



# City of San Leandro

Meeting Date: September 5, 2017

## Staff Report

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**File Number:** 17-475 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.M.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Debbie Pollart  
Public Works Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** Staff Report for Resolution Authorizing the City Manager to Execute Amendment No. 1 to Non-Professional Services Agreement with Pacheco Brothers Gardening, Inc. for Citywide Landscape Maintenance for \$166,924

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council authorize the City Manager to execute Amendment No. 1 to a Non-Professional Services Agreement with Pacheco Brothers Gardening, Inc. to provide monthly landscape maintenance services at City facilities.

### BACKGROUND

On August 31, 2015, the Public Works Department issued Request for Proposals (RFP) 55025 for citywide landscape maintenance. Five firms submitted proposals deemed responsive to the RFP. After review by a committee of internal staff, the five proposals were ranked and Pacheco Brothers Gardening, Inc., a Hayward-based firm, was selected based on the firm's highest score and the second lowest bid price. The City entered into contract with Pacheco Brothers Gardening, Inc. on March 1, 2016.

### Analysis

If authorized, the existing contract will be extended for the 2017-18 fiscal year for the monthly price of \$13,077. The new contract price reflects a 3% increase over the prior year. In addition, the contract includes \$10,000 for the year for additional planting services not covered by the contract. The additional planting services are needed due to plant loss caused by an extended period of drought. Contract services include landscape maintenance at various City facility sites including City Hall; City libraries, fire stations, and community centers; and the shoreline area. Services also include mowing, plant trimming, irrigation monitoring and repair, litter abatement, and weed abatement. The contract will extend through June 30, 2018, with the option for the City to extend

the contract annually for three additional years by contract amendment.

**Previous Actions**

- Resolution 2016-024 Authorizing the City Manager to Execute a Non-Professional Services Agreement with Pacheco Brothers Gardening, Inc. for Citywide Landscape Maintenance

**Fiscal Impacts**

This multi-fund service contract will cost \$166,924. The FY 2017-18 contract price includes \$13,077 per month plus an additional \$10,000 per year for additional planting services. The FY 2017-18 contract price also includes a 3% increase over the prior fiscal year. Services are funded by the General Fund, Heron Bay Fund, and Shoreline Fund.

**Budget Authority**

Staff will request a purchase order for \$166,924 for FY 2017-18 for account 010-62-001-5340 (49%), 147-42-142-5340 (26%), and 597-57-003-5340 (25%). There is sufficient budget in the account for the contract.

**ATTACHMENT(S)**

**Attachment(s) to Related Legislative Files**

Attached to Resolution:

- Amendment No. 1 to Non-Professional Services Agreement between the City of San Leandro and Pacheco Brothers Gardening, Inc. for Citywide Landscape Maintenance

**PREPARED BY:** Jennifer Auletta, Deputy Director, Public Works Department



# City of San Leandro

Meeting Date: September 5, 2017

## Resolution - Council

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**File Number:** 17-474

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Debbie Pollart  
Public Works Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** RESOLUTION Authorizing the City Manager to Execute Amendment No. 1 to Non-Professional Services Agreement with Pacheco Brothers Gardening, Inc. for Citywide Landscape Maintenance for \$166,924 for Fiscal Year 2017-2018, and to Execute Three Additional One-Year Extensions at the Same Price Subject to Consumer Price Index (CPI) Adjustments in Future Years

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WHEREAS, a draft amendment to the agreement between the City of San Leandro and Pacheco Brothers Gardening, Inc. was presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said amendment to the agreement.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That said Amendment No. 1 to the agreement substantially in the form presented is hereby approved and execution by the City Manager is hereby authorized; and
2. That the City Manager is authorized to make non-substantial revisions to said agreement, subject to the approval of the City Attorney; and
3. That the City Manager is authorized to execute Amendment No. 1 for a total contract price of \$166,924 for fiscal year 2017-2018, and to execute three additional one-year extensions at the same price subject to Consumer Price Index (CPI) adjustments in future years; and
4. That an original executed Amendment No. 1 to the agreement shall be attached to and made a part of this resolution.

**AMENDMENT NO. 1 TO NON-PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
PACHECO BROTHERS GARDENING, INC.  
FOR  
CITYWIDE LANDSCAPE MAINTENANCE**

This **Amendment No. 1** ("Amendment") is made by and between the City of San Leandro ("City") and Pacheco Brothers Gardening, Inc. ("Contractor") (together sometimes referred to as the "Parties") as of July 1, 2017, and amends that certain Non-Professional Services Agreement ("Agreement") dated March 1, 2016, between the Parties.

**WHEREAS**, City and Contractor have executed the Agreement, pursuant to which Contractor has provided certain services to City with regard to turf maintenance; and

**WHEREAS**, the Parties desire to amend the Agreement to extend the term for one year, increase the service price by 3% (CPI) and add additional planting services.

**NOW THEREFORE**, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 1.1 of the Agreement entitled "Term of Services" is hereby amended to extend the term from July 1, 2017, to June 30, 2018; and
2. Section 2 of the Agreement entitled "Compensation" is hereby amended to pay Contractor a sum not to exceed \$13,077 per month for a total of \$156,924 per year plus an additional \$10,000 per year for planting landscapes for an annual total of 166,924; and
3. Exhibit B of the Agreement entitled "Compensation Schedule & Reimbursable Expenses" is hereby amended as attached.
4. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.


**SIGNATURES ON FOLLOWING PAGE**

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

Pacheco Brothers Gardening, Inc.

