



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: September 20, 2013
Board Meeting Date: October 22, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Landscape Maintenance Agreement with Jensen Landscape Management

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with Jensen Landscape Management for the provision of landscape maintenance services at various County facilities, for the term of October 1, 2013 through September 30, 2016, in an amount not to exceed \$481,853.

BACKGROUND:

In an effort to decrease costs and improve the landscaping of County facilities, the Department of Public Works (Department) evaluated outsourcing the County's landscaping services. By outsourcing these services, the Department will reduce landscaping maintenance costs by 65% per year.

DISCUSSION:

A formal request for bids was solicited in June 2013 from landscape management firms through advertising on the Public Works website. Representatives from the Department of Public Works participated on the selection committee that reviewed the qualifications of the three firms submitting bids. Based on that review, the selection committee determined that Jensen Landscape Management firm was the most qualified to provide landscape management services for County facilities. This proposed agreement will cover 85% of the landscaping work that the Department's landscaping personnel were performing. The Department coordinated with and received concurrence from organized labor on the reassignment of the three landscape employees previously conducting these duties. Two positions were transferred to the Roads Crew and one position was transferred to the Fleet Maintenance Division. Their assignments will continue to include some landscape work within County right of ways as well as other work consistent with their job description.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

Approval of this Agreement contributes to the Shared Vision 2025 of an Environmental Conscious Community by maintaining and improving the County's facilities landscaping and natural resources.

FISCAL IMPACT:

Funding to support this Agreement has been included in the Public Works budget for FY 2013-14 and will be financed through the Facility Service Charges. There is no additional impact to the General Fund.