



REPORT

DATE ISSUED: December 29, 2014

REPORT NO: HCR15-013

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of January 16, 2015

SUBJECT: Award of Irrigation Systems Maintenance Services Contract

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Award the Irrigation Systems Maintenance Contract to Priceless Services, Inc. for ongoing routine services related to irrigation systems maintenance and upgrades for residents at San Diego Housing Commission owned properties in the City of San Diego.

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) takes the following actions:

- 1) Approve the award of a one-year contract to Priceless Services, Inc. in an amount not to exceed \$150,000. The contract term shall be for a one (1) year period with three (3) one-year options based on the need of the Housing Commission
- 2) Authorize the President and Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources so long as the total program/project budget amount after substitution does not exceed the approved total budget, should the operational need arise or should such actions be to the benefit of the Housing Commission and its mission. Funding substitutions will be memorialized in an Informational Report at the next scheduled Housing Commission Board Meeting.
- 3) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and make such actions as are necessary and/or appropriate to implement these approvals

SUMMARY

The Housing Commission has a continuing need for irrigation systems maintenance services at its housing sites and provides preventive and emergency maintenance services to its residents. To maintain maximum efficiency in providing these services, both in-house staff and skilled maintenance service providers are utilized.

The Housing Commission is updating its irrigation system portfolio wide. The system is 25 to 30 years old and is a landline based system. The proposed upgrades will be a cellular system and includes a five year maintenance and warranty package. It also will utilize a network of weather stations throughout the City of San Diego to help manage watering times and days.

On October 9, 2014, the Housing Commission issued a Request for Proposals (RFP) for Irrigation Systems Maintenance Services seeking contractors for irrigation services at Housing Commission properties on a routine basis. The Housing Commission placed the RFP on the Onvia Demandstar website. Advertisements were placed in U-T San Diego, the Daily Transcript, La Prensa and San Diego Voice & Viewpoint. A total of 36 company notifications were sent through the Onvia Demandstar system to registered landscaping and irrigation contractors. The proposal was downloaded by 14 plan holders. A pre-proposal meeting was held on October 22, 2014. Personnel from four companies attended the meeting.

At the RFP closing date on November 7, 2014, two (2) proposals were received. Proposals were submitted by Aztec Landscaping, Inc. and Priceless Service, Inc. A responsiveness review was conducted of all proposals on December 2, 2014. Responsiveness reviews are conducted to ensure respondents submit all required forms and documents.

An evaluation committee subsequently evaluated, scored and ranked the responses based on the following criteria: cost (60), experience (35), and qualifications (5). The committee ranked one of the proposals as worthy of a possible award and requested a best and final offer from each vendor. Below is the Proposal Ranking summary. It represents each panel member's company ranking:

	Priceless	Aztec
Final Ranking	1	2

State and federal prevailing wage labor compliance requirements shall apply to the proposed contract, as applicable.

FISCAL CONSIDERATIONS

The proposed funding sources and uses approved by this action for the portion of the one-year contract that falls within Fiscal Year (FY) 2015 were included in the Housing Authority-approved FY 2015 Housing Commission budget. Approving this action will not change the FY 2015 budget. The proposed sources and uses for the portion of the one-year contract that falls outside of FY 2015 and for the option years will be budgeted in future fiscal years 2016-2019.

FY 2015 funding sources approved by this action will be as follows:

Rental Income - \$75,000

Fiscal Years 2016-2019 funding sources approved by this action will be as follows:

Rental Income - \$525,000

Funding Sources Total - \$600,000

FY 2015 funding uses approved by this action will be as follows:

Landscaping Irrigation Contract Expense - \$75,000

Fiscal Years 2016-2019 funding uses approved by this action will be as follows:

Landscaping Irrigation Contract Expense - \$525,000

Funding Uses Total - \$600,000

EQUAL OPPORTUNITY/CONTRACTING

Priceless Services, Inc. is a local small business. They have provided a Certificate of Compliance and Workforce Report. Both have been reviewed and a determination has been made that Priceless Services, Inc. is in compliance with the Housing Commission Equal Opportunity Program. Based on the information in their Workforce Report, there are no issues with diversity.

ENVIRONMENTAL REVIEW

This activity is not a project as defined by the California Environmental Quality Act Section 21065 and State CEQA Guidelines Section 15378(b)(2), as it is a continuing administrative or maintenance related activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. This activity is categorically excluded from the National Environmental Policy Act pursuant to 24 CFR Part 58.35(b)(3) as an operating or maintenance related cost.

Respectfully submitted,

George Hunt

George Hunt
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Real Estate Division

Approved by,

Deborah N. Ruane

Deborah N. Ruane
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Hard copies are available for review during business hours in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials on the San Diego Housing Commission website at www.sdhc.org.