



**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE December 19, 2023
TITLE Authorization to Award a Service Contract for Landscaping Services for Peralta Oaks Administration Building, Peralta Oaks North and the Trudeau Training Center to Gachina Landscape Management Inc. in the Amount of \$75,560
DIVISION Finance and Management Services
FROM Juancho Flores, Officer Services Manager
Dr. Ana M. Alvarez, Deputy General Manager
APPROVED Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors:

1. award a contract for landscaping services at the Peralta Oaks Administration Building, Peralta Oaks North and the Richard C. Trudeau Training Center to Gachina Landscape Management (Gachina);
2. authorize execution of a contract with Gachina in the total amount of \$75,560 for services starting January 1, 2024 to December 31, 2024; and
3. at the General Manager’s discretion, extend the contract for two additional two-year periods until December 31, 2028.

BACKGROUND

The East Bay Regional Park District (Park District) posted a Request for Proposals(RFP) for routine and specialty landscaping services required at Park District Administration Building, Peralta Oaks North and the Richard C. Trudeau Training Center. The RFP was posted on the Park District’s website starting on Oct 3, 2023 through October 26, 2023. Two landscaping contractors attended the job walk on October 12, 2023. The proposals were due on October 26, 2023.

Three contractors submitted RFP responses and proposals were reviewed as follows:

<u>VENDOR NAME</u>	<u>CITY</u>	<u>RFP AMOUNT</u>
Brightview Landscape Services	Hayward	\$65,633.61
Gachina Landscape Management Inc.	Menlo Park	\$50,560
Prado’s Landscaping	American Canyon	\$97,460

ANALYSIS

Of the three qualified landscaping contractors, Gachina Landscape Management Inc. was the low

bidder. Gachina is also the current landscaping contractor for the Park District servicing the Peralta Oaks Administration Building, Peralta Oaks North and the Richard C. Trudeau Training Center. Gachina Landscape Management Inc. has a good reputation in the industry and has served the Park District well in the last five years. There are no outstanding or pending issues with this contractor.

Staff is recommending for the Board of Directors to award a service contract to Gachina Landscape Management Inc. and authorize execution of a contract with Gachina for one year, from January 1, 2024 to December 31, 2024. If the contractor provides satisfactory service in the first year of the contract, the agreement as stated in the RFP enables the Park District to extend the contract for two two-year periods until December 31, 2028. The contractor may submit cost of living increase during the annual renewal process.

FISCAL IMPACT

The contractor will perform routine and specialty landscaping services at the Peralta Oaks Administration Building, Peralta Oaks North and the Richard C. Trudeau Training Center for a cost of \$75,560 from January 1, 2024 to December 31, 2024 which includes monthly service for \$50,560 as well as a contingency fund of \$25,000 for improvements and for emergency repairs; funding is available in the Office Services Department budget account 101-4160-000-6191 (Other services).

ATTACHMENTS

None



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2023-12-
DECEMBER 19, 2023**

**AUTHORIZATION TO AWARD A CONTRACT FOR LANDSCAPING SERVICES
FOR PERALTA OAKS ADMINISTRATION BUILDING, PERALTA OAKS NORTH
AND THE TRUDEAU TRAINING CENTER TO GACHINA MANAGEMENT INC. IN
THE AMOUNT OF \$75,560**

WHEREAS, the East Bay Regional Park District (Park District) issued a Request for Proposals (RFP) for landscaping services at the Peralta Oaks Administration Building, Peralta Oaks North and the Richard C. Trudeau Training Center; and

WHEREAS, the Park District posted the RFP announcement on the Park District's website requesting contractors to submit proposals; and

WHEREAS, Gachina Landscape Management Inc. was the lowest responsive responsible bidder, and therefore, Gachina Landscape Management Inc. is the recommended contractor;

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the East Bay Regional Park District hereby awards a contract to Gachina Landscape Management, Inc., and authorizes execution of a contract for services agreement with Gachina Landscape Management Inc. for landscaping services at the Park District's Peralta Oaks Administration Building, Peralta Oaks North and the Richard C. Trudeau Training Center in the amount of \$75,560, including monthly service for \$50,560 and a contingency fund of \$25,000 for improvements and for emergency repairs, for the first year from January 1, 2024 to December 31, 2024 to be funded from Office Services account 101-4160-000-6191; and

BE IT FURTHER RESOLVED, the Board of Directors of the East Bay Regional Park District hereby authorizes the General Manager to extend the contract after the initial one-year term for up to two two-year periods until December 31, 2028, including cost of living increases, after periodic staff review of the quality of service; and

BE IT FURTHER RESOLVED, the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted December 19, 2023, by the following vote:

FOR:

AGAINST:

ABSTAIN:
ABSENT: