



REPORT

DATE ISSUED: October 15, 2003

ITEM 100

REPORT NO: HCR03-098
For the Agenda of November 14, 2003

SUBJECT: Award of Site Cleaning Contract (Citywide)

SUMMARY

Issue: Should the Housing Commission approve the award of a contract to Aztec Landscaping, Inc. for site cleaning services at Commission owned and managed sites throughout the city?

Recommendation: Approve the award of contract for \$123,469 to Aztec Landscaping, Inc. for the period of one-year with two additional one-year options, and authorize the Chief Executive Officer to execute the contract (Attachment 1).

Fiscal Impact: Funding for this contract is allocated as follows:

Certificate No.	04-
Amount:	\$ 123,469
Revenue Source:	Various
Division:	Housing Programs
Line Item:	Maintenance Contracts/Site Cleaning

Equal Opportunity Statement: Aztec Landscaping, Inc. is certified as a Disadvantaged, Business Enterprise. A Certificate of Compliance and a Workforce Analysis has been provided and shows that this vendor is in compliance with the San Diego Housing Commission Equal Opportunity Program. Information on the Workforce Analysis (Attachment 2) indicates that 81% of the company's workforce is minority.

Environmental Review: This project has been determined to be categorically exempt pursuant to Article 19 Section 15300 of the California Environmental Quality Act.



BACKGROUND

The Housing Commission provides routine site cleaning services to all Commissioned owned and/or managed developments on a regularly scheduled basis. As such, the Commission has a continuing need for site cleaning services at its housing sites.

DISCUSSION

The proposed work under this contract provides for site cleaning services at the developments owned and/or managed by the San Diego Housing Commission (Attachment 1).

On August 27, 2003, a Request for Proposals was issued for this work. Bid advertisements were placed in the *San Diego Union*, the *San Diego Daily Transcript*, *La Prensa* and the *Voice and Viewpoint*.

On September 15, 2003, a pre-proposal conference was conducted with four firms in attendance. During the bid period a total of five bid packages were provided to interested contractors.

At the closing date on October 14, 2003 four proposals were received. On October 15, 2003, the proposal evaluation committee met to rank the submitted proposals (Attachment 3). The Evaluation Committee used to following criteria to rank the proposals:

1. Qualifications and Experience
2. RFP and Timeliness in which the work will be done
3. Price

Staff analysis indicates that Aztec Landscaping, Inc. has provided the most advantageous response and is capable of performing this service. In addition, Aztec is the current provider of landscape service to the Housing Commission. They have successfully performed this service over the past six years.

Respectfully submitted,

Steve Snyder
Asset Manager

**Signature on File
With Original Document**

Approved by,

Elizabeth C. Morris
Chief Executive Officer

M. Gresham, 578-7485

Attachment: 1- Contract
2- Workforce Analysis
3- Bid Summary Sheet