



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**File #:** CONS 23-016, **Version:** 2

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**DATE:** January 17, 2023

**TO:** Mayor and City Council

**FROM:** Director of Maintenance Services

### **SUBJECT**

Adopt a Resolution Authorizing the City Manager to Negotiate and Execute a Landscape Maintenance Contract for the Downtown Hayward Maintenance with New Image Landscape Company, in an Annual Amount of \$156,000, and an Additional \$20,000 Annually for Contingencies, and Approve an Increase in the Budget Appropriation and Transfer of \$116,402 from the General Fund to the Landscape Maintenance Fund

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II): 1) authorizing the City Manager to negotiate and execute a landscape maintenance contract for Downtown Hayward landscape maintenance with New Image Landscape Company in an annual amount of \$156,000, plus an additional \$20,000 annually for contingencies; and 2) approve an increase in the annual General Fund budget appropriation by \$116,402 to allow for sufficient funding of the contract with New Image Landscape Company.

### **SUMMARY**

A request for quotes (RFQ) was published on October 4, 2022, to seek an experienced and qualified landscape contractor who is specially trained, experienced, and competent to perform Landscape Maintenance in accordance with the terms, conditions and specifications contained in the RFQ for contracted landscape maintenance for the Downtown Hayward area.

The project scope includes 156,000 square feet of landscaped area; a total of four quotes were received. Staff recommends executing the landscape maintenance contract with New Image Landscape Company in an annual amount of \$156,000. The term of this agreement will be through June 2024. The City will have the option to extend the contract for up to three one-year extensions through June 2027. If the City chooses to exercise the option to extend the agreement, the annual base amount of \$156,000 would be subject to a CPI increase for each extension. Staff also requests approval of an additional annual \$20,000 contingency to cover additional services that may be required during the contract term.

### **ATTACHMENTS**

Attachment I Staff Report

Attachment II Resolution