
CITY OF TEMPE
REQUEST FOR COUNCIL ACTION**Council Meeting Date: 01/29/2015**
Agenda Item: 5B12

ACTION: Award one-year contracts with four, one-year renewal options to Artistic Land Management, J.A. Desert Greens Custom Lawn Care, and Somerset Landscape Maintenance for residential landscape services to be overseen by the Community Development Department.

FISCAL IMPACT: There is no fiscal impact to the City for these contracts. Costs for landscape services will be borne by the Tempe residents who agree to utilize the service.

RECOMMENDATION: Award the contracts.

BACKGROUND INFORMATION: (RFP 15-064) From the direction of City Council, staff developed and issued a Request for Proposal (RFP) to establish a short list of qualified companies to provide residential landscape services that will be available to any Tempe resident for assistance in maintaining a home's front and rear landscaping areas. Although primarily targeted to those residences that are in danger of a yard-related Nuisance Code violation, the contracts may be utilized by any Tempe resident. Any use of these contracts and selection of companies will be at the sole discretion of the resident. The selected landscape company will directly invoice the resident for any and all applicable charges. This concept is being initiated as a one-year Pilot Program (with extension options) in order to determine if there are economic and performance benefits derived through the combining and leveraging of residential landscape needs with the goal of achieving the following benefits:

- Establishment of a competitive pricing schedule for residents
- Establishment of a qualified and skilled group of landscape suppliers
- Improvement of property and neighborhood appearance
- Reduction of code enforcement complaints and citations
- Provide a reasonable alternative for those residents who are not able to self-perform landscape work
- Provide landscape services that are provided on a planned maintenance schedule that allows for on-going and continuous upkeep

Landscape services under this program are limited to basic upkeep to include mowing/edging of turf, removal or spraying of weeds, and raking/blowing and removal of landscape debris and trash from the property. Residents can elect to utilize the service for either the front and/or backyard. It is important to note that one of the key goals of this pilot program is to establish a reoccurring and consistent landscape service that occurs over a scheduled period of time. As a result, the resident shall agree to a series of visits by the landscaper over a one-year period as shown below:

- Mow and trim turf, once monthly for the months of November, December, January and February
- Mow and trim turf twice monthly for the months of March, April, May, June, July, August, September, and October
- Rake, blow, and/or vacuum to remove all plant debris and trash at each visit
- Pull and/or spray weeds in desert/natural landscaped areas once per month

Additional landscape treatments such as tree and shrub trimming, tree removal, irrigation service, fertilization, etc., are excluded from the core services described above but may be included separately as negotiated between the contractor and resident.

Solicitation/Evaluation Process

The RFP was issued on October 23, 2014 to 95 local and regional companies. In addition, the contract opportunity was advertised in the Arizona Capitol Times, listed on the City’s web site, and noticed with the Tempe Chamber of Commerce. A Pre-Proposal Conference was conducted on November 5, 2014 where the scope of work and general requirements were reviewed and clarified for interested suppliers. On November 20th the City opened and recorded four (4) offers from the following companies:

- Artistic Land Management, Inc.
- Jack Harrington
- J.A. Desert Greens Custom Lawn Care
- Somerset Landscape & Maintenance, LLC

The offers were evaluated by a committee comprised of Code Enforcement and Procurement staff. The committee evaluated the proposals in accordance with the published evaluation criteria as shown below:

Evaluation Criteria

Cost.....40%
 Experience/Expertise of company and staff.....20%
 Vehicle and Equipment Inventory.....15%
 Methodology to Perform Services.....20%
 Compliance with Terms/Conditions.....5%

The following table displays the initial pricing and evaluation scores for the companies listed in rank order:

Table 1: Initial Pricing and Scores for Residential Landscape Services – Monthly Fees

Company	Desert Front			Turf Front			Desert/Turf Combination			Evaluation Score
	Up to 10,000 SF	10,001-15,000 SF	15,001 – 22,000 SF	Up to 10,000 SF	10,001-15,000 SF	15,001 – 22,000 sf	Up to 10,000 SF	10,001-15,000 SF	15,001 – 22,000 SF	
Somerset Landscape Maintenance	\$39	\$45	\$49	\$39	\$45	\$49	\$39	\$45	\$49	956
J.A. Desert Greens Custom Lawn Care	\$35	\$45	\$50	\$35	\$45	\$50	\$45	\$50	\$60	910
Artistic Land Management	\$45	\$67	\$90	\$43	\$65	\$80	\$45	\$67	\$90	845
Jack Harrington	\$65	\$130	\$210	\$158	\$250	\$360	\$95	\$150	\$215	583

It was determined that the three top scoring firms would be brought forward to the next step of the evaluation process including interviews, negotiations, and best and final offers. The offer submitted by Jack Harrington was determined not susceptible for award due to its placement below the competitive range and was removed from award consideration.

