

CITY OF YUBA CITY  
STAFF REPORT

**Date:** February 2, 2021  
**To:** Honorable Mayor & Members of the City Council  
**From:** Finance Department  
**Presentation By:** Spencer Morrison, Director of Finance

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**Summary**

**Subject:** Landscape Maintenance Services Contract (RFP21-01)

**Recommendation:** Award a contract to Landscapes by Stentzel of Live Oak, CA in the amount of \$350,568 for one (1) year of landscape maintenance services of landscape maintenance districts, landscaped islands, and select City facilities with the option of five (5) one (1) year extensions. Authorize the City Manager to approve the extensions.

**Fiscal Impact:** \$350,568 annually broken down as follows:  
\$214,716-Landscape Maintenance Districts  
\$ 84,696-Road Funds  
\$ 38,928-Parks Budget  
\$ 5,400-Facilities Funds  
\$ 2,880-Water Fund  
\$ 3,948-Sewer Fund

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**Purpose:**

To award a contract for the maintenance of landscaping located within landscape maintenance districts, landscaped islands, walkways, the bike path, and select City facilities for an initial term of one (1) year with the option of five (5) one (1) year extensions, at the City's request.

**Background:**

The City has landscape maintenance contracts for the routine maintenance of landscaping located within landscape maintenance districts, landscape islands and select City facilities. Services include litter control, fertilizing, pest management, weed control, pruning, mowing, edging, weeding, tree maintenance and irrigation repairs.

In February 2016, a contract was awarded to Landscapes by Stentzel of Live Oak, CA for the maintenance of 82 landscape maintenance areas, that contract will expire in March 2021. Currently, the City's contract with Landscapes by Stentzel is \$343,759. This year, the contract has 88 landscape maintenance areas being bid upon.

**Analysis:**

Staff issued a Request for Proposals (RFP) for landscape maintenance services. The Finance Department worked with the Community Services Department and the Public Works Department to ensure that the landscape maintenance specifications meet the City’s requirements. The RFP specified that any vendor interested in responding to the RFP would need to attend a mandatory pre-bid meeting to review the standards and services that the City expects from the new awardee. A notice regarding the RFP was issued to twenty-eight (28) landscape contractors. Five (5) vendors were present at the mandatory pre-proposal meeting and four (4) of the vendors submitted proposals.

The RFP specified that the criteria outlined below would be used to evaluate and rank potential contractors.

**Evaluation Criteria**

**Maximum Score**

Phase 1-Technical Portion

Compliance with RFP requirements 5 points  
Capability and Experience of Contractor 40 points

Phase 2-Technical Portion

Reference Checks/Possible Commercial Site Reviews 30 points

Phase 3

Cost for monthly services and extra work 25 points  
100 points

A committee of four City staff members independently evaluated and ranked the proposals according to the criteria outlined above. After Phase 1 was evaluated and scored by the committee, all four vendors moved on to Phase 2 & 3.

Proposal rankings and proposed maintenance costs are below:

Company	Average Score (100 points possible)	Proposed Amount (monthly)	Proposed Amount (yearly)	Rank
Landscapes by Stentzel - Live Oak, CA	95.07	\$29,214	\$350,568	1*
Vargas Landscapes - Sutter, CA	88.44	\$28,735	\$344,820	2
New Image Landscape – Sacramento, CA	82.07	\$50,330	\$603,960	3
Terracare Associates – Los Angeles, CA	80.29	\$46,689	\$560,268	4

\*Awardee

Staff recommends award of a contract to Landscapes by Stentzel of Live Oak, CA in the amount of their proposal of \$350,568 per year. Landscapes by Stentzel was selected based on their overall ability to provide the services required, quality, experience and cost as well as the amount of personnel that will be assigned to the City’s contract.

The contract is structured so that routine maintenance items are included in the contract price. In addition, the City has the ability to utilize the contractor for any extra work outside of the specified scope of work such as repairs due to vandalism or theft, replacement of irrigation controllers, etc. Landscapes by Stentzel has provided an Extra Work Fee Schedule for irrigation repairs at \$60.00/hour, stump grinding at \$70.00/hour, and all other services or repairs at \$50.00/hour. Landscapes by Stentzel also indicated that there are zero mark-ups for equipment, materials, and labor.

**Fiscal Impact:**

\$350,568 annually broken down as follows:  
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**Alternatives:**

1. Reject the proposals
2. Request new proposal process

**Recommendation:**

Award a contract to Landscapes by Stentzel of Live Oak, CA in the amount of \$350,568 for one (1) year of landscape maintenance services of landscape maintenance districts, landscaped islands, and select City facilities with the option of five (5) one (1) year extensions. Authorize the City Manager to approve the extensions.

Prepared By:

*/s/ Kevin Rivera*

Kevin Rivera  
Accountant I

Submitted By:

*/s/ Diana Langley*

Diana Langley  
Interim City Manager

Reviewed By:

Community Services  
City Attorney

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SLC by email