



STAFF REPORT

Date: Tuesday, May 24, 2016
To: Bryan H. Montgomery, City Manager
From: Kevin Rohani, P.E. Public Works Director/ City Engineer

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

SUBJECT: Contract Agreement Extension for Landscape Maintenance Services with Commercial Support Services

Background and Analysis

Contracted parks and street landscape maintenance services are needed to assist the Oakley Parks and Landscape Division with maintaining 32 parks and the equivalent of 56 acres in street landscape areas. These contracts are secured through a competitive bidding and award process. A Request for Proposals was prepared and after a thorough review and selection process a maintenance contract was originally awarded to Commercial Support Services in October of 2013.

Due to the amount of labor needed and capital investment required to be properly equipped to maintain park and landscape areas, the City's park and landscape maintenance agreements are structured with an initial three-year term and flexible provisions to offer two-year extensions. This structure is to create opportunities for longer-term relationships when the contractor has performed excellent service and quality at a competitive price.

The existing agreement with Commercial Support Services expires October 31, 2016. The City has the option of renewing the agreement for an additional two years to run through October 31, 2018.

As part of the existing contract provisions, the City may consider a one-time CPI increase by the contractor for the requested two-year extension, not to exceed 5%. Commercial Support Services is requesting a 2.9% increase in compensation for the contract services extension. The improved regional economy has created an environment of higher cost for contractor services. This is an issue that all municipal organizations face in their operations. Staff believes the requested 2.9% CPI increase by Commercial Support Services is very reasonable in today's economic environment, considering the high quality of service they provide for the community.

Staff recommended Commercial Support Services be awarded the current contract in 2013 based on review of proposals, qualifications, reference checks, and

competitive pricing. Staff believes Commercial Support Services has provided excellent service and quality at a very competitive price, and recommends extension of the agreement for two years incorporating the requested CPI increase.

Fiscal Impact

Sufficient funds for park and street landscape maintenance services have been proposed in the FY 2016-17 budget. The contract extension and CPI increase represent an annual base expenditure of \$70,485.00 for the maintenance services attached.

Staff Recommendation

It is recommended that the City Council approve a two year contract extension for landscape maintenance services between the City and Commercial Support Services and authorize the City Manager to execute the following Amendment:

Amend the park and landscape maintenance contract to extend the agreement for two years and incorporate a one-time 2.9% CPI increase.

Attachments

- 1) Resolution
- 2) Agreement Amendment

RESOLUTION NO. __-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AN AMENDMENT EXTENDING THE TERM OF THE CURRENT PARK AND LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH COMMERCIAL SUPPORT SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT

WHEREAS, Commercial Support Services has been providing park and landscape maintenances services under an existing agreement with the City that was approved by City Council in 2013; and

WHEREAS, contract is set to expire on October 31, 2016 unless amended as provided in the existing agreement; and

WHEREAS, park and landscape maintenance services are needed by the Oakley Parks and Landscape Division to assist with maintaining numerous parks and street landscape areas; and

WHEREAS, based on the quality of services provided by Commercial Support Services to date, Staff requests approval to extend this professional services agreement with Commercial Support Services for park and landscape maintenances services for an additional two years; and

WHEREAS, the total annual base cost for the contract, with a 2.9% CPI increase, for the maintenance services is \$70,485.00, with all other terms of the agreement to remain.

NOW THEREFORE, BE IT RESOLVED, that the **City of Oakley** City Council hereby authorizes the City Manager to execute an Amendment to the current Agreement between the City of Oakley and Commercial Support Services extending the term of the park and landscape maintenance services agreement to October 13, 2018.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 24th of May, 2016 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

APPROVED:

ATTEST:

Kevin Romick, Mayor

Libby Vreonis, City Clerk

Date

**AMENDMENT TO AGREEMENT BETWEEN
THE CITY OF OAKLEY AND COMMERCIAL SUPPORT SERVICES
FOR LANDSCAPE MAINTENANCE SERVICES**

This Amendment is entered into by and between the City of Oakley, a municipal corporation (hereinafter referred to as "City"), and Commercial Support Services, a California Corporation (hereinafter referred to as "Contractor"), effective as of the 24th day of May, 2016.