\_\_\_\_\_  
Chris Zapata, City Manager

  
\_\_\_\_\_  
Karl Pacheco, Operations Manager

Attest:

\_\_\_\_\_  
Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

\_\_\_\_\_  
David Baum, Finance Director

010-62-001-5340 (49%), 147-42-142 (26%), 597-57-003 (25%)  
\_\_\_\_\_  
Account Number

Approved as to Form:

\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

(2015)

Exhibit B  
Compensation Schedule Reimbursable Expenses

Monthly Price	Annual Amount	Location/Description of Area	Special Instructions[1]
\$ 634.86	\$ 7,618.33	SL Hospital/Senior Center Shared Parking Lot and the Senior Center grounds and parking lot  E. 14 <sup>th</sup> Street and 139 <sup>th</sup>	The parking lots and the grounds are designed with bio-swales and shall be maintained using <i>Bay Friendly Guidelines</i> . Grasses are to be trimmed <u>and all trimmings removed</u> in November and again in May (if needed). Trash pick-up in the bio-swale is once per week. Leaf litter and trash on remainder of grounds picked up once per week. Pots shall contain perennials be trimmed 2x per year, as needed. All landscaping (outside of the bio-swales) maintained on a monthly basis and dead-headed and/or hand-trimmed as may be necessary to maintain a healthy plant environment. Grape vines along the southern fence trimmed once per year in Nov/Dec. Maintenance of plant material (ivy) growing on the north fence line is also included.
\$ 258.91	\$ 3,106.93	Former Comcast Building Western terminus of Marina Blvd	Maintenance work to be provided once per month.
\$ 155.35	\$ 1,864.16	Fire Station #9 450 Estudillo Avenue	Maintenance work to be provided once per month.
\$ 129.46	\$ 1,553.47	Fire Station #10 2194 Williams Street	Maintenance work to be provided once per month.
\$ 129.46	\$ 1,553.47	Fire Station #11 14903 Catalina Street	Maintenance work to be provided once per month.
\$ 129.46	\$ 1,553.47	Fire Station #12 1065 143rd Street	Maintenance work to be provided once per month.
\$ 77.67	\$ 932.08	Fire Station #13 637 Fargo Avenue	Maintenance work to be provided once per month.
\$ 77.67	\$ 932.08	Old Fire Station #10 2101 Marina Blvd.	Maintenance work to be provided once per month.

Exhibit B  
Compensation Schedule Reimbursable Expenses

Monthly Price	Annual Amount	Location/Description of Area	Special Instructions[1]
\$ 168.82	\$ 2,025.85	Manor Branch Library 241 Manor Blvd.	Maintenance work to be provided twice per month March-October and once per month all other months. Includes exterior courtyard at rear of building and sweeping out Dumpster
\$ 168.82	\$ 2,025.85	Mulford Branch Library 13699 Aurora Dr.	Maintenance work to be provided once per month.
\$ 168.82	\$ 2,025.85	South Branch Library 14799 E. 14 <sup>th</sup> St	Maintenance work to be provided once per month. Bottlebrush to be trimmed as needed.
\$ 3,236.39	\$ 38,836.67	Shoreline Area Maintenance	Maintenance work to be provided twice per month April-October and once per month November-March. Debris pickup in landscaped areas only. Trees to be trimmed as needed. (See Shoreline Area Landscape Maps #1-4).
\$ 2,200.74	\$ 26,408.93	Civic Center  835-999 E. 14 <sup>th</sup> Street	All turf and paved areas, including sidewalks, between Root Park and Peralta Avenue, between E. 14 <sup>th</sup> Street and Lafayette, includes parking lots (north and south) and landscaping. These areas are clean-up, mowing, turf edging, blowing, maintenance of shrubs, and includes weeding the large pots in the plaza (and trimming perennials back 1/year). Work must be done on Monday (mowing/edging/blowing) and Thursday (blowing, clean-up) of each week. During leaf drop months, leaves should be picked up twice per week.
\$ 517.82	\$ 6,213.87	Marina Community Center 15301 Wicks Blvd.	Maintenance work to be provided once per week. Includes all exterior landscaping (including the courtyard) and all paved areas.
\$ 388.37	\$ 4,660.40	Victoria Circle Both sides of Bancroft Ave	Maintenance work to be provided once per week.

Exhibit B  
Compensation Schedule Reimbursable Expenses

Monthly Price	Annual Amount	Location/Description of Area	Special Instructions[1]
\$ 3,417.63	\$ 41,011.52	Heron Bay Western terminus of Lewelling Blvd./Bayfront Drive	Maintenance of lawn area and shrubs around information kiosk to be provided once per week. (See Heron Bay Maps # 1-4).
\$ 258.91	\$ 3,106.93	Casa Peralta & History Museum 384 W. Estudillo Avenue	Maintenance of entire exterior/courtyard area to be provided once per week March-October and twice a month Nov.-Feb. Landscaping maintenance and trees on W. Estudillo in front of the Museum, west to San Leandro Blvd., on both sides of the street to be provided twice a month.
\$ 828.52	\$ 9,942.19	Main Library 300 Estudillo Avenue	Maintenance of entire exterior/courtyard area, including pots, on a weekly basis.
\$ 128.93	\$ 1,547.13	2139 Laura Ave	Mow lawn twice a month. Trim plants as needed but no less than quarterly.
<b>\$ 13,077</b>	<b>\$ 156,924</b>	<b>Total [2]</b>	

<sup>[1]</sup> Landscaped areas shall be maintained in accordance with the Operational Standards, with noted exceptions listed under Special Instructions.

[2] Monthly total is rounded up and then multiplied by 12 for an annual total.