



SWEETWATER AUTHORITY

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GOVERNING BOARD

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ASSISTANT GENERAL MANAGER

OPERATIONS COMMITTEE

AGENDA

DATE: Wednesday, February 3, 2021

TIME: 6:30 p.m.

Notice: Pursuant to Governor Newsom's Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the Board of Directors will be held by teleconference. There will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on agenda items by following these instructions:

**To join via Zoom Webinar from a computer, tablet, or smartphone,
click on the link below:**

<https://zoom.us/j/91458023440>

To join this meeting via telephone, please dial:

1-669-900-6833 or 1-253-215-8782

Meeting ID: 914 5802 3440

If you are unable to access the meeting using this call-in information, please contact the Board Secretary at (619) 409-6703 for assistance.

To provide public comment on non-agenda items or to provide public comment on any item of the agenda:

Before the meeting:

- Go to www.sweetwater.org; click on the "HOW DO I..." at the top of the page; and then click on the "Public Comment" link in the Contact section.

OR

- Physically deposit your public comment in the Authority's payment drop box located in the public parking lot at the Authority's Administrative Office at 505 Garrett Avenue, Chula Vista.

OR

- Mail your comments to 505 Garrett Avenue, Chula Vista, CA 91910 [Attention: Public Comment].

All written public comment submissions must be received 1 hour in advance of the meeting and will be read aloud to the Board during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.



During the meeting:

The Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to Participants List, hover over your name and click on “Raise Hand.” This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible. The above public comment procedures supersede any Authority standard public comment policies and procedures to the contrary.

1. CALL MEETING TO ORDER AND ROLL CALL

2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.

3. PUBLIC COMMENT.

Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

4. ACTION AGENDA.

The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items listed for information.

Consideration to Select a Landscape Maintenance Service Provider

5. DIRECTORS’ COMMENTS.

Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Board. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

6. NEXT MEETING DATE: Wednesday, February 17, 2021 at 6:30 p.m.

7. ADJOURNMENT.

This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority’s office and it is also posted on the Authority’s website at www.sweetwater.org. No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.

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BOARD ACTION

TO: Governing Board (Operations Committee)
FROM: Management
DATE: January 29, 2021
SUBJECT: Consideration to Select a Landscape Maintenance Service Provider

SUMMARY

The Authority recently issued a Request for Quotes (RFQ) to 15 landscape contractors (five were within the Authority's service area) for landscape maintenance services at the Robert A. Perdue Water Treatment Plant, Richard A. Reynolds Desalination Facility, National City Wells, Administration Building, Edwin J. Steele Operations Center, and 30 distribution sites (e.g., tank, booster, hydropneumatic, and well sites). In addition to direct outreach to the 15 vendors, and in an effort to reach other potential vendors, an advertisement was posted on the Authority's website, an advertisement was placed in the San Diego Union-Tribune, a posting was placed on ebidboard.com, and an invitational letter was mailed out to the 73 local landscapers listed in the Authority's Local Vendor Database. The RFQ indicated that an award and contract would be provided to one service provider for a 1-year period with the option for (4) 1-year renewals. The contract with the Authority's current provider, Terracare Associates LLC., expires on March 31, 2021.

To ensure the proper level of landscape maintenance service for Authority sites and in an effort to increase competitiveness, staff carefully reviewed the 2015 version of the RFQ and made the following revisions prior to advertising the 2021 version:

- Four (4) additional sites were included in the scope of work to cover landscape maintenance throughout the service area.
- Specificity on the level of contract hours was added to ensure the proper level of landscape maintenance for Authority facilities and provide additional clarity for bidders.
- Specificity for landscaping requirements at the Perdue Water Treatment Plant was added.
- Bid bonds, performance bonds, and payment bonds that were required in prior versions of the RFQ were removed after they were determined by staff to be unnecessary and have the potential to limit competition or participation by local businesses.

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A mandatory pre-bid meeting was held virtually (via Zoom) on January 7, 2021, with 10 landscape contractors in attendance. Staff encouraged the four local vendors who attended to bid and informed them of the Board’s Preferential Purchasing Policy for Local Businesses. Following the mandatory pre-bid meeting, and before the bid opening, staff reached out to the 10 landscapers who attended the mandatory pre-bid meeting to remind/encourage them to bid on the project.