RECITALS

- A. On October 10, 2013, City and Contractor executed an Agreement for Landscape Maintenance Services (hereinafter referred to as the "Agreement"); and, Section 1 1.1 of the agreement allowed for the City to extend the date of the contract to October 31, 2018; and
- B. During the performance under said Agreement the City Staff considered options of extending the contract two more years versus rebidding contracts. Staff recommended extending the contract two more years; and
- C. City and Contractor now desire that the following amendments be made to the Contractor's services:
 - a. Extend the date of the agreement by two years to, October 31, 2018; and
 - b. Incorporate a one-time 2.9% CPI increase to the payment provisions.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, City and Contractor mutually agree and covenant as follows:

- 1. Except as provided herein, the terms used in this Amendment shall have the same meaning as the same terms have in the Agreement.
- 2. The Agreement is hereby amended as follows:
 - A. The end date for the maintenance contract dated October 10, 2013 and amended May 24, 2016, shall be extended to an end date of the agreement to October 31, 2018.
 - B. Attached is the amended summary of service locations and base compensation schedule. Based on these services, the total approved not to exceed fee for the Agreement to perform landscape maintenance services, shall be Six Hundred Seventy Thousand, Four Hundred Eighty Five Dollars and No Cents Annually. (\$70,485.00)
- 3. Except as provided herein, all other terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Oakley, a municipal corporation in the State of California, has authorized the execution of this Amendment in duplicate by its City Manager and attestation by its City Clerk under authority of Resolution No. -16, adopted by the Council of the City of Oakley on the 24th day of May, 2016, and the parties have caused this Amendment to be executed in duplicate.

CITY:

City of Oakley, a municipal corporation
In the State of California

By: _____
Bryan H. Montgomery, City Manager

CONTRACTOR:

Commercial Support Services, a California
Corporation

By: _____

Name/Title:

ATTEST:

Libby Vreonis, City Clerk

APPROVED AS TO FORM:

Derek P. Cole, City Attorney

CSS Maintenance Services

ZONE	LOCATION	#p wk	Coding	Annual Amount
3-5	OAK GROVE PARK	1	174-31-005-5380	\$510
3-8	CLAREMONT BAY PARK	1	177-31-008-5380	\$510
3-15	HEATHER PARK	1	184-31-015-5380	\$510
3-15	HOLLY CREEK PARK	2	184-31-015-5380	\$1,925
3-17	HARVEST PARK	1	186-31-017-5380	\$510
3-17	CREEKSIDE PARK	5	186-31-017-5380	\$5,450
3-18	NUTMEG PARK	2	187-31-018-5380	\$1,020
3-19	NUNN-WILSON PARK	2	188-31-019-5380	\$1,020
3-20	MARSH CREEK GLENN PK	2	189-31-020-5380	\$1,430
3-22	BRIARWOOD PARK	2	191-31-022-5380	\$1,020
	CYPRESS GROVE POND	3		\$2,675
	CYPRESS GROVE PARK	3		\$2,675
3-23	RIATA PARK	1	192-31-023-5380	\$640
	HEARTWOOD PARK	1		\$640
	SHADY OAK PARK	3		\$2,642
	LIVE OAK RANCH PARK	1		\$640
	SIMONI RANCH OPEN SPACE	2		\$1,020
3-25	DAFFODIL PARK + Trail	2	194-31-025-5380	\$2,275
	MAGNOLIA PARK	3		\$2,675
	NOVARINA PARK	2		\$1,428
3-26	LAKWOOD DRIVE PARK	1	195-31-026-5380	\$640
	SYCAMORE DRIVE PARK	1		\$510
	MANRESA PARK	1		\$510
	SUMMER LAKE	5		\$5,450
	LAKESIDE PARK	1		\$960
	LEEWARD PARK	1		\$510
Z-1	CIVIC CENTER and PARK	3	132-33-238-5380	\$3,210
Z-1	MAIN STREET PARK	2	132-33-234-5380	\$1,020
Z-1	CROCKETT PARK	5	132-33-233-5380	\$4,950
Z-1	FREEDOM BASIN PARK	3	132-33-236-5380	\$2,925
Z-1	LAUREL BALLFIELDS PARK	5	132-33-235-5380	\$5,450
Z-1	CYPRESS TRAIL HEAD	2	132-33-241-5380	\$1,020
CAM	OAKLEY PLAZA SHOPPING CTR	5	761-83-002-5380	\$12,120
	TOTAL		XXXXXXXXXXXXXX XX	\$ 70,485.00

Scope of services include labor and equipment necessary to complete the following work:

- **Trash/litter/debris removal.** Walk the park/area and remove loose litter and trash, such as papers, cans, bottles.
- **Empty Trash receptacles.** Remove all waste from trash containers, replace liners and dispose of trash collected in the garbage dumpster.
- **Restroom maintenance (when applicable).** Clean interior of restrooms, including toilets, sinks, walls, floor, mirrors, and restock toilet paper.
- **Drinking fountain (when applicable).** Clean and sanitize.
- **Supply all tools, supplies, and safety equipment needed to perform work.** Liners, toilet paper, cleaning solutions, sponges, mops, gloves, etc.
- **Report Graffiti, Vandalism or Damage** to proper entity.