

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

February 6, 2024

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Amendment to Contract with Willowbrook Landscape, Inc. for Landscaping Services

RECOMMENDATION

Approve **Amendment No. 3 to Contract No. 22-283** with Willowbrook Landscape, Inc., effective March 1, 2024, to provide landscaping services at one additional location, 199 N. Hangar Way in San Bernardino, increasing the contract amount by \$5,600, from \$944,995 to \$950,595, with no change to the contract term of July 1, 2022 through June 30, 2025.

(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 contract amendment will not require additional Discretionary General Funding (Net County Cost). The amendment will increase Contract No. 22-283 with Willowbrook Landscape, Inc. (Willowbrook) by \$5,600, and will not exceed a total of \$950,595 for the three-year period of July 1, 2022 through June 30, 2025. The annual costs are reflected in the table below:

Fiscal Year	Original Contract	Amendment No. 1	Amendment No. 2	Amendment No. 3	Total Cost
2022-23	\$298,800	-	-	-	\$298,800
2023-24	\$298,800	\$2,200	\$18,855	\$1,400	\$321,255
2024-25	\$298,800	\$2,400	\$25,140	\$4,200	\$330,540
Total Cost	\$896,400	\$4,600	\$43,995	\$5,600	\$950,595

Landscaping contract charges are either reimbursed by County departments that occupy the facilities based on an average cost per square-foot times the percentage of usable space each department occupies, or 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 2023-24 Project and Facilities Management Department (PFMD) budget (7304001000) and will be included in the 2024-25 recommended budget.

BACKGROUND INFORMATION

**Amendment to Contract with Willowbrook Landscape, Inc. for
Landscaping Services
February 6, 2024**

On April 26, 2022 (Item No. 43), the Board of Supervisors (Board) approved Contract No. 22-283 with Willowbrook, in an amount not to exceed \$896,400 for the period of July 1, 2022 through June 30, 2025, to provide routine landscaping services at multiple County locations.

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, 4070 Acre Lane in San Bernardino, increasing the contract by \$4,600, for a total amount not to exceed \$901,000, with no change to the contract term.

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, 18000 Institution Road in Devore and 412 Hospitality Road in San Bernardino, increasing the contract by \$43,995, for a total amount not to exceed \$944,995, with no change to the contract term.

Approval of Amendment No. 3 to Contract No. 22-283 with Willowbrook will add landscaping services for the County property located at 199 N. Hangar Way in San Bernardino, increasing the contract amount by \$5,600, for a total amount not to exceed \$950,595 effective March 1, 2024, with no change to the contract term.

PROCUREMENT

Contract No. 22-283 was procured through a competitive process on September 27, 2021, via Request for Proposal (RFP) No. FMD122-FM-4355 through the County Electronic Procurement Network (ePro). The recommended contract amendment is permitted by the terms of the contract and requires no additional procurement.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on December 18, 2023; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on January 4, 2024; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on January 4, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on January 18, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on January 18, 2024.

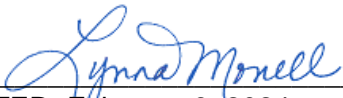
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Landscaping Services
February 6, 2024**

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.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: February 6, 2024



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree
CCM 02/13/2024