



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 16-778

Board Meeting Date: 11/21/2017

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**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 Bayscape Landscape Management

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Bayscape Landscape Management for landscape maintenance services at various County facilities, for the term of December 1, 2017 through November 31, 2020, in an amount not to exceed \$792,976.

**BACKGROUND:**

The Facilities Services Division is responsible for all landscape maintenance services surrounding County owned buildings and property. Ongoing landscape maintenance services protect the County's investment in landscape assets, preserves natural resources, and enhances property aesthetics. Services provided under this agreement include; lawn care, tree and shrub care, ground cover, irrigation systems, seasonal and perennial plant care, debris removal, associated maintenance and repair activities, and remedial work as identified and agreed upon during the term of the agreement.

**DISCUSSION:**

A formal Request for Proposal (RFP) process was solicited in August 2017 from landscape management firms through advertising on the Public Works' website, posting the RFP in the Daily Journal and sending it to three companies that had previously showed interest in doing business with the County. A mandatory pre-proposal meeting included site visits, a review of the scope of work with the participants, answering questions and publishing two addendums answering the participant's questions.

Representatives from the Department of Public Works participated on the selection committee that reviewed the qualifications of the two firms submitting proposals. Based on that review, the selection committee determined that Bayscape Landscape Management firm was most qualified and provided the highest value in landscape management services for County facilities. The cost of maintenance with Bayscape Landscape Management is lower than in prior years. Additional services under this contract, such as replacement of landscape in areas gone fallow during the drought, are at market rate.

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 policies.

County Counsel has reviewed and approved this agreement and resolution as to form.

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

**FISCAL IMPACT:**

Funding to support this agreement has been included in the Public Works FY 2017-18 Adopted Budget and will be financed through Facility Service Charges. There is no additional impact to the General Fund.

Attachment: Exhibit A

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