

**MEMORANDUM  
COUNTY OF PLACER  
ADMINISTRATIVE SERVICES DEPARTMENT  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: October 8, 2013  
SUBJECT: Landscape & Grounds Maintenance Services – Coast LM, Inc.

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**ACTION REQUESTED**

1. Approve the award of competitive Bid No. 10278 to Coast LM, Inc. of Sacramento, CA, for landscape and grounds maintenance services for the Bill Santucci Justice Center in the total amount of \$68,000, funded in the Parks & Grounds budget for FY2013-2014 with no additional net County cost;
2. Approve the option to renew for two additional one-year terms provided the renewal amounts do not exceed 10 percent of the recommended contract amount of \$68,000; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

**BACKGROUND**

The Department of Facility Services requires an annual blanket purchase order (BPO) for landscape and grounds maintenance services for the Bill Santucci Justice Center including the Santucci Justice Center Courthouse, Building B, South Placer Adult Correctional Facility, secured jail, and unsecured jail. The department's current BPO expires on October 8, 2013.

The Procurement Services Division developed Invitation for Bids No. 10278 for landscape and grounds maintenance services required by the department. The bid was distributed via the Public Purchase online bidding system to twenty-seven potential bidders and was advertised on the County's website. Seven firms accessed the bid documents. Coast LM, Inc. is the sole bidder. Facility Services has reviewed Coast's bid pricing and concurs with Procurement's recommendation to award a BPO to Coast LM.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Coast LM, Inc. in the maximum amount of \$68,000.00. The new BPO will be effective for the period of October 9, 2013 through September 30, 2014. The Department of Facility Services' Fiscal Impact Statement is attached.

Attachment: Facility Services' Fiscal Impact Statement

cc: Valerie Bayne, Administrative Services Manager  
Andrew Mills, Parks Superintendent

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Valerie Bayne, Administrative Services Manager  
DATE: October 8, 2013  
SUBJECT: **Fiscal Impact Statement**  
BPO for Landscape Maintenance Services at the Bill Santucci Justice Center (BSJC)

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The Department of Facility Services maintains the grounds area at the Bill Santucci Justice Center. These services are provided through a landscape contract which includes mowing, weeding, litter control, walk/hardscape clearance, storm drain maintenance as well as a variety of other landscape services.

The Department budgeted appropriately for this expense in the Parks & Grounds budget for FY13/14; therefore there is no additional net County cost for this request.