

**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Categorically Exempt, File No. ER24-086, CEQA Guidelines Section 15301(h), Existing Facilities	<b>Coordination:</b> City Attorney's Office; City Manager's Budget Office; Department of Transportation	<b>Dept. Approval:</b> /s/ Drew Corbett
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>   9/16/24

**SUBJECT: Actions Related to the Purchase Orders with Bayscape Management, Inc., Brightview Landscape Services, Inc., and New Image Landscape Company for Special Districts Landscape Maintenance**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager or her designee to:

- a) Execute purchase orders with Bayscape Management, Inc. (Alviso, CA) for Community Facilities Districts No.14 and No. 17, Maintenance Districts) No. 2, No. 5, and No. 18; Brightview Landscape Services, Inc. (Blue Bell, PA) for Maintenance District No. 11; and New Image Landscape Company (Fremont, CA) for Maintenance District No. 21 for landscape maintenance beginning on or about October 1, 2024, and ending on or about September 30, 2025, for a combined not-to-exceed amount of \$557,000; and
- b) Approve a contingency of \$100,000 for unanticipated landscaping maintenance and related services subject to the appropriation of funds; and
- c) Exercise up to six one-year options to extend the term of the purchase orders, with the last option ending on or about September 30, 2031, subject to the appropriation of funds.

**BASIS FOR RECOMMENDATION:**

The City's Department of Transportation is responsible for landscape maintenance for public right-of-way areas (public thoroughways) located within the City's special districts. This includes street median islands, park strips, pocket parks, and frontages planted with enhanced landscaping such as turf, trees, shrubs, and annual plants. These special district areas receive enhanced landscaping services that are funded through additional tax assessments. There are 23 special districts throughout the City. The special district areas for which the recommendation is being made are Hitachi/Raleigh/Charlotte, Capitol Expressway/Evergreen, Lundy/Tradezone/Concourse, Orchard Parkway/Plumeria, Brokaw/Junction/Old Oakland, Meadowlands, and Airport/Gateway/Metro/Skyport.

In July 2024, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids included seven different packages, one for each of the seven special district areas. Bidders could bid on one or more of the packages. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. Three responsive bids were submitted, and no protests were received. New Image Landscape Company qualified for the City's local business preference. Staff recommends awards to Bayscape Management, Inc., Brightview Landscape Services, Inc., and New Image Landscape Company as the lowest priced, responsive, and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1). Approval of this recommendation ensures the City continues to receive these essential services.

**COMMISSION RECOMMENDATION AND INPUT**

There is no commission recommendation or input associated with this action.

**COST AND FUNDING SOURCE**

The recommended actions relating to this purchase order is funded by the Department of Transportation Non-Personal/Equipment appropriation by \$77,000 in the Community Facilities District No. 14 (Raleigh-Charlotte) Fund (379), \$100,000 in the Community Facilities District No. 17 (Capitol Expy – Evergreen Place) Fund (496), \$69,000 in the Maintenance District (MD) No. 2 (Trade Zone Blvd.-Lundy Ave.) Fund (354), \$56,000 in MD No. 5 (Orchard Parkway-Plumeria Drive) Fund (357), \$99,000 in MD No. 11 (Brokaw Rd/Junction Ave/Old Oakland Rd) Fund (364), \$40,850 in MD No. 18 (The Meadowlands) Fund (372), and \$58,000 in the MD No. 21 (Gateway Place-Airport Parkway) Fund (356). The remaining purchase order amount is subject to future appropriation.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance- Purchasing and Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).