

November 9, 2021

C-28

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP AP21-053 and award a contract to Parkwood Landscape Maintenance, Inc., of Van Nuys, CA, to provide landscaping services at the Long Beach Airport, in an annual amount of \$138,036, with a \$50,000 contingency, for a total annual contract amount not to exceed \$188,036, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments; and,

Increase appropriations in the Airport Fund Group in the Airport Department by \$34,484, offset by funds available. (District 5)

DISCUSSION

City Council approval is requested to enter into a contract with Parkwood Landscape Maintenance, Inc. (Parkwood), to provide landscaping maintenance, improvements, emergency repairs, and as-needed services at the Long Beach Airport (Airport).

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on June 24, 2021, and 833 potential proposers specializing in landscaping services were notified of the RFP opportunity. Of those potential proposers, 34 downloaded the RFP via the City's electronic bid system. The RFP document was made available by the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 35 local, minority-owned, and women-owned business groups. Two proposals were received on July 22, 2021. Of those two proposers, one was a Minority-owned Business Enterprise (MBE) and none were Women-owned Business Enterprises (WBEs), certified Small Business Enterprises (SBEs), or Long Beach businesses (Local). The selection committee determined that Parkwood Landscape Maintenance, Inc., of Van Nuys, CA (not a MBE, WBE, SBE, or Local), was the most qualified firm to provide the services.

An evaluation committee comprised of Airport staff reviewed the responsive proposal in accordance with the evaluation criteria, as stipulated by the RFP. The committee selected Parkwood based on the firm's relevant experience with comparable contracts, expertise and availability, competent project approach and timeline, conformance with RFP terms, and reasonableness of cost for providing the necessary landscaping services.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 90 Long Beach businesses were notified to submit proposals, of which one downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on October 11, 2021, Purchasing Agent Michelle Wilson on October 7, 2021, and by Budget Analysis Officer Greg Sorensen on October 20, 2021.

TIMING CONSIDERATIONS

City Council action is requested on November 9, 2021, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$188,036, which includes a \$50,000 contingency. Existing appropriations of \$153,552 are currently budgeted in the Airport Fund Group in the Airport Department. An appropriation increase in the amount of \$34,484 is requested in the Airport Fund Group in the Airport Department, offset by funds available. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with the existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



CYNTHIA GUIDRY
DIRECTOR, LONG BEACH AIRPORT

APPROVED:



THOMAS B. MODICA
CITY MANAGER