

CITY OF PALM DESERT and PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: May 23, 2024

PREPARED BY: Shawn Muir, Community Services Manager

REQUEST: AWARD OF CONTRACT FOR LANDSCAPE MAINTENANCE AREA NO. 3 TO EXCEL LANDSCAPE, INC., CORONA, CALIFORNIA, IN THE ANNUAL AMOUNT OF \$418,680 PLUS EXTRA WORK AND SERVICES FOR AN ANNUAL AMOUNT NOT TO EXCEED \$85,000 (PROJECT NO. MLS00010) (CC, HA)

RECOMMENDATION:

1. Award a Contract for Landscape Maintenance Area No. 3 (LMA 3) to Excel Landscape, Inc., of Corona, CA, in the annual amount of \$418,680.
2. Authorize extra work and services in an annual amount not to exceed \$85,000.
3. Authorize the Executive Director or designee to review and approve written contract amendment and change order requests for unanticipated conditions per Section 3.30.170 of the Palm Desert Municipal Code.
4. Authorize the Executive Director to execute the said agreement.

BACKGROUND/ANALYSIS:

Landscape Maintenance Area 3 consists of the Authority's fifteen (15) multi-family and senior properties, comprised of approximately 1,100 units. Landscape maintenance services for these properties are provided by the Authority through contractors that were selected by experience, equipment, and qualified labor in determining the best qualified firm for the services being requested. This process has been used successfully with other landscape maintenance services and the level of service and quality of maintenance has improved substantially.

Staff issued a Request for Proposals on February 7, 2024, and on March 7, 2024, five (5) proposals were received. A selection committee that included two Public Works staff and one Housing Division staff evaluated the proposals and scored them according to the criteria listed in the RFP. The scoring criteria and weight is as follows:

- Clarity and conformance of proposal to the RFP (10%)
- Content of the proposal, including the work plan (25%)
- Proposer's experience and performance (35%)
- Comments by references (10%)
- Fee proposal (20%)

Excel Landscape, Inc. ("Excel") was the highest-ranked proposal with an aggregate score of 79.33 compared to the previous contract-holder, Liberty Landscaping, Inc. with an aggregate score of 76.67.

Contractor	Location	Amount	Score
1. Excel Landscape, Inc.	Corona, CA	\$418,680	79.33
2. Liberty Landscaping, Inc.	Riverside, CA	\$372,984	76.67
3. Mariposa Landscapes, Inc.	Irwindale, CA	\$574,308	69.33
4. Universal Green	Desert Hot Springs, CA	\$385,228	57.67
5. Southwest Landscape	Indio, CA	\$706,499	20.67

Excel provided a clear and concise proposal that outlined their proposed method to accomplish the work. Based on the scores, the selection committee was of the opinion that Excel would provide a higher level of service. Staff recommends that a three-year contract with an option of two, one-year extensions be awarded to Excel.

Extra work and services cover unquantifiable activities that may arise and are necessary for landscape maintenance services that are not part of the landscape maintenance contract. It includes the repair and replacement of irrigation equipment, repair, maintenance, and replacement of lighting equipment, emergency tree work, grass seed and fertilizer, replacement of trees and shrubs, pest control, accident and vandalism repair, and replacement of damaged items.

When a need for extra work arises, the contractor who has been awarded the maintenance contract for an established Landscape Maintenance Area is given priority over other contractors. The Authority has found that it can be problematic to bring in an outside contractor to complete work in an area being maintained by another contractor. For example, if damage is detected after an outside contractor performs work in the area, it is difficult to determine which contractor is responsible. Therefore, utilizing the same contractor for the maintenance and extra work fosters continuity and reduces the likelihood of potential conflicts.

References

Excel Landscape has been contracted by the City of Palm Desert (“City”) in the past for maintenance at Landscape Maintenance Area 17. The results of that agreement were positive. In addition, Excel was called upon to assist with cleanup efforts at the City’s Freedom Park following Tropical Storm Hilary in 2023. Excel’s assistance was instrumental in restoring the park quickly.

Legal Review:

This report has been reviewed by the City Attorney’s office.

Appointed Body Recommendation:

On May 8, 2024, the Palm Desert Housing Commission voted 4-1 (with Commissioner Docken voting no) to not recommend that the Housing Authority award a contract to Excel Landscape for landscape maintenance services. The Commissioners did not provide specific information leading to their vote, but opted instead to defer to the City Council.

FINANCIAL IMPACT:

Funds have been included in the proposed Housing Authority FY 2024/2025 budget in the appropriate Authority accounts for each of the properties. There is no financial impact to the General Fund from this action.

ATTACHMENTS:

1. Proposal – Excel Landscape, Inc.
2. Agreement
3. Performance and Payment Bonds