



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 21-930

Board Meeting Date: 11/16/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Ann M. Stillman, Interim Director of Public Works
Subject: Landscape Maintenance Agreement with Bayscape Landscape Management

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Bayscape Landscape Management for the provision of landscape maintenance services at various County facilities, for the term of December 1, 2021 through November 30, 2024, in an amount not to exceed \$885,000.

BACKGROUND:

The Department of Public Works (Department) is responsible for landscape maintenance services surrounding County owned buildings and property. Ongoing landscape maintenance services protect the County's investment in landscape assets, enhances property aesthetics, and supports compliance with stormwater permit requirements. The services to be provided with the agreement include, but are not limited to: lawn care, tree and shrub care, ground cover, irrigation systems, seasonal and perennial plant care, debris removal, maintenance and repair activities, green infrastructure maintenance, and additional County facilities that may require services or remedial work as identified and agreed upon by the Department's Facilities Services Manager and contractor prior to work commencing.

DISCUSSION:

A formal Request for Bid (RFB) was solicited in August 2021 from landscape management firms through advertising on the Department's website and posting the Notice of RFB in the *Daily Journal*.

Representatives from the Department participated in the selection committee and reviewed the qualifications of the two firms submitting bids. Based on the review, the selection committee determined that Bayscape Landscape Management firm was the most qualified to provide landscape management services for County facilities.

The agreement includes \$3,500 for lawn replacement at County Center and \$200,000 for contingency work as identified and agreed upon during the life of the agreement. 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.

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

FISCAL IMPACT:

Funding to support this agreement is included in the Fiscal Year 2021-22 Adopted Budget for the Department of Public Works. There is no impact to the General Fund.

Attachment: Exhibit A - Request for Proposals Matrix