A standardized fee schedule was determined critical due to the need to multiple award this contract and ensure a clear and consistent pricing plan that could be effectively communicated to residents. As a result, the City entered into price negotiations with the top three firms. In addition, the companies were further researched and evaluated to determine each firm’s approach to hiring workers, scope of background screening, approach to performing landscape work, quality control, risk management, customer service philosophy, supervision plan, vehicle and equipment inventory, and experience profile of firm and key personnel including reference checks. At the culmination of the negotiations, best and final letters were issued to the three companies that documented a host of negotiated issues including the final common pricing schedule that would be acceptable to the City.

All firms agreed to the common price schedule and provided additional information as requested in the best and finals. The committee met a last time to discuss the best and final results and determine scoring. As a result, it was determined that the top three companies would be recommended for award. All of the recommended firms have excellent credentials to support this contract. Importantly, they have agreed to perform background checks on all employees that will be utilized to support this contract. Two of the companies – Somerset Landscape Maintenance and Artistic Land Management currently hold City landscape contracts and are highly performing providers. J.A. Desert Greens Lawn Care is a small local firm who has developed a very good reputation with existing residential accounts and has the resources to support this contract.

The table below displays the final negotiated pricing that will apply to this contract. All pricing will be held firm for one year and is subject to adjustment based on the Consumer Pricing Index (CPI) on the anniversary date of the contracts.

Table 2 – Final Pricing for Residential Landscape Services – Monthly Fees

Service Coverage	Monthly Flat Rate Up to 10,000 SF lot		Monthly Flat Rate 10,001 to 15,000 SF lot		Monthly Flat Rate 15,001 to 22,000 SF lot		Hourly Crew Rate
Desert Front	\$35		\$45		\$50		\$22 per man hour
Turf Front	Nov/Dec/Jan/Feb	Mar/Apr/May/June Jul/Aug/Sept/Oct	Nov/Dec/Jan/Feb	Mar/Apr/May/June Jul/Aug/Sept/Oct	Nov/Dec/Jan/Feb	Mar/Apr/May/June Jul/Aug/Sept/Oct	\$22 per man hour
	\$35	\$70	\$45	\$90	\$50	\$100	
Desert/Turf Front Combination	Nov/Dec/Jan/Feb	Mar/Apr/May/June Jul/Aug/Sept/Oct	Nov/Dec/Jan/Feb	Mar/Apr/May/June Jul/Aug/Sept/Oct	Nov/Dec/Jan/Feb	Mar/Apr/May/June Jul/Aug/Sept/Oct	\$22 per man hour
	\$35	\$70	\$45	\$90	\$50	\$100	

- All of the prices shown above are monthly flat rates with the exception of the Hourly Crew Rate;
- The Hourly Crew Rate is utilized as a one-time “catch-up” provision for yards in significant neglect that require additional resources to bring the yard up to a maintainable standard;
- Desert landscape services are performed one time per month;
- Turf landscape services are performed one time a month during November, December, January and February and twice a month for March through October;
- If the resident elects to have both the front and rear maintained then the above monthly rates would double;

If approved as recommended, staff will initiate its marketing plan to ensure Tempe residents are made aware of the program. A variety of communications tools will be utilized including the development of a post card type notice that can be provided homeowners/renters who have received any yard code violation that will list out the three available companies along with the fees for service. The program will also be described and linked to the City’s web site, Facebook and Twitter accounts.

ATTACHMENTS: Proposals

STAFF CONTACT(S): Jeff Tamulevich, Code Compliance Manager, (480) 350-8441

Department Director: Renie Broderick, Internal Services Director
 Legal review by: David Park, Assistant City Attorney
 Prepared by: Michael Greene, C.P.M. Procurement Administrator