

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for general landscaping services from Yellowstone Landscape for the Facilities Services department.

BACKGROUND

General landscaping services require an organization that will provide turnkey services which includes labor, equipment and oversight for all three campuses, the District Administration grounds and the Maritime training facility. Additional field mowing services are also required for open fields at the South, North, and Central campuses and vacant tracts located in Clear Lake. Field and lot mowing is serviced at a reduced frequency or on an as needed basis, depending on property conditions.

A request for proposals, Project Number 18-19, was issued to procure landscaping services. Five (5) responses were received and evaluated by a team consisting of Facilities Services personnel. Negotiation began with the highest ranked firm but were terminated due to the parties being unable to arrive at mutually agreeable terms. Negotiation continued with Yellowstone Landscape, the second ranked firm and incumbent provider, and was determined their proposal would provide the best value for the College.

IMPACT OF THIS ACTION

Outsourcing some of the landscaping services for the College is required due to the limited size of the College's grounds-keeping staff and the lack of appropriate equipment required to perform these services for all College-owned properties. Approval of this agreement will aid the existing in-house staff to maintain the aesthetics of the College grounds by performing essential lawn maintenance duties and preserve service levels in accordance with the College's grounds-keeping standards.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for these services is \$360,000. This expenditure will be funded from the Facilities Services department's 2017-2018 operating budget and 2018-2019 budget subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

The initial award term will begin June 5, 2018, ending June 4, 2019, with renewal options of four (4) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RFP #18-19
Regular Board Meeting June 4, 2018
Consideration of Approval to Contract for Landscaping Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Project Name Landscaping Services
Project Number RFP 18-19
Number of Evaluators 4

Stated Criteria	Criteria Explanation	Total Points Available	GCA Services Group	Yellowstone Landscape	Cornerstone Maintenance	Classic Irrigation & Landscaping	McLemore Building Maint.	Special Touch Landscaping
Price Proposal	Evaluated on a best overall value approach for the College	100	36	76	100	79	71	62
Qualifications and Experience of Personnel	Firm's personnel experience	80	65	55	44	43	48	49
Full Crew/Equipment and Safety	Inventory list of crew and equipment and safety policy	80	67	43	42	55	38	40
Project Understanding and Management	Management and technical approach to the scope of services, breadth and depth of the Plan Detail	60	55	45	37	35	34	37
Qualifications and Experience of Firm	Firm's references, reputation, and experience	60	54	50	40	38	33	35
Business Questionnaire	Provide answers to questions in Attributes tab in IonWave	20	18	17	14	15	17	17
100 Points Each x 4 Evaluators		400	295	286	277	265	241	240
			Total Points Received					

Final Ranking	
Vendor Name	Total Score
GCA Services Group	295
Yellowstone Landscape	286
Cornerstone Maintenance	277
Classic Irrigation & Landscaping	265
McLemore Building Maint.	241
Special Touch Landscaping	240