



CITY OF POMONA

COUNCIL REPORT

December 15, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Chris Diggs, Water Resources Director

**SUBJECT: AWARD OF AGREEMENT TO LAWNSCAPES SERVICES, INC. FOR
LANDSCAPE MAINTENANCE SERVICES AT WATER RESOURCES
SITES IN THE AMOUNT OF \$195,600**

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve the categorical exemption from CEQA pursuant to Sections 15301;
2. Award a three-year agreement with two one-year renewal options with Lawnscapes Services, Inc. to provide landscape maintenance services in an amount not to exceed \$195,600 for a period of December 1, 2025 through June 30, 2028; and
3. Authorize the City Manager, to approve purchase orders, and any extensions thereto, on behalf of the City.

EXECUTIVE SUMMARY:

The recommended actions will ensure landscaping maintenance services will be performed at seven major Water Resources sites, freeing staff to focus on smaller sites and improving the curb appeal of other Water facilities.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

The total contract amount for Lawnscape Services, Inc. is \$195,600. There is sufficient funding in the adopted FY 2025-26 Water Resources Department Operating Budget account number 571-8123-52285-00000 to cover cost of the Lawnscape Services, Inc. contract for year one in the amount of \$71,200. Future contract costs will be budgeted for in the appropriate fiscal year, Table 1 shows the breakdown.

Table 1

Year	Dollar Amount
1	\$71,200
2	\$65,200
3	\$59,200
Option Year 1	\$62,155
Option Year 2	\$65,274

ENVIRONMENTAL IMPACT:

This work being performed within the attached agreement is categorical exempt pursuant to California Environmental Quality Act (CEQA) sections 15301 (h) as the work involves maintenance of existing landscaping.

DISCUSSION:

City's Water Department has more than 50 sites ranging from a few thousand square feet up to fifteen acres in size. In the past, Water staff have struggled to maintain many of these sites at the frequency desired, resulting in overgrowth and an overall look not the standards of the department.

To remedy the maintenance shortfall, a request for proposal was advertised. The bid requested was to maintain seven of the largest Water properties totaling 21.28 acres. The services to be provided include maintaining each property to an appearance of being well-groomed and having a professional appearance at all times. The contractor shall visit each site at least weekly to ensure appearance standards are met and that no trash is on site. With the assistance of the selected contractor Water staff will be able to improve the curb appeal of other sites throughout the City.

On September 20, 2025, an Invitation for Bid (IFB) No. 2025-1031 – "Landscape Maintenance Water Resources Department" was issued on the City's electronic bidding platform. The solicitation notified 175 potential suppliers, of which 36 bidders downloaded the IFB, resulting in the City receiving eleven proposals. All eleven proposals met the qualifications and were evaluated based on price. Landscape Services Inc. was selected as the lowest responsible bidder. At this juncture staff is seeking City Manager authorization to execute the attached agreement.

Approval of this item will award a contract to Landscape Services for an amount not to exceed \$195,600. The term of the agreement will run from December 1, 2025 through June 30, 2028. The agreement has the option to extend for two, one year periods.

Table 2

Rank	Bidder	Bid Amount
1	Lawnscape Services Inc.	\$195,600
2	Integrity Arborist and Ecoscape Inc.	\$253,900
3	Priority Landscape	\$293,107

Prepared by:

Bill Posey

Bill Posey
Water Operations Crew Chief

ATTACHMENT:

Attachment No. 1 – Lawnscape Services Inc. Agreement