



Agenda Item Number: 2008-1-6F

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: January 22, 2008

Department: County Manager/CIP **Staff Contact:** Dan Mayfield, Deputy County Manager, Budget & Finance Division
Lisa Sedillo-White, Purchasing Director

TITLE: Landscaping Services, Multi-Unit Price Agreement

ACTION: Motion to:

1. Award RFB # 0027-08-DE for Landscaping Services to Westwind Landscape Construction Inc.
2. Authorize the County Manager to execute the Multi-Unit Price Agreement with Westwind Landscape Construction Inc.

On November 4, 2007, the Purchasing Department solicited RFB #0027-08-DE to provide Landscaping Services as necessary for various County projects. The bid opening was held on November 29, 2007, with the lowest responsive bid from Westwind Landscape Construction Inc. A summary of bid results is included in Attachment #1.

Approval of this Multi-Unit Price Agreement establishes unit pricing for a variety of construction services incidental to landscaping services including tree removal, grading, subgrade preparation, gravel base course in place, adjustment of existing water valve boxes, etc., and will stabilize the costs associated with the formal procurement process for small landscaping projects, particularly those initiated by the Parks Department. Quantities included in the Multi-Unit Price Bid have been estimated. Individual purchase orders will be issued for confirmed quantities on a per project basis, which shall not exceed \$500,000. The term of the Price Agreement is two (2) years with an optional two (2) year extension period commencing on the date of award.

Staff recommends award of RFB #0027-08-DE to Westwind Landscape Construction Inc., and requests the Board authorize the County Manager to execute the Price Agreement.

ATTACHMENT:

1. Request for Bid Summary

FISCAL IMPACT

There will be various funding sources due to the needs of the user departments utilizing the Multi-Unit Price Agreement.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

This proposed multi-unit price agreement will streamline the landscaping services process thus bringing projects on-line in a timely manner. I recommend Board approval. 1/15/08

DEPUTY COUNTY MANAGER FOR COMMUNITY SERVICES

This Multi-Unit Price Agreement will help expedite projects in the Parks and Recreation Department. I recommend Board Approval. JMB 01/16/08

DEPUTY COUNTY MANAGER FOR FINANCE

The Price Agreement for Landscaping Services on Demand was solicited as a convenience for various County projects. The Price Agreement will reduce the costs and the purchasing cycle-time involved in soliciting quotes and formal procurements for landscaping service projects required on a demand basis. Teresa Byrd, Acting Deputy County Manager for Finance 1/14/08

LEGAL

The Legal Department will review the contract prior to execution. The proposed action is within the Board's authority. JSL 1/7/08

FINANCE

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| Budget | This price agreement will be available for County-wide use. Funding sources may vary as several departments may utilize this contract. Elizabeth E. Olona, Financial Services Administrator II, 01/08/2008 |
| Purchasing | Proper procedures have been followed for the solicitation, and evaluation of RFB #0027-08-DE. Purchasing concurs with the proposed recommendation of award. Dinah Esquivel, Purchasing Manager. 12/28/07 |
| Contract | A contract control number will be issued upon receipt of an executed agreement. Dinah Esquivel, Purchasing Manager. 1/2/08 |
| Risk Management | The Contractor shall provide a certificate of insurance naming the County as an additional insured with the like kinds and amounts of insurance referenced in section 5-7 Of the RFB. David A. Baca, Risk Management Director. 1/4/08 |
| Parks | This on-call landscape construction contract should allow projects, both capital and maintenance, to be procured efficiently. BCPR supports the award of this contract. CC 12/31/07 |