

## Sacramento Public Library Authority

August 27, 2009

Agenda Item 11.0: Landscape Maintenance Services

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

**RE:** Landscape Maintenance Services

## **RECOMMENDED ACTIONS:**

1. Approve the contract with Parker Landscaping for landscape and exterior cleaning services for the Central Library and thirteen branches, effective September 1, 2009, though June 30, 2011. The total cost of the contract is not to exceed \$110,000.

**2. Authorize** the Library Director to sign all documents related to this contract within the approved terms and consistent with the requirements of the Request for Proposal.

## **REASON FOR RECOMMENDATION**

In accordance with our procurement policies to do periodic evaluations of our vendors for the best pricing, a Request for Proposal (RFP) for landscaping services at fourteen Library locations was posted in June 2009 by Director of Facilities, Don Tucker, and Special Projects Coordinator, Richard Wallace. The other libraries are serviced by leaseholders or school district staff. Forty three inquiries were received and nineteen proposals were submitted.

The two lowest cost contractors were JFD at \$2,985.50 per month and Parker Landscaping at \$4,230 per month. Both were asked to meet with Library Facilities staff to ensure that the service specifications and frequency of service were understood. Both contractors understood the specifications and were told that the recommendation would depend largely on the references. References for both contractors were checked and the references for JFD were found to be unsatisfactory, while the references for Parker Landscaping were excellent.

After careful consideration by Facilities staff, Parker Landscaping is being recommended as the new landscaping contractor, effective September 1, 2009 through June 30, 2011. This contract is anticipated to save the Library over 40% on annual landscaping costs.