

## STAFF REPORT

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**Date:** December 6, 2017

**To:** Mayor and City Council

**Thru:** Sabra Newby, City Manager

**Subject:** **B.2. Staff Report (For Possible Action): Bid Award and Approval of Contract to Garden Shop Nursery Landscape Division, Inc. for routine maintenance of landscaped rights-of-way in Landscape Maintenance Districts in the total amount of \$196,560 for two years, which includes a contingency account for major landscape and irrigation repairs in an amount not to exceed \$100,000. (General Fund)**

**From:** Jeff Mann, Parks Manager

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**Summary:** Staff publicly advertised a bid for ongoing maintenance of Landscape Maintenance Districts (LMDs) on October 12, 2017. Garden Shop Nursery Landscape Division, Inc. was the sole bidder. Staff recommends that City Council award the maintenance contract to Garden Shop in the total amount of \$196,560 for two years which includes a contingency account in the amount of \$100,000 for two years for ongoing maintenance and various one-time major renovations.

**Background:** NRS Section 278.4787 and RMC Section 12.28.040 govern the operation of the LMDs. The nine districts have common area landscaping along soundwalls in Northwest Reno and Stead in which the residents pay an equal share of the cost of maintenance. The districts have been in place between 12-15 years.

**Discussion:** Staff publicly advertised this bid pursuant to NRS 332 on October 12, 2017 and October 19, 2017 and closed bids on November 1, 2017. In addition, staff sent copies of the bid to four vendors which have bid on landscape maintenance and repair projects for the Parks Division in the past year. Two bidders attended the pre-bid meeting but Garden Shop was the sole bidder. Garden Shop also has the current bid, expiring Dec 31, 2017. Their total bid for ongoing maintenance is about one percent less than their current contract price. The base contract is for a two year period beginning January 1, 2018, with two one-year extensions based on satisfactory service. The contract allows an increase in the two extension years equal to the percentage change in CPI, if requested by the contractor. The City may cancel the contract if funding is not approved during the budget process.

In addition to the routine and ongoing landscape and irrigation maintenance duties, staff included in the bid contingency items for renovations to certain landscape and irrigation systems which have surpassed their useful life and are in need of renovation in an amount of not more than

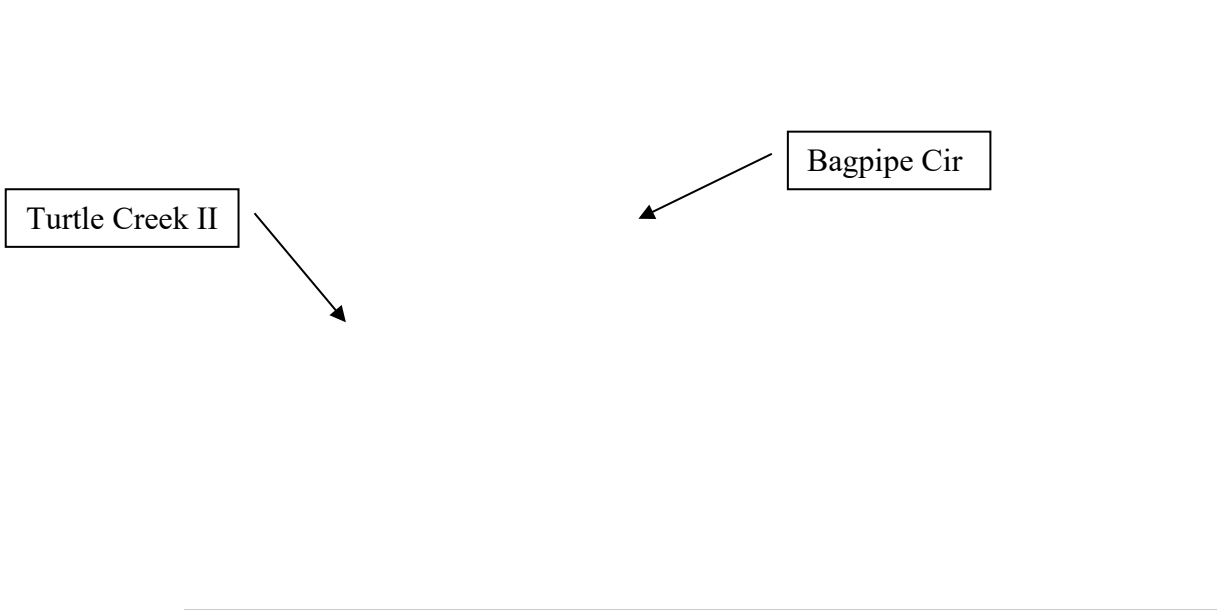
\$50,000 per year on projects to be mutually agreed to by the City and contractor; these costs will also be billed back to the respective homeowners. The additional fee per household for landscape renovations will vary up to \$250 depending on scope of the project and the number of households in the district. This will be a one-time fee during the year when the project occurs.

