide landscape and open space maintenance services for County Service Area No. 15-Serra Village, Toro Park, which includes Toro Park Estates, Serra Village, Toro Creek Estates, and Toro Sunshine (hereinafter CSA 15). That SA was approved for a period of three (3) years ending March 7, 2020, with the option to extend the SA for two (2) additional one (1) year period(s) for an amount of \$113,175. Staff recommends amending that SA (Amendment No. 1), increasing the amount by \$37,725, for a total amount not to exceed of \$150,900 and extending the expiration date for one (1) additional year through March 7, 2021.

### DISCUSSION:

The Resource Management Agency (RMA) includes management of County facilities and grounds, including County-owned open spaces. RMA-Facilities is structured for County staff to address grounds maintenance needs at or near County-owned facilities. The Grounds Crew lacks labor or equipment resources to maintain all County-responsible open spaces or partially landscaped areas. On September 29, 2016, Request for Proposals #10596 (RFP) solicited proposals from qualified consultants for landscape and open space maintenance services for CSA 15, located approximately six miles from Salinas, in accordance with specifications set forth in the subject RFP. Smith & Enright Landscaping, Inc. (Smith & Enright) was selected based on their expertise and capabilities to provide professional landscape and open space maintenance services through the RFP

competitive selection process in accordance with County policies and State laws. The firm was the lowest responsive bidder and a local area business. On March 14, 2017, the Board approved entering into the SA with Smith and Enright from March 7, 2017 to March 7, 2020 for an amount of \$113,175.

RMA recommends that the Board of Supervisors approve the proposed Amendment No. 1 (Attachment A) for the continued provision of landscape and open space maintenance services for CSA 15. Amendment No. 1 increases the not-to-exceed agreement amount of \$113,175 by \$37,725, for a total amount not to exceed of \$150,900, and extends the expiration date from March 7, 2020, by one (1) additional year through March 7, 2021, for a revised term from March 7, 2017 through March 7, 2021, with an option to extend the Agreement for one (1) additional one (1) year period. Attachment B-Standard Agreement and Attachment C-Summary of SA Annual Expenditures and Balance are provided for reference.

**OTHER AGENCY INVOLVEMENT:**

The Office of the County Counsel and the Auditor-Controller have reviewed and approved Amendment No. 1 as to form and fiscal provisions, respectively.

**FINANCING:**

Costs associated with the proposed Amendment No. 1 are included in the Fiscal Year 2019-20 Adopted Budget, Fund 056, Unit 8198, Appropriation Unit RMA052. The current budget includes \$60,000 for landscape and open space maintenance services, which is adequate to cover costs associated with Amendment No. 1.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Appropriate landscaping management and maintenance of CSA 15 open space and public parks promote the Monterey County Board of Supervisors Strategic Initiatives for Administration, Health & Human Services, Infrastructure, and Public Services. Effective administration of the CSA increases public health and wellness by affording nearby opportunities for outdoor activities and recreation in the CSA's well-maintained open space areas and parks. Smith & Enright employs environmentally sound landscaping practices and performs regular maintenance of sprinkler systems for the continued viability of Monterey County infrastructure. Public safety is improved by effective, timely management and reduction of wildfire fuel in the open space areas.

Economic Development  
X Administration  
X Health & Human Services  
X Infrastructure  
X Public Safety

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Reviewed by: Melanie Beretti, Property Administration/Special Programs Manager  
Approved by: Shawne E. Ellerbee, RMA Deputy Director of Administrative Services  
Approved by: Carl P. Holm, AICP, RMA Director

**Attachments:**

Attachment A-A1 to SA

Attachment B-SA

Attachment C-Summary of SA Annual Expenditures and Balance  
(Attachments are on file with the Clerk of the Board)

cc: Leigh Ann Sutton, RMA Deputy Director of Public Works, Parks & Facilities