

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF BOARD GOVERNED COUNTY SERVICE AREAS  
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE FOLLOWING:  
BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
BLOOMINGTON RECREATION AND PARK DISTRICT  
AND RECORD OF ACTION**

June 28, 2022

**FROM**

**BRENDON BIGGS, Director, Department of Public Works – Special Districts**

**SUBJECT**

Contracts for On-Call Landscape Maintenance Services

**RECOMMENDATION(S)**

1. Acting as the governing body of County Service Areas and their Zones, approve contracts with the following contractors to perform on-call landscape and grounds maintenance services from July 1, 2022 to June 30, 2027, in an amount not to exceed \$1,000,000 for each contract:
  - a. Liberty Landscaping, Inc, **Contract No. 22-656.**
  - b. RP Landscaping & Irrigation, **Contract No. 22-657.**
2. Acting as the governing body of the Big Bear Valley Recreation and Park District, approve contracts with the following contractors to perform on-call landscape and grounds maintenance services from July 1, 2022 to June 30, 2027, in an amount not to exceed \$1,000,000 for each contract:
  - a. Liberty Landscaping, Inc., **Contract No. 22-656.**
  - b. RP Landscaping & Irrigation, **Contract No. 22-657.**
3. Acting as the governing body of the Bloomington Recreation and Park District, approve contracts with the following contractors to perform on-call landscape and grounds maintenance services from July 1, 2022 to June 30, 2027, in an amount not to exceed \$1,000,000 for each contract:
  - a. Liberty Landscaping, Inc., **Contract No. 22-656.**
  - b. RP Landscaping & Irrigation, **Contract No. 22-657.**

(Presenter: Brendon Biggs, Director, 387-7906)

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

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

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The aggregate not to exceed amount of these contracts is \$2,000,000 for the period of

**Contracts for On-Call Landscape Maintenance Services  
June 28, 2022**

July 1, 2022 through June 30, 2027. The County Service Areas and their Zones (CSAs), Big Bear Valley Recreation and Park District (BBVRPD), and the Bloomington Recreation and Park District (BRPD) will fund the cost of these contracts as the services are needed. Adequate appropriation for these services is included in the respective 2022-23 budgets for the CSAs, BBVRPD, and BRPD, and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Department of Public Works - Special Districts (Department) administers the CSAs, BBVRPD, and BRPD, which at times require routine landscape and grounds maintenance services. The ability to have qualified contractors available to provide these services greatly enhances and expedites the Department’s capability to respond to these needs.

Approval of this item will allow for the use of on-call landscape and grounds maintenance services on an as-needed basis for the CSAs, BBVRPD and BRPD. The recommended contracts will provide readily available on-call landscape and grounds maintenance services from pre-approved companies to enhance work efficiencies. Workloads and assignments to the on-call contractors will be based on availability, responsiveness, and expertise in areas of particular need on an as-needed and project-by-project basis that will be solicited by the Department and then memorialized in a purchase order. The term of these contracts is for five years but may be terminated for convenience upon 30 days written notice.

**PROCUREMENT**

On April 8, 2022, a Request for Proposal (RFP No. SDD-017) for the subject services was advertised in several plan rooms, including the Construction Bid Board (E-Bid Board) and the County’s Electronic Procurement System (ePro) in accordance with formal bidding procedures established by the County. The Department needed to proceed with this RFP because the existing contracts for on-call landscape and grounds maintenance services expired on December 31, 2021. These services for the CSAs, BBVRPD, and BRPD did continue during the interim period of January 1, 2022 through June 30, 2022, via a purchase order issued to Liberty Landscaping, Inc. that was approved by the County’s Purchasing Department.

On April 21, 2022, a mandatory pre-proposal conference was held with two companies in attendance.

On May 5, 2022, the Department received proposals from the following two companies:

<b>Company</b>	<b>Location</b>
Liberty Landscaping, Inc.	Riverside, CA
RP Landscaping & Irrigation	San Bernardino, CA

Both companies met the minimum RFP requirements. A selection committee was formed to score, evaluate and rank the proposals. The submitted proposals were evaluated for costs, experience, safety, and the ability to provide timely and needed services. In addition, reference checks were made to include compliance with State contracting and prevailing wage requirements. Based on these criteria, the selection committee recommends that both companies receive contracts to cover all anticipated workloads.

The Department did not receive any protests relative to the contract selection.

**Contracts for On-Call Landscape Maintenance Services  
June 28, 2022**

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on June 9, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on June 10, 2022; Finance (Tom Forster, Administrative Analyst, 387-4635) on June 10, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 13, 2022.

**Contracts for On-Call Landscape Maintenance Services  
June 28, 2022**

Record of Action of the Board of Supervisors  
Board Governed County Service Areas

Record of Action of the Board of Directors  
Big Bear Valley Recreation and Park District  
Bloomington Recreation and Park District

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: June 28, 2022



cc: PW/SD - Guerrero w/agrees  
Contractor - C/O PW/SD w/agree  
File - w/agree  
CCM 07/25/2022