

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

May 21, 2024

**FROM**

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

**SUBJECT**

Amendment to Contract with Z&T Ventures, Inc. dba Service-Scape for Landscaping Services

**RECOMMENDATION**

Approve **Amendment No. 1 to Contract No. 22-289** with Z&T Ventures, Inc. dba Service-Scape, to provide landscaping services at one additional location, and increase the contract amount by \$9,035, from \$932,040 to \$941,075, 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. 22-289 with Z&T Ventures, Inc. dba Service-Scape (Service-Scape) by \$9,035, and will not exceed a total of \$941,075 for the three-year period of July 1, 2022, through June 30, 2025. The annual costs are reflected in the table below:

<b>Fiscal Year</b>	<b>Original Contract</b>	<b>Amendment No. 1</b>	<b>Total Cost</b>
2022-23	\$295,680	-	\$295,680
2023-24	\$295,680	\$695	\$296,375
2024-25	\$295,680	\$8,340	\$304,020
Not-to-Exceed Amount (irrigation repairs)	\$45,000	-	45,000
<b>Total Cost</b>	<b>\$932,040</b>	<b>\$9,035</b>	<b>\$941,075</b>

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 Z&T Ventures, Inc. dba Service-Scape for  
Landscaping Services  
May 21, 2024**

On April 26, 2022 (Item No. 46), the Board of Supervisors (Board) approved Contract No. 22-289 with Service-Scape, in an amount not to exceed \$932,040 for the period of July 1, 2022, through June 30, 2025, to provide routine landscaping services at multiple County locations.

On February 22, 2024, the PFMD was notified of the new acquisition at 451 Vanderbilt Way and the need for landscaping services. Approval of Amendment No. 1 to Contract No. 22-289 with Service-Scape will add landscaping services for the County property located at 451 Vanderbilt Way in San Bernardino, increasing the monthly amount by \$695 (\$8,340 annually) effective as of June 1, 2024, with no change to the contract period of July 1, 2022, through June 30, 2025.

**PROCUREMENT**

Contract No. 22-289 was procured through a competitive process on October 4, 2021, via Request for Proposal (RFP) No. FMD122-FM-4356 through the County Electronic Procurement Network (ePro). This is a contract amendment permitted by the terms of the contract and requires no additional procurement. The Purchasing Department continues to support this competitive procurement based on the RFP above.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel J. Pasek, Deputy County Counsel, 387-5455) on April 15, 2024; Purchasing (Ariel Gill, Supervising Buyer, 777-0722) on April 21, 2024; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on April 30, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on May 1, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 1, 2024.

**Amendment to Contract with Z&T Ventures, Inc. dba Service-Scape for  
Landscaping Services  
May 21, 2024**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 21, 2024



cc:   PFMD - Ayala w/agree  
      Contractor - c/o PFMD w/agree  
      File - w/agree  
CCM  05/28/2024