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# CITY OF POMONA

## COUNCIL REPORT

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September 21, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Rene Guerrero, Public Works Director

**SUBJECT: EXTENSION OF CITYWIDE LANDSCAPING AND PARK AMENITY  
MAINTENANCE CONTRACT WITH MCE CORPORATION**

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### **RECOMMENDATION:**

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

- 1) Approve a three-month extension of the current agreement with MCE Corporation in an amount not-to-exceed \$344,902 for Citywide landscape and park amenity maintenance and additional related services; and
- 2) Authorize the City Manager 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 to continue providing landscape and park amenity maintenance and additional related services to the City for the period of October 1, 2020 through December 31, 2020. The terms and conditions will remain the same, with the exception that two additional locations were added: Fire Station 181, located at 590 South Park Avenue, and at the grounds of the Armory on 7<sup>th</sup> Street and Park Avenue. This will allow for the completion of the Request for Bids process, which was delayed due to COVID-19.

**FISCAL IMPACT:** Pricing is based on the monthly rate in accordance with the current agreement that will expire September 30, 2020, plus the inclusion of the maintenance of Fire Station 181 and outside of the Armory walls which was later added to the Purchase Order for August and September. The additional cost per month for these two locations combined is \$447 per month. Other than the addition of Fire Station 181 and outside of the Armory walls, no further changes or increases to prices have been added to this extension. Funding for this recommendation is not-to-exceed \$344,902 for the three-month period and is available in the FY 2020-21 Operating Budget within the following funds:

<b>Fund</b>	<b>Amount</b>
101-4011-52932	\$235,877
128-4012-52932	\$15,483
216-2506-52932	\$11,367
253-4075-52932	\$9,751
254-4072-52932	\$2,431
138-4012-52932	\$15,483
206-4012-52932	\$27,279
208-4012-52932	\$15,483
230-9200-52932	\$10,409
101-2003-52170	\$699
101-2004-52170	\$641
<b>Total</b>	<b>\$344,902</b>

**PREVIOUS RELATED ACTION:** On February 24, 2014, the City Council awarded a three-year contract with the option for two, one-year extensions to MCE in the amount of \$1,183,636 for the first year, with annual CPI adjustments.

On February 25, 2019, the City Council awarded an additional three-month extension to the current agreement with MCE beyond the original term, with no CPI increase, with the intent to synchronize future contract terms with the fiscal year. On June 17, 2019, the City Council considered the award of two new contracts to MCE for Citywide landscape and park amenities maintenance services and for Citywide medians and parkways landscape maintenance services. Council continued this item to a future date and formed a sub-committee consisting of the Mayor and two Councilmembers to discuss the performance of MCE and explore other potential options for the provision of said maintenance services. Council also directed Staff to award another three-month extension to the current agreement with MCE.

On September 16, 2019, Council awarded a nine-month extension to the current agreement with MCE, which expired June 30, 2020. On March 4, 2020, the Governor of the State of California issued a State of Emergency in response to the global COVID-19 pandemic. Due to the State of Emergency, the City requested an additional 3-month extension to continue essential services such as landscape and park amenity maintenance.

**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 ensure 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 responsibilities.

On June 17, 2019, the City Council considered the award of two new contracts to MCE based upon their responses to Request For Bid Nos. 2019-11 – Citywide Landscaping and Park Amenities Maintenance Services; and 2019-07 – Citywide Medians and Parkways Landscape Maintenance Services. Staff determined MCE to be the lowest, responsive, and responsible bidder for each bid. However, the bids exceeded the budgeted amounts for FY 2019-20 for said services. Therefore, due to financial constraints, the City exercised its right to reject all bids received for those RFBs and intended to go out to bid again and award a new contract effective July 1, 2020.

In the interim, the Governor of the State of California issued a State of Emergency in response to the global COVID-19 pandemic. This outbreak, and the resulting temporary City closure, led to a delay in the selection and award of new landscape and park amenity maintenance contracts. The City is selecting a vendor for Citywide landscape services through a two-part process: a Request for Qualifications (RFQ) followed by a Request for Bids (RFB). The City has released the RFQ and is in the process of reviewing and selecting vendors who responded to be invited to bid on the RFB. At the time of the preparation of this staff report, the responses have been received and the vendors are being pre-qualified. Once the vendors are pre-qualified, they will be invited to submit separate bids for the following scopes of work: 1) Non-Occupied Medians, Streetside/Right of Way, and Other Landscaping and Amenity Maintenance; 2) Occupied Space Landscape and Park Amenity Maintenance; 3) Phillips Ranch – Fuel Modification and Open Space; and 4) Phillips Ranch – Turf, Slope, and Decorative Landscape.

The scopes of work will be established such that the City can determine a certain level of service for each specification, depending on priorities and budgetary constraints. This offers contract flexibility, especially in light of the budget challenges the City is facing due to COVID-19. Extending MCE's current contract through December 31, 2020 will ensure enough time to release the separate bids, select a vendor for each scope and have time to go to Council to award a contractor or contractors the above-mentioned bids, and ensure there is no lapse in landscaping services.

Prepared by:

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