The bid opening took place on January 20, 2021, at 2:30 p.m. There were 3 quotes received in response to the RFQ. One response was received from a vendor within the Authority’s service area; however, the vendor does not qualify as a local vendor as defined by the Governing Board’s Preferential Purchasing Policy for Local Businesses because it does not have a current local business license. Follow-up with businesses within the Authority’s service area who attended the mandatory pre-bid meeting indicated the following reasons for not responding to the RFQ: cost and time required to apply with the California Department of Industrial Relations (DIR) to perform public works projects, current business structure and staffing not sufficient, lack of a C27 Landscaping Contractor License as required in the RFQ, and unfamiliarity with paying prevailing wages.

The quotes reflected on the preliminary bid tabulation (Attachment 1) are shown as the monthly, annual, and total project cost over a 5-year contract period. Staff reviewed the bid tabulations in order to determine the lowest responsive bidder for the project.

Preliminary Bid Tabulation Summary (Annual Cost):

TerraCare Associates	Encinitas, CA	\$78,768
Aztec Landscaping Inc.	Lemon Grove, CA	\$168,708
Greenstone Landcare Inc.*	Chula Vista, CA	\$172,800

**Does not qualify for preferential purchasing because it does not have a current local business license as required by the Governing Board’s Preferential Purchasing Policy for Local Businesses.*

PAST BOARD ACTION

- June 24, 2020 The Governing Board adopted Resolution 20-13, Adopting a Budget for the Fiscal Year 2020-21.
- December 9, 2015 The Governing Board awarded a contract in the amount of \$59,700 to Blue Skies Landscape Maintenance, Inc., San Diego, CA, with four one-year renewal options based on work performance.
- December 8, 2015 The Operations Committee recommended that the Governing Board award a contract in the amount of \$59,700 to Blue Skies

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Landscape Maintenance, Inc., San Diego, CA, for Landscape Maintenance Services with four one-year renewal options based on work performance.

**Blue Skies Landscape Maintenance, Inc, was acquired by TerraCare Associates in 2016.*

FISCAL IMPACT

Funding in the amount of \$82,200 was included in the FY 2020-21 Budget for Landscape Maintenance Services.

POLICY

All purchases greater than \$75,000 require approval by the Governing Board.

Strategic Plan Goal 2: System and Water Supply Reliability (SR) - Achieve an uninterrupted, long-term water supply through investment, maintenance, innovation and developing local water resources.

Policy 517, Financial Policies, Preferential Purchasing for Local Businesses, allows that if a Local, Small, and or/ Disadvantaged Business is not the lowest bidder, then Authority staff may provide a preference of up to 10 percent over the lowest procured price when awarding a purchase involving Local, Small, and/or Disadvantaged Business.

ALTERNATIVES

1. Award a contract to the lowest responsive bidder for landscape maintenance services at Authority facilities to TerraCare Associates of Encinitas, CA in the amount of \$78,768 with four one-year renewal options based on work performance.
2. Reject all bids and direct staff to rebid.
3. Other direction as determined by the Governing Board.

STAFF RECOMMENDATION

Staff recommends that the Governing Board award a contract to the lowest responsive bidder for landscape maintenance services at Authority facilities to TerraCare Associates of Encinitas, CA in the amount of \$78,768 with four one-year renewal options based on work performance.

ATTACHMENT

Preliminary bid tabulation

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Preliminary Bid Tabulation

Buyer: **Sylvia McCain**
 Proj Mgr: **Carson Dollick**
 RFQ No. **S2021-11 Landscape Maintenance Services**
 Bid Due: **1/20/2021**

Aztec Landscaping, Inc. Lemon Grove, CA	Greenstone Landcare, Inc. Chula Vista, CA	TerraCare Associates Encinitas, CA
Local Vendor? No	Local Vendor? No	Local Vendor? No

