



Board Agenda Item 53

DATE: November 7, 2023

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Agreement with EMTS, Inc. dba Elite Maintenance and Tree Services

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute an Agreement with EMTS, Inc. dba Elite Maintenance and Tree Services, for landscape maintenance services, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$3,100,000; and**
- 2. Authorize the Director of Internal Services/Chief Information Officer, or his or her designee, to add and/or remove County service locations and adjust the frequency of services, pursuant to the methodology described in the recommended Agreement and as operational needs require, with no change to the maximum compensation.**

There is no additional Net County Cost associated with the recommended actions. The Internal Services Department - Facility Services Division (ISD-Facility Services) is responsible for ensuring landscape maintenance services are provided to County locations. Approval of the first recommended action will allow EMTS, Inc. dba Elite Maintenance and Tree Services (Elite) to provide landscape maintenance services to County locations. Approval of the second recommended action will allow the Director of Internal Services/Chief Information Officer (ISD Director) to add and/or delete locations for receiving landscaping services through Elite based on operational needs of the County. This item is countywide.

ALTERNATIVE ACTION(S):

Should your board not approve the recommended actions, ISD-Facility Services will not have a cost-efficient method to provide landscape maintenance services to various County locations.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs for the potential five-year term of the recommended agreement shall not exceed \$3,100,000. All costs associated with these services are funded through charge backs to user departments. Sufficient appropriations and estimated revenues are included in the ISD-Facility Services Org 8935 FY 2023-24 Adopted Budget and will be included in subsequent annual budget requests.

DISCUSSION:

On June 1, 2023, ISD - Purchasing Division (ISD-Purchasing) issued a Request for Quotation (RFQ) No. 23-038 for the purpose of establishing an agreement for the provision of landscape maintenance services. The RFQ was sent to six vendors. The response period closed on June 19, 2023, and one vendor responded to the RFQ. The response was reviewed and Elite was determined to be most responsive bidder

who best meet the needs of the County as requested in the RFQ.

The total maximum compensation includes \$409,864 for the six County locations included in the RFQ: the Plaza Building, Recorder's Office, Crocker Building, Hamilton Yard, Building 340, and ISD-Facility Services Headquarters. Two additional locations are anticipated to be added in the near future, including the Department of Behavioral Health's Olive Campus, and the Area 2 Sheriff Substation. In anticipation of adding services to these additional locations, the RFQ required bidders to provide a "rate per square foot" for adding service locations. The recommended agreement includes an amount of \$2,690,136 to account for the future cost of these two additional locations.

Approval of the first recommended action will execute the agreement with Elite, effective upon execution for a potential five-year term, which includes a three-year initial term and two optional one-year extensions, with total compensation not to exceed \$3,100,000. Approval of the second recommended action will allow the ISD Director to add and/or delete locations for receiving landscaping services through Elite based on operational needs of the County.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Elite

CAO ANALYST:

Ahla Yang