



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/7/2017

Agenda Placement: 6P

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Julie Kirk, Staff Services Analyst II - 259-8603

**SUBJECT:** Approval of Professional Services Agreement and Sole Source award to Coast Landscape Management, Inc. for Napa County South Campus and On-Call Landscape Services

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### **RECOMMENDATION**

Director of Public Works requests the following actions related to landscape maintenance services for the Napa County South Campus and Non-Routine/On-Call services at various County properties:

1. Approval of a Sole Source award to Coast Landscape Management, Inc. to provide landscape maintenance services; and
2. Approval of and authorization for the Chair to sign an agreement with Coast Landscape Management, Inc., for an annual maximum of \$65,000 for the term February 25, 2017 through June 30, 2020, with an option to extend the agreement for two (2) additional one-year terms.

### **EXECUTIVE SUMMARY**

Today's action will provide the County of Napa with continued landscape maintenance services at the Napa County South Campus and will provide for non-routine and on-call services at various County properties under a contract with Coast Landscape Management, Inc.

Coast Landscape Management, Inc. is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            Yes

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Where is it budgeted?	Public Works Property Management Maintenance Fund 4300 Subdivision 4300000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this agreement will allow for continued landscape maintenance at the Napa County South Campus and for non-routine/on-call services for various County properties.
Is the general fund affected?	No
Future fiscal impact:	Funding for these services will be budgeted each fiscal year for the term of the agreement.
Consequences if not approved:	Landscape services will not be available to Napa County South Campus and various County properties under contract. Current staffing resources would not be sufficient to provide all the landscape services necessary countywide.
Additional Information:	

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

On November 15, 2016 Napa County Public Works released Request for Proposal Number PM111601 for "Napa County South Campus and On-Call Landscape Services". The due date for proposals was December 21, 2016. This work is being sole sourced to Coast Landscape Management, Inc. because they provided the only proposal.

Coast Landscape Management, Inc. is currently providing landscape maintenance to the Napa County South Campus under Agreement No. AUD6853 approved by the County, through the County's Purchasing Agent, on February 25, 2014. This agreement will expire on February 24, 2017.

Today's action will provide the County with continued landscape maintenance at its South Campus facility and will now also provide for non-routine and on-call landscape services at various County properties for an annual maximum of \$65,000 during the term beginning February 25, 2017 and expiring on June 30, 2020, with an option to extend the agreement for two (2) additional one-year terms. This contract is being presented to the Board of Supervisors for approval per County purchasing policy for contracts exceeding three years in length.

Coast Landscape Management, Inc. is a local vendor.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula