



CITY OF POMONA COUNCIL REPORT

February 25, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Rene Guerrero, Interim Public Works Director

Subject: **AWARD AN EXTENSION OF A CURRENT AGREEMENT WITH
MCE CORPORATION FOR THREE MONTHS IN THE AMOUNT
NOT-TO-EXCEED \$323,072 FOR LANDSCAPE AND PARK AMENITY
MAINTENANCE AND ADDITIONAL RELATED SERVICES**

RECOMMENDATION:

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

1. Approve a three-month extension of a current agreement with MCE Corporation in the amount not-to-exceed \$323,072 for landscape and park amenity maintenance and additional related services; and
2. Authorize the City Manager, or her designee, to execute the extension to the contract on behalf of the City, subject to review by the City Attorney.

EXECUTIVE SUMMARY: Approval of the extension will enable MCE Corporation to continue providing landscape and park amenity maintenance and additional related services to the City for the period of April 1, 2019 through June 30, 2019 under the same terms and conditions of its existing Agreement while a competitive Request for Bids (RFB) is completed. The approval of the extension will also allow the City to realign its maintenance contract with the fiscal year, while ensuring no lapse in maintenance between the expiration of the current contract on March 31, 2019 and the beginning of the next fiscal year.

FISCAL IMPACT – Pricing is based on the monthly rate in accordance with the current agreement that will expire March 31, 2019. No change or increases to prices have been added to this extension. Funding for this recommendation is not to exceed \$323,072 for the three-month period and is available in the FY18/19 Operating Budget within the following funds:

101-4011	\$225,305
128-4012	\$15,652
216-2506	\$10,915
253-4075	\$9,378
254-4072	\$2,337
138-4012	\$15,652
206-4012	\$26,869
208-4012	\$15,652
315-6201	\$1,312
Total	\$323,072

PREVIOUS RELATED ACTION - On February 24, 2014, the City Council awarded a three-year contract with optional two one-year extensions to MCE Corporation in the amount of \$1,183,636 in the first year, with annual Consumer Price Index (CPI) adjustments.

DISCUSSION: The purpose of the landscape and park amenity maintenance service agreement is to provide a level of maintenance at park sites and other sites that ensures that these sites and facilities are safe, aesthetically pleasing, and in a usable condition with all plant material maintained and kept healthy. Responsibilities include, but are not limited to, cleaning restrooms and picnic facilities, upkeep of sports fields, pruning, trimming, shaping and training of shrubs and groundcover plants, removing and controlling weeds, controlling plant diseases and pests, mowing and edging turf grass and groundcovers, irrigating plant materials, maintaining and repairing irrigation systems, and debris and trash removal. MCE furnishes all labor, equipment, materials, tools, services, supervision, and training of its personnel in any special skills required to perform the maintenance.

The original contract term and extensions will expire March 31, 2019. MCE has indicated its willingness to extend its contract and to continue providing landscape and park amenity maintenance services while the City obtains new competitive bids. While Staff moves forward with the RFB process, which is anticipated to take through June 2019, there is a need for an extension of the agreement with MCE to provide landscape and park amenity maintenance services to avoid any interruptions during this interim period.

Prepared by: Shandy Dittman, Senior Management Analyst