



DATE: June 27, 2023

TO: Mayor and City Council

FROM: Fire Chief

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute a Three-Year Agreement With Pacheco Landscape Management for Landscape Maintenance Services at all Hayward Fire Department Stations in an Amount Not-To-Exceed \$319,600

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute the agreement with Pacheco Landscape to perform clean-up, landscape, maintenance, and mulch services to seven (7) Hayward Fire Stations for a three-year agreement in an overall contract not-to-exceed \$319,600.

SUMMARY

The Hayward Fire Department currently maintains the landscaping at all stations using existing Fire Personnel. This task has become less feasible as call volume has increased while staffing levels have decreased. The proposed agreement with Pacheco Landscape would provide quality service at seven (7) stations while maintaining standards for community appeal as well as eliminating an unnecessary burden on the sworn fire staff. The agreement would not include Station 8 in Fairview, or the new Training Center at Station 6. The contract agreement includes 24.5 hours in weekly services, and one-time cleanup for all stations as needed, and yearly mulching service.

BACKGROUND AND DISCUSSION

In October 2022, Hayward Fire Department (HFD) issued a request for quotes (RFQ) to solicit quotes for contracted landscape services for seven (7) fire stations throughout Hayward. Staff received and evaluated 4 quotes for services that include an initial cleanup, landscape planning, maintenance, and mulching services. Currently, sworn fire personnel perform maintenance duties at the fire stations, and the increased call volume has limited the ability to perform these duties to the standards of the community preservation ordinance. It has been observed that the station crews cannot always commit to the proposed landscape maintenance plan, as medical and fire calls will always be prioritized.

The fire stations are beacons for the community and neighborhoods and should convey the standards of proper maintenance and a clean appearance. By referring these services to professionals on a consistent basis, the quality and cleanliness of the stations will consistently hold a higher standard. The services provided by Pacheco will include a one-time cost of \$13,900 to perform initial cleanup of the stations. The recurring annual budget will not contain this charge, and it has been estimated by Pacheco that the budget for mulching will not be needed to the full capacity in years 2-3.

Pacheco Landscape (Pacheco) was chosen to provide these services based on multiple factors. In July 2014, Council approved an agreement to hire Pacheco Landscape to perform the duties for the residential chipping program. They have been a successful and reliable partner for the duration of this program, and therefore were solicited for a quote. As seen in the chart below, Pacheco Landscape provided the most comprehensive maintenance plan at the lowest hourly rate. While this does not equate to the lowest contract price, the services provided exceed the offerings of the other providers. At 24.5 hours per week committed, Pacheco provides the second-largest service hours of quotes received and is the only provider to include necessary mulching services for the stations.

| RFQ: 2307-092022 FIRE STATION | | | | | | | | |
|-------------------------------|--------------------|--------------|--------------------------------------|-----------------|-----------------------|-----------------------|------------------|-----------|
| Vendor | Hours | Monthly | Yearly | Labor/ Per Hour | One-Time Cleanup FS 5 | One-Time Cleanup FS 7 | One-Time Cleanup | Mulch |
| Brightview | 16hrs/ per week | 5,664.66/mo. | 67,975.92/ yr | \$ 59.47 | \$ 1,185.67 | \$ 3,258.41 | | |
| Los Loza | 30/ per week | 7,800.00/mo | 93,600.00/ yr | \$ 65.00 | | | \$ 6,800.00 | |
| New Image | 8/ hrs per week | 5,000/mo. | 60,000/yr 72,400/ First Year | \$ 75.00 | | | \$12,400.00 | |
| Pacheco Landscape | 24.5/ hrs per week | 5,083/mo. | 92,683 Annual 101,900/ First Year | \$ 48.00 | | | \$13,900.00 | 26600/ yr |

ECONOMIC IMPACT

The improved quality of maintenance for the fire stations will have a positive impact on local residential areas by increasing property value by maintaining curb appeal and neighborhood beautification standards. In addition, the conversion to a more drought-resistant landscape will improve water conservation efforts.

STRATEGIC ROADMAP

The landscape agreement will contribute to the beautification of the city, and positively impact the Strategic Roadmap for enhancing community safety and quality of life by investing in cleanliness and reducing blight.

FISCAL IMPACT

There is sufficient funding to cover the cost of the agreement with Pacheco Landscaping. The annual contract amount is \$101,900, with a one-time cost of \$13,900 for initial cleanup, for a total not to exceed amount of \$319,600 over the three-year agreement. This contract will be funded by the General Fund and is included in the Fire Department's operating budget.

SUSTAINABILITY FEATURES

There are sustainability features incorporated into this project, as there will be a reduction in water usage and an increase in native and climate-appropriate plants.

PUBLIC CONTACT

There is no public contact needed for this project.

NEXT STEPS

Prepared by: Lauren Dekas, Management Analyst

Recommended by: Garrett Contreras, Fire Chief

Approved by:



Kelly McAdoo, City Manager