

## EWEB Board Consent Calendar Request

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a contract with **Valleyscapes, Inc.** for **Landscaping Services**.

Board Meeting Date: June 2, 2015

Project Name/Contract#: 011-2015

Primary Contact: Todd Simmons

Purchasing Contact: Sandra Hahn Ext.7163

### Contract Amount:

Original Contract Amount: \$421,000/over 5 years

Additional \$ Previously Approved: N/A

Invoices over last approval: N/A

Percentage over last approval: N/A

Amount this Request: \$421,000/over 5 years

**Resulting Cumulative Total:** \$421,000/ over 5 years

### Contracting Method:

Method of Solicitation: Request for Proposal

If applicable, basis for exemption: N/A

Term of Agreement: June 2, 2015 to June 1, 2016

Option to Renew? Yes, up to 5 years maximum

Approval for purchases "*as needed*" for the life of the contract: Yes

### Narrative:

The Board is being asked to approve a new services contract with **Valleyscapes, Inc.** of Gresham, Oregon for the purchase of landscaping maintenance services for EWEB right-of-way sites and other sites in Eugene/Springfield.

In May 2015, EWEB issued a formal Request for Proposal (RFP) for the provision of landscaping maintenance services. The Request for Proposal was publicly advertised and three proposals were received and evaluated (Respondents were Kokkeler Lawn Care, Inc., Graton's Custom Landscapes, and Valleyscapes, Inc.) The final awarded contractor was selected based on the evaluation criteria in the RFP, and was determined to be a responsive-responsible proposer that met all proposal requirements and technical specifications.

This contract, if approved, is primarily for mowing fields on EWEB property in Eugene/Springfield. Field mowing is a requirement for compliance with fire code regulations, as well as an important aesthetic component of property management. It is estimated that three rounds per year will be needed. However exact requirements for services are unknown and no guarantee has been made with the contractor to purchase any specific amount. All proposed rates represent one fixed price per year for overall service. (Hourly rates have also been established for various categories of potential additional work.) Staff estimates the annual purchases are not to exceed \$421,000 over 5 years.

### ACTION REQUESTED:

Management requests the Board approve award of a contract with **Valleyscapes, Inc.**, for purchase of landscaping services. Funds for these purchases were budgeted for 2015, and will be budgeted annually thereafter.

### Action Requested:

☒ Contract Award  
☐ Contract Renewal  
☐ Contract Increase  
☐ Other

### Funding Source:

☒ Budget  
☐ Reserves  
☐ New Revenue  
☐ Bonding  
☐ Other

### Form of Contract:

☐ Single Purchase  
☒ Services  
☐ Personal Services  
☐ Construction  
☐ IGA  
☐ Price Agreement  
☐ Other

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_  
Julie Nuttall

LT Manager: \_\_\_\_\_  
Todd Simmons

Purchasing Manager: \_\_\_\_\_  
Sarah Gorsegner

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_