

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

November 4, 2025

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

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

RECOMMENDATION

Approve **Amendment No. 4 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 \$30,000, from \$1,100,132 to \$1,130,132, to be used as needed to address any unforeseen repairs that may arise to prevent water waste or property damage, with no change to the contract period 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 contract amendment will not require additional Discretionary General Funding (Net County Cost). The total cost for Agreement No. 23-1110 (Agreement) with Willowbrook Landscape, Inc. (Willowbrook) will not exceed \$1,130,132 for the period of July 1, 2022 through June 30, 2027. The annual costs are reflected in the table below and will not increase during the term of the contract.

Fiscal Year	Original Contract	Amendment No. 1	Amendment No. 2	Amendment No. 3	Amendment No. 4	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
2025-26	-	-	-	\$227,430	-	\$227,430
2026-27	-	-	-	\$238,802	-	\$238,802
Irrigation Repair (not-to-exceed)	\$30,000	-	-		\$30,000	\$60,000
Total Cost	\$589,800	\$ 39,900	\$4,200	466,232	\$30,000	\$1,130,132

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. Sufficient

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appropriation is included in the 2025-26 Project and Facilities Management Department (PFMD) 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, as the result of Request for Proposal No. FMD121-FM-4354, the Purchasing Department approved Contract No. 4400018932 with 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 the High and Low Desert.

On October 3, 2023 (Item No. 31), the Board of Supervisors (Board) approved Amendment No. 1 to the Agreement to provide landscaping services at three additional County properties, increasing the total contract amount by \$39,900, from \$589,800 to 629,700, with no change to the contract period of July 1, 2022 through June 30, 2025.

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

On May 20, 2025 (Item No. 57), the Board approved Amendment No. 3 to the Agreement to provide landscaping services at multiple locations in the High and Low Desert, increasing the total 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 to June 30, 2027.

Approval of Amendment No. 4 to the Agreement will increase the contract by a not to exceed amount of \$30,000, from a total of \$1,100,132 to \$1,130,132, to be used as needed to address any unforeseen repairs that may arise outside of scheduled maintenance that require immediate attention to prevent water waste and/or property damage, with no change to the contract period of July 1, 2022 through June 30, 2027.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on September 25, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on October 2, 2025; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on October 8, 2025; and County Finance and Administration (Eduardo Mora, Administrative Analyst, 387-4376) on October 17, 2025.

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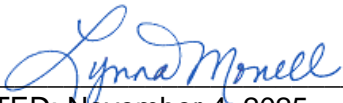
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 4, 2025



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree

CCM 11/5/2025