



**Department:** Public Works  
**Cost Center:** 5002  
**For Agenda of:** 1/14/2025  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Matt Horn, Public Works Director  
**Prepared By:** Brendan Pringle, Senior Business Analyst

**SUBJECT:** AUTHORIZE INCREASE TO LANDSCAPE SERVICE CONTRACTS FOR ALLWEATHER LANDSCAPE MAINTENANCE & TENNIS LANDSCAPE

## RECOMMENDATION

1. Approve the AllWeather Landscape Maintenance contract amount of \$305,582, inclusive of all prior contract scope amendments totalling \$88,800, and authorize the Public Works Director and City Manager to amend the contract up to their purchasing authority in accordance with the City's purchasing policy; and
2. Approve the Tennis Landscape contract amount of \$742,395, inclusive of all prior contract scope amendments totalling \$162,900, and authorize the Public Works Director and City Manager to amend the contract up to their purchasing authority in accordance with the City's purchasing policy.

## POLICY CONTEXT

Section 257 of the Financial Management Manual – “Contract Amendments” requires approvals by the Fiscal Officer for cumulative amendment total up to \$10,000, Director between \$10,000 and \$70,000, and City Manager when the cumulative amendment total is between \$70,000 to \$149,999. Council approval is required when amendments cumulatively total \$150,000 or more.

## DISCUSSION

### Background

The City uses contract services to perform landscape maintenance services for parks, traffic medians, sound walls, parking lots, railroad right-of-way, and weed abatement. This methodology has allowed the City to provide maintenance services for the community at a lower cost and allows for both the increase and decrease of services offered based upon community demand and available funds.

After a competitive Request for Proposal (RFP) process for landscape maintenance services, the City entered into separate agreements with AllWeather Landscape Maintenance, Tennis Landscape, and EMTS Landscape for the term of February 1, 2021 to February 28, 2025. The terms of the agreements may be extended for an additional two (2) years. These original agreements covered routine maintenance and seasonal enhancements for key areas as needed. Community demands and the addition of new facilities, such as the Avila Ranch parkland and North Broad Street Park, over the last three years have required the need for expanded contract service. As a result, the AllWeather and Tennis Landscape contracts have been amended multiples times to accommodate a broader scope and ensure that service standards are maintained. There have been no amendments to the EMTS Landscape contract.

In alignment with the City's policy and standard practice, the prices for ongoing landscape maintenance contracts are adjusted annually based on the Consumer Price Index (CPI), capped at a maximum increase of 5% from the previous contract year. The agreement with AllWeather Landscape Maintenance and Tennis Landscape Maintenance specifically ties these cost adjustments to the U.S. Consumer Price Index for All Urban Consumers in the Los Angeles area.

**AllWeather Agreement & Contract Adjustments**

The AllWeather contract now includes six amendments to maintain newly added park locations and green spaces not previously covered under the initial agreement, including Avila Ranch parkland. These areas require regular maintenance, seasonal planting, and periodic updates to landscaping features. AllWeather's maintenance areas are comprised of City parks, traffic islands and medians, sound walls, Bill Roalman Bicycle Boulevard, City Corporation Yard, the Union Pacific Railroad right-of-way, and various parking lots and structures. The agreement and approved amendments (1-3) are included as Attachment A to this report. Amendments 4, 5 and 6, which have been executed by the Public Works department and AllWeather but not approved under the City's purchasing policy, are presented in Attachment B. Amendment 6 is included strictly for annual CPI adjustment, which was specified in the original contract and doesn't change the scope of services.

The original cost of the AllWeather Landscape contract was \$184,320. Six total amendments to the contract cumulatively add \$88,800 in increased scope to the contract since 2021. Staff is seeking approval of cumulative value of the contract scope amendments for AllWeather Landscape Maintenance, totaling \$88,800. If Council authorizes the total contract value of \$305,582 for AllWeather Landscape, in the future and as needs arise, the City Manager will be able to amend this agreement value up to \$149,999 in compliance with purchasing policy provisions.

The following table reflects all amendments and CPI adjustments to the AllWeather agreement.

Table 1: AllWeather Agreement Amendments

<b>AllWeather Contract</b>			
<b>Contract Adjustments</b>	<b>Adjustment Cost</b>	<b>Cumulative Total</b>	<b>Authority Level</b>
Amendment 1 (Scope of Work)	\$37,680	\$37,680	Department Head
Amendment 2 (Scope of Work)	\$5,904	\$43,584	Department Head
Amendment 3 (Scope of Work)	\$8,352	\$51,936	Department Head
<b>Amendment 4 (Scope of Work)</b>	<b>\$29,820</b>	<b>\$81,756</b>	<b>City Manager</b>
<b>Amendment 5 (Scope of Work)</b>	<b>\$7,044</b>	<b>\$88,800</b>	<b>City Manager</b>
Amendment 6 (CPI Adjustments - Cumulative)	\$32,462	\$121,262	Department Head
Original Contract			\$ 184,320
<b>Total Scope of Work Amendments</b>			<b>\$ 88,800</b>
Total CPI Adjustments			\$ 32,462
<b>Contract Including Scope of Work and CPI Amendments</b>			<b>\$ 305,582</b>

