

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**May 20, 2025**

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**SUBJECT**

Amendments to Contracts with Willowbrook Landscape, Inc. for Landscaping Services

**RECOMMENDATION**

1. Approve **Amendment No. 3 to Contract No. 23-1110** with Willowbrook Landscape, Inc., to provide landscaping services at multiple County locations in the High and Low Desert, increasing the contract amount by \$466,232, from \$633,900 to \$1,100,132, and extending the contract term by two years, for the total term of July 1, 2022 through June 30, 2027.
2. Approve **Amendment No. 1 to Contract No. 22-282** with Willowbrook Landscape, Inc. to provide landscaping services at Arrowhead Regional Medical Center, increasing the contract amount by \$477,210 from \$665,100 to \$1,142,310, and extending the contract term by two years, for the total term of July 1, 2022 through June 30, 2027.
3. Approve **Amendment No. 4 to Contract No. 22-283** with Willowbrook Landscape, Inc., to provide landscaping services at multiple County locations in North San Bernardino, increasing the contract amount by \$711,488, from \$950,595 to \$1,662,083, and extending the contract term by two years, for the total term of July 1, 2022 through June 30, 2027.
4. Approve **Amendment No. 2 to Contract No. 22-284** with Willowbrook Landscape, Inc., to provide landscaping services at multiple County locations in the San Bernardino area, increasing the contract amount by \$513,888, from \$702,720 to \$1,216,608, and extending the contract term by two years, for the total term of July 1, 2022 through June 30, 2027.
5. Approve **Amendment No. 1 to Contract No. 22-288** with Willowbrook Landscape, Inc. to provide landscaping services at multiple County locations in West San Bernardino, increasing the contract amount by \$675,455 from \$941,400 to \$1,616,855, and extending the contract term by two years, for the total term of July 1, 2022 through June 30, 2027.

(Presenter: Don Day, Director, 387-5000)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of the recommended amendments will not require additional Discretionary General Funding (Net County Cost). Landscaping contract charges are either reimbursed by County departments that occupy the facilities based on an average cost per square-foot multiplied by the percentage of usable space each department occupies, or they are billed as requisition work to County departments for facilities not charged a per-square-foot cost for landscaping services. Sufficient appropriation is included in the 2025-26 Project and Facilities Management

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Department (PFMD) Recommended Budget (7304001000) and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

PFMD is responsible for providing landscaping services, which include mowing and blowing, for County-owned and some leased facilities. Due to the number of locations that require service, and the geographical size of the County, the County contracts with private landscaping service providers to service certain locations throughout the county.

On April 18, 2022, the Purchasing Department approved Contract No. 4400018932 with Willowbrook Landscape, Inc. (Willowbrook), in an amount not to exceed \$589,800, for the period of July 1, 2022 through June 30, 2025, to provide landscaping services at 21 County locations in the areas identified as High and Low Desert.

On April 26, 2022 (Item No. 42), the Board of Supervisors (Board) approved Contract No. 22-282 with Willowbrook, in an amount not to exceed \$665,100, to provide landscaping services in the area identified as Arrowhead Regional Medical Center; (Item No. 43) Contract No. 22-283 with Willowbrook, in an amount not to exceed \$896,400, to provide landscaping services at 21 County locations in the area identified as North San Bernardino; (Item No. 44) Contract No. 22-284 with Willowbrook, in an amount not to exceed \$683,820, to provide landscaping services at 11 County locations in the San Bernardino area identified as SuperBlock, which includes the County Government Center and adjacent buildings; and (Item No. 45) Contract No. 22-288 with Willowbrook, in an amount not to exceed \$941,400, to provide landscaping services in the area identified as West San Bernardino; all contracts for the period July 1, 2022 through June 30, 2025.

On July 25, 2023 (Item No. 36), the Board approved Amendment No. 1 to Contract No. 22-283 with Willowbrook to provide landscaping services at one additional location at 4070 Acre Lane in San Bernardino, increasing the contract by \$4,600, from \$896,400 to \$901,000, with no change to the period of July 1, 2022 through June 30, 2025.

On October 3, 2023 (Item No. 31), the Board approved Amendment No. 1 to Contract No. 4400018932 (Agreement No. 23-1110) with Willowbrook to provide landscaping services at three additional County properties located at 15000 Tokay Street in Victorville, 14440 Civic Drive in Victorville, and 10313 Duncan Road in Phelan, increasing the contract in the amount of \$39,900, from \$589,800 to 629,700, with no change to the contract period of July 1, 2022 through June 30, 2025.

On October 3, 2023 (Item No. 31), the Board approved Amendment No. 2 to Contract No. 22-283 with Willowbrook to provide landscaping services at two additional locations in the areas of Devore and San Bernardino, increasing the contract in the amount of \$43,995, from \$901,000 to \$944,995, with no change to the period of July 1, 2022 through June 30, 2025.

On October 3, 2023 (Item No. 31), the Board approved Amendment No. 1 to Contract No. 22-284 with Willowbrook to provide landscaping services at one additional location at 323 West Court Street in San Bernardino, increasing the contract in the amount of \$18,900, from \$683,820 to \$702,720, with no change to the contract period of July 1, 2022 through June 30, 2025.

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On February 6, 2024 (Item No. 35), the Board approved Amendment No. 3 to Contract No. 22-283 with Willowbrook, to provide landscaping services at one additional location at 199 North Hangar Way in San Bernardino, increasing the contract by \$5,600, from \$944,995 to \$950,595, with no change to the period of July 1, 2022 through June 30, 2025.

On November 19, 2024 (Item No. 31), the Board approved Amendment No. 2 to Agreement No. 23-1110 with Willowbrook to provide landscaping services at one additional County property located at 13333 Palmdale Road in Victorville, increasing the contract in the amount of \$4,200, from \$629,700 to \$633,900, with no change to the contract period of July 1, 2022 through June 30, 2025.

The following amendments with Willowbrook will increase contract amounts and extend the contracts by two years, for the period of July 1, 2022 through June 30, 2027: Amendment No. 3 to Agreement No. 23-1110 for an increase in the amount of \$466,232, from \$633,900 to \$1,100,132; Amendment No. 1 to Contract No. 22-282 for an increase in the amount of \$477,210, from \$665,100 to \$1,142,310; Amendment No. 4 to Contract No. 22-283 for an increase in the amount of \$711,488, from \$950,595 to \$1,662,083; Amendment No. 2 to Contract No. 22-284 for an increase in the amount of \$513,888, from \$702,720 to \$1,216,608; and Amendment No. 1 to Contract No. 22-288 with Willowbrook will increase the contract in the amount of \$675,455, from \$941,400 to \$1,616,855.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on April 7, 2025; Purchasing (Dylan Newton, Buyer III, 387-3377) on April 7, 2025; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2920) on April 8, 2025; Finance (Eduardo Mora, Administrative Analyst, 387-4376) on April 29, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 4, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 20, 2025



cc: PFMD - Ayala w/agree  
Contractor - c/o PFMD w/agree  
File - w/agree  
MBA 05/27/2025