**Financial Implications:** The ongoing contract amount is already included in the Fiscal Year (FY) 2017/18 budget for the Parks Division, with costs reimbursed by the respective homeowners.

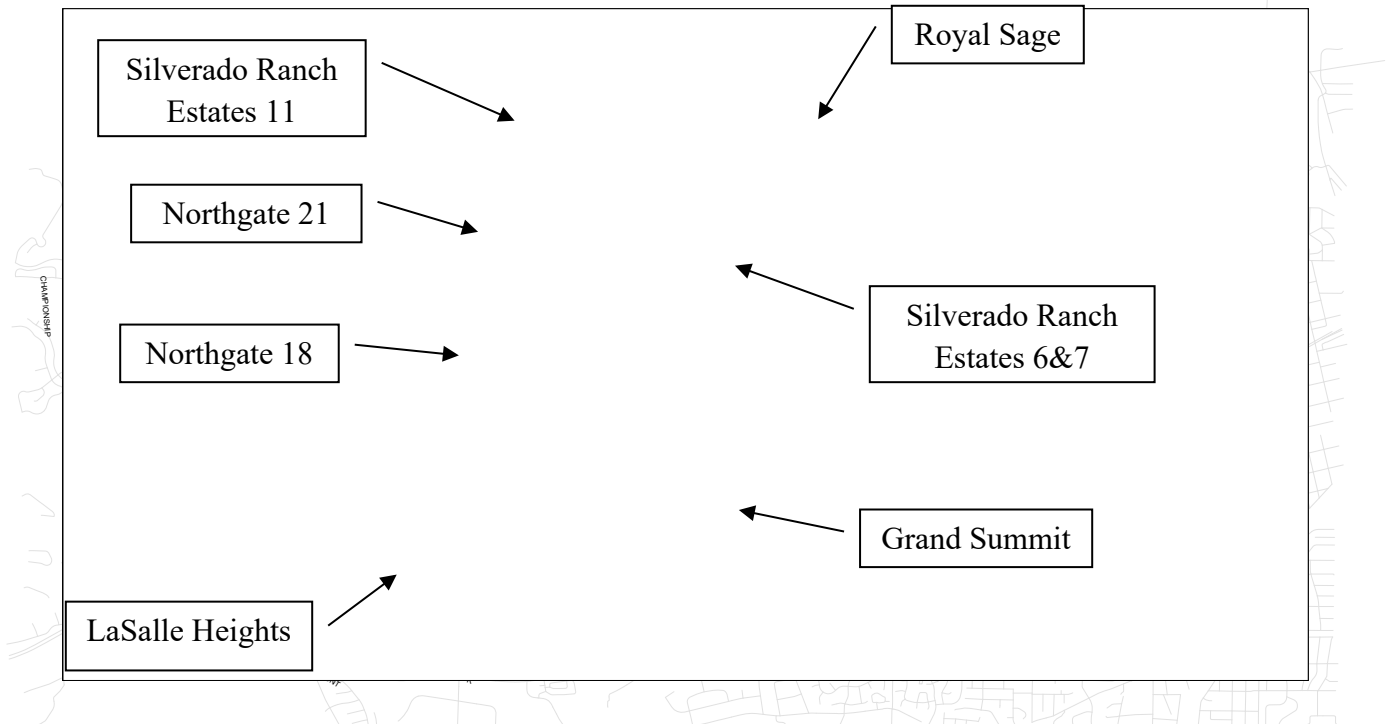
**Legal Implications:** The contract was competitively bid pursuant to Chapter 332 of the NRS and City Policy.

## Location Maps

### Stead LMDs:



### Northwest LMDs:



**Recommendation:** Staff recommends that City Council award a contract to Garden Shop Nursery Landscape Division and authorize the Mayor to sign.

**Proposed Motion:** I move to approve staff recommendation.

**Attachments:**

- LMD Agreement (PDF)