### Tennis Landscape Agreement & Amendments

The Tennis Landscape agreement now includes nine amendments to maintain newly added park locations and green spaces not previously covered under the initial agreement, including the Avila Ranch basins and parkways. These areas also require regular maintenance, seasonal planting, and periodic updates to landscaping features. Tennis Landscape's maintenance areas are comprised of city parks and facilities, Mission Plaza Extension, traffic islands and medians, sound walls, monuments and fountain, street frontages, walkways, SLO Transit Bus Barn, the Water Resource Recovery Facility (WRRF), weed abatement, and supplemental support at Santa Rosa and Sinsheimer Parks. The Agreement and approved amendments (1-4) are included as Attachment C to this report; Amendments 2 and 3 are nonexistent, and the result of a numbering issue. Amendments 5-9, which have been executed by the Public Works department and Tennis Landscape, but not approved under the City's purchasing policy, are presented as Attachment D. Amendment 8 is included strictly for the cumulative CPI adjustment, which was specified in the original contract and doesn't change the scope of services.

The original cost of the Tennis Landscape contract was \$499,332. Nine amendments to the contract cumulatively add \$162,900 in increased scope to the contract since 2021. According to the City Purchasing Policy, Amendments 6-9 cause the cumulative amendment total to reach the threshold of Council approval, as contract amendments cumulatively total \$150,000 or more. Staff is seeking approval of cumulative value of contract amendments for Tennis Landscape, totaling \$162,900. If Council authorizes the total contract value of \$742,395 for Tennis Landscape, in the future and as needs arise, the City Manager will be able to amend this agreement value up to \$149,999 in compliance with purchasing policy provisions.

The following table reflects all amendments and CPI adjustments to the Tennis Landscape agreement.

**Table 2: Tennis Landscape Agreement Amendments and CPI Adjustments**

<b>Tennis Landscape Contract</b>			
<b>Contract Adjustments</b>	<b>Additional Cost</b>	<b>Cumulative Total</b>	<b>Authority Level</b>
Amendment 1 (Scope of Work)	\$27,600	\$27,600	Department Head
Amendment 2 (Scope of Work)	\$0	\$27,600	Department Head
Amendment 3 (Scope of Work)	\$0	\$27,600	Department Head
Amendment 4 (Scope of Work)	\$11,520	\$39,120	Department Head
<b>Amendment 5 (Scope of Work)</b>	<b>\$57,000</b>	<b>\$96,120</b>	<b>City Manager</b>
<b>Amendment 6 (Scope of Work)</b>	<b>\$54,000</b>	<b>\$150,120</b>	<b>Council</b>
<b>Amendment 7 (Scope of Work)</b>	<b>\$11,100</b>	<b>\$161,220</b>	<b>Council</b>
Amendment 8 (CPI Adjustments-Cumulative)	\$80,163	\$241,383	Department Head
<b>Amendment 9 (Scope of Work)</b>	<b>\$1,680</b>	<b>\$243,063</b>	<b>Council</b>
Original Contract			\$ 499,332
<b>Total Scope of Work Amendments</b>			<b>\$ 162,900</b>
Total CPI Adjustments			\$ 80,163
<b>Contract Including Scope of Work and CPI Amendments</b>			<b>\$ 742,395</b>

#### **Previous Council or Advisory Body Action**

On [July 21, 2020](#), Council authorized staff to invite proposals for the Landscape Maintenance Service contracts and authorized the City Manager to award the contracts if the total was within the available annual budget. Tennis Landscape, AllWeather and EMTS Landscaping were awarded contracts.

#### **CONCURRENCE**

Public Works and Finance Departments concur with the recommendation.

#### **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

**FISCAL IMPACT**

Budgeted: Yes  
 Funding Identified: Yes

Budget Year: 2024-25

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Total Budget Available</b>	<b>Current Funding Request</b>	<b>Remaining Balance</b>	<b>Annual Ongoing Cost</b>
General Fund	\$220,260	\$220,260	\$0	\$220,260
Avila Ranch CFD Fund (213)	\$31,440	\$31,440	\$0	\$31,440
State				
Federal				
Fees				
Other:				
<b>Total</b>	<b>\$251,700</b>	<b>\$251,700</b>	<b>\$0</b>	<b>\$251,700</b>

The six total amendments for AllWeather total \$88,800 and the nine total amendments for Tennis Landscape total \$162,900, for a combined total of \$251,700. This is covered by operating budget from the General Fund and Avila Ranch Fund for FY 2024-25 and does not require any additional funding. These costs are augmented annually based on CPI, as outlined in the agreement, and the costs above reflect current costing of the scope amendments.

**ALTERNATIVES**

***Council could refrain from authorizing increases to the AllWeather and Tennis Landscape agreements.*** This is not recommended, as it would limit the City’s ability to maintain the landscaping at the City’s parks or green spaces. This investment is crucial to meeting community expectations and maintaining these spaces at a high standard for the City’s residents.

**ATTACHMENTS**

- A - AllWeather Agreement & Amendments 1-3 (Approved)
- B - AllWeather Amendments 4-6
- C - Tennis Landscape Agreement & Amendments 1-4 (Approved)
- D - Tennis Landscape Amendments 5-9