

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

November 19, 2024

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

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

RECOMMENDATION

Approve **Amendment No. 2 to Agreement No. 23-1110** with Willowbrook Landscape, Inc., for landscaping services, adding one location, and increasing the contract amount by \$4,200, from \$629,700 to \$633,900, 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 increase of \$4,200 for Agreement No. 23-1110 (Agreement) with Willowbrook Landscape, Inc. (Willowbrook) will not exceed \$633,900 for the period of July 1, 2022 through June 30, 2025. The annual costs are reflected in the table below, and will not increase during the term of the contract:

Fiscal Year	Contract	Amendment No. 1	Amendment No. 2	Total Cost
2022-23	\$186,600	-	-	\$186,600
2023-24	\$186,600	\$ 17,100	-	\$203,700
2024-25	\$186,600	\$ 22,800	\$ 4,200	\$213,600
Irrigation Repair (not to exceed)	\$30,000	-	-	\$30,000
Total Cost	\$589,800	\$ 39,900	\$ 4,200	\$633,900

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 2024-25 Project and Facilities Management Department (PFMD) budget (7304001000).

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BACKGROUND INFORMATION

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

On October 3, 2023 (Item No. 31), the Board of Supervisors approved Amendment No. 1 to the Agreement with Willowbrook, to provide landscaping services at three additional locations for the County properties located at 15000 Tokay Street in Victorville, 14440 Civic Drive in Victorville, and 10313 Duncan Road in Phelan, increasing the contract amount by \$39,900 for a total amount not to exceed \$629,700 for the period of July 1, 2022 through June 30, 2025.

Approval of Amendment No. 2 to the Agreement will add landscaping services at the newly acquired County property located at 13333 Palmdale Road, in Victorville, which will be occupied by the Department of Behavioral Health.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on October 24, 2024; Purchasing (Ariel Gill, Lead Buyer, 777-0722) on October 24, 2024; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on October 24, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on October 31, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-4376) on November 1, 2024.

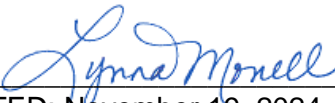
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 19, 2024



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree
CCM 12/2/2024