



Good Neighbors

San Diego
Housing Commission

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REPORT

DATE ISSUED: For the Agenda of May 10,2002 ITEM 103

REPORT NO.: HCR02-033

SUBJECT: Award of Contract for Landscape Services (Citywide) SUMMARY

SUMMARY

Issue: Should the Housing Commission approve the award of a contract for landscape services of Commission owned and managed sites to the lowest responsive bidder with a ten percent contingency to address potential change orders for items not anticipated and identified in the original scope of work?

Recommendation: That the Housing Commission approve the award of a two year contract to Aztec Landscaping, Inc. for \$282,362 with a ten percent contingency and authorize the Chief Executive Officer to execute the contract (Attachment I), expend the contingency if necessary, and extend the agreement for an additional one year period.

Fiscal Impact: Funding for this contract is allocated as follows

Certificate No.	03-019: \$115,197.09
	04-004: \$142,181.40
	05-001: \$ 26,984.31

Revenue Source:	Various
Division:	Construction Services
Line Item:	Landscape Services

Previous Related Actions: On August 13, 1999, the Housing Commission awarded Aztec Landscaping, Inc. a two-year contract that expired on August 22, 2001. They are currently in a one-year extension to that contract that is due to expire on August 22, 2002.



Equal Opportunity Statement: Aztec Landscaping, Inc. was certified by Cal Trans (Attachment 2) as a Minority Business Enterprise through June 2003. Information on the Work Force Analysis (Attachment 4) indicates that 91 percent of the company's workforce is minority .

Environmental Review: This project has been determined to be categorically exempt pursuant to Article 19 Section 1530 of the California Environmental Quality Act.

BACKGROUND

The Housing Commission has an ongoing requirement for landscape services at its office facility and residential sites. The scope of services of this contract includes, but is not limited to, weekly mowing, edging, irrigation, fertilization, shrub and ground cover care and cleanup.

DISCUSSION

The work of this contract is to provide landscape services at developments owned and managed by the San Diego Housing Commission and the office facility located at 1625 Newton Avenue.

On March 22, 2002, an Invitation to Bid 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 April 2, 2002, a pre-bid conference was conducted with one firm in attendance. During the bid period a total of four bid packages were provided to interested contractors.

At bid closing on April 22, 2002, four bids were received. Bid information for a one-year period is outlined as follows:

Bidder	Yearly Bid Amount	Responsive Bidder	WBE/MBE
Cooley's Landscaping, Inc.	\$145,935.00	Yes	No
Aztec Landscaping, Inc.	\$142,181.40	Yes	MBE
Baja Pacific	\$199,000.00	Yes	No
McCullough Landscaping	\$161,568.00	Yes	No

Staff analysis indicates that Aztec Landscaping, Inc., the Commission's current landscape contractor, has submitted the lowest responsive bid and is capable of performing the service.

Respectfully submitted,

Steve Snyder
Asset Management Manager

Approved by,

Elizabeth C. Morris
Chief Executive Officer

**Signature on File
With Original Document**

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Attachments: 1- Contract*
2- Cal Trans Certification
3- Disclosure
4- Work Force Analysis

* Distribution of this attachment is limited due to its length. Copies are available at the Office of the San Diego Housing Commission, 1625 Newton, Avenue, and at the Office of the City Clerk, 202 C Street, 2nd Floor.