Bid Item No.	Location	Monthly Cost Per Site	Monthly Cost Per Site	Monthly Cost Per Site
1	Administration Building	\$ 602.07	\$ 780.00	\$ 582.00
2	Bonita Bel-Aire Tank	\$ 401.38	\$ 375.00	\$ 124.00
3	Bonita Bel-Aire Booster #28	\$ 185.83	\$ 240.00	\$ 140.00
4	Bonita Gold Booster #24	\$ 185.83	\$ 240.00	\$ 152.00
5	Bonita Highlands Tank #1 and #2	\$ 535.18	\$ 530.00	\$ 300.00
6	Bonita Highlands #15	\$ 267.59	\$ 385.00	\$ 129.00
7	Bonita Valley Reservoir	\$ 535.18	\$ 875.00	\$ 152.00
8	Central Avenue Booster #30	\$ 222.99	\$ 300.00	\$ 113.00
9	Cherry Hills Tank	\$ 535.18	\$ 755.00	\$ 353.00
10	Claire Vista Tanks A and B	\$ 535.18	\$ 585.00	\$ 129.00
11	Claire Vista Booster #10	\$ 185.83	\$ 375.00	\$ 112.00
12	Corral Canyon Booster #33	\$ 185.83	\$ 200.00	\$ 141.00
13	Desalination Facility	\$ 1,072.82	\$ 554.00	\$ 447.00
14	Halecrest Tank	\$ 602.07	\$ 544.00	\$ 140.00
15	Judson Tank	\$ 602.07	\$ 525.00	\$ 135.00
16	Lomacitas PRV	\$ 185.83	\$ 250.00	\$ 128.00
17	Lynwood Hills Tanks A and B	\$ 602.07	\$ -	\$ 128.00
18	McMillan Tank	\$ 535.18	\$ 400.00	\$ 128.00
19	Morris Booster #19 and Tank	\$ 602.07	\$ 675.00	\$ 124.00
20	National City Wells	\$ 869.66	\$ 550.00	\$ 147.00
21	O.D. Arnold Tank	\$ 535.18	\$ 775.00	\$ 128.00
22	O.D. Arnold Booster #39	\$ 267.59	\$ 355.00	\$ 118.00
23	Operations Center	\$ 401.38	\$ 275.00	\$ 312.00
24	Oxford Booster #14	\$ 267.59	\$ 360.00	\$ 124.00
25	Perdue Water Treatment Plant	\$ 1,072.82	\$ 772.00	\$ 629.00
26	Rice Canyon Booster #22	\$ 185.83	\$ 250.00	\$ 118.00
27	Robinhood Hydro #34	\$ 185.83	\$ 250.00	\$ 118.00
28	Seaview Hydro #23	\$ 40.00	\$ 200.00	\$ 118.00
29	SDF Well #7	\$ 125.00	\$ 365.00	\$ 191.00
30	SDF Well #8	\$ 65.00	\$ 230.00	\$ 191.00
31	SDF Well #9	\$ 125.00	\$ 350.00	\$ 191.00
32	Starr Booster #18	\$ 267.59	\$ 360.00	\$ 118.00
33	Starr Tank	\$ 401.38	\$ 360.00	\$ 146.00
34	Wheeler Booster #12	\$ 267.59	\$ -	\$ 129.00
35	Wheeler Tank	\$ 401.38	\$ 360.00	\$ 129.00
Total Monthly Bid Price:		\$ 14,059.00	\$ 14,400.00	\$ 6,564.00

Additional Information	Proposal included Wheeler Booster #12 and Lynwood Hills Tanks A and B
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	Aztec Landscaping Inc.		Greenstone Landcare Inc.		Terracare Associates	
	Monthly Cost	Yearly Costs	Monthly Cost	Yearly Costs	Monthly Cost	Yearly Costs
Total Monthly Bid Price	\$14,059	\$168,708	\$14,400	\$172,800	\$6,564	\$78,768
2nd Year Increase	1.5%	\$171,239	4%	\$179,712	3%	\$81,131
3rd Year Increase	1.5%	\$173,807	4%	\$186,900	3%	\$83,565
4th Year Increase	1.5%	\$176,414	4%	\$194,376	3%	\$86,072
5th Year Increase	1.5%	\$179,061	4%	\$202,152	3%	\$88,654
Total 5 Year Cost		\$869,229		\$935,941		\$418,190