

**STAFF REPORT**  
**City of Lancaster**

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Date: September 23, 2014

To: Mayor Parris and City Council Members

From: Barbara Boswell, Finance Director

Subject: **Award of RFP No. 575-14 – Landscape Maintenance Services for City Parks and the National Soccer Center**

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**Recommendation:**

Award a one (1) year contract, with an option of two, 2-year extensions at the City’s discretion, to Venco Western, Inc., with an annual cost of \$447,840.00, for RFP No. 575-14 for Landscape Maintenance Services for City Parks and the National Soccer Center, and authorize the City Manager, or his designee, to sign all documents. The total agreement period shall not exceed five (5) years.

**Fiscal Impact:**

\$447,840.00 annually; sufficient funds are included in the FY 14/15 budget to cover the cost of the contract.

**Background:**

In February 2014, the City advertised a Request for Proposals for Landscape Maintenance Services. The Scope of Services included all landscape maintenance areas, Lancaster Boulevard, all City Parks, and the National Soccer Center. The base proposal includes routine, day-to-day maintenance and care of all landscaped areas.

Four proposals were received on March 20, 2014. An evaluation committee with staff from Finance, Parks, Recreations, and Arts, and Public Works evaluated the proposals based on evaluation criteria identified in the Request for Proposals. These criteria are: pricing, experience performing services of similar size and scope, qualification of staff, and local preference. Venco scored the highest number of points based on these criteria. Venco has several southern California locations and will be servicing this contract through their Lancaster facility, which currently employs 12 Antelope Valley residents. Any additional staffing requirements will also be fulfilled through the hiring of local residents. The firm offering the lowest pricing lacked any experience in projects of the size and scope required under this contract.

Pricing for the City Parks and National Soccer Center portion of the proposals were as follows:

<u>Contractor</u>	<u>Location</u>	<u>Base Pricing</u>
Venco Western	Lancaster	\$447,840.00
Rich Meier	Lancaster	\$491,124.00
Valley Crest	San Fernando	\$458,052.00
Parkwood	Van Nuys	\$595,585.20

At the May 27, 2014 meeting, City Council approved an award for the Landscape Maintenance Areas portion of the proposal to Venco Western, Inc. for \$790,662.60. Staff is now recommending a contract for the City Parks and Soccer Center be awarded to Venco Western, Inc. in the amount of \$447,840.00.

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