



Report to City Council

TO: Mayor and City Council
Mayor and City Council Acting in its Capacity as President
and Members of the Board of Directors of the Moreno
Valley Community Services District (CSD)

FROM: Dena Heald, Chief Financial Officer/City Treasurer

AGENDA DATE: May 6, 2025

TITLE: AWARD OF AN ON-SITE AND/OR PROFESSIONAL
SERVICES AGREEMENT FOR LANDSCAPE
MAINTENANCE SERVICES (LANDSCAPE
MAINTENANCE DISTRICTS - WEST) (AGMT. NO. 2025-
__) (REPORT OF: FINANCIAL AND MANAGEMENT
SERVICES) (ALL DISTRICTS)

TITLE SUMMARY: Pursuant to an RFP process, approve the award of a 5-year
Landscape Maintenance Services Agreement to Mariposa
Landscapes, Inc. (Agmt. No. 2025-__)(All Districts)

DISTRICT: All Districts

Recommendation(s)

1. Approve the Agreement for On-Site and/or Professional Services for Landscape Districts–West (“Agreement”) with Mariposa Landscapes, Inc., 6232 Santos Diaz St. Irwindale, CA 91702, and waive any and all minor irregularities, to provide landscape and irrigation maintenance services for certain landscape maintenance districts for a 5-year contract amount of \$2,213,719.
2. Authorize the City Manager or his/her designee to execute the Agreement with Mariposa Landscapes, Inc. to provide landscape maintenance services to City maintained areas.

3. Approve the issuance of annual purchase orders to Mariposa Landscapes, Inc. for a total amount of \$2,213,719, over the 5-year term of the agreement.
4. Authorize the Chief Financial Officer/City Treasurer to execute subsequent amendments to the Agreement, in accordance with its terms, subject to the approval of the City Attorney and provided sufficient funding appropriations and budget approvals have been granted by the City Council.

SUMMARY

This report recommends award of an Agreement to provide landscape and irrigation maintenance services to certain parkway and median landscaping to Mariposa Landscapes, Inc. (the “Contractor”). The Agreement is for a 5-year term and is subject to an annual inflationary adjustment.

Funding for the landscape and irrigation maintenance services is provided through a parcel charge collected as part of the annual property tax bill. It is only applied to those properties receiving benefit from the public landscaping and where such property owners have previously approved the charge.

DISCUSSION

The City established landscape maintenance districts to provide financial resources to maintain public landscaping in parkways, medians, and open space areas for designated developments throughout the community. Property owners within a landscape maintenance district pay a parcel charge as part of their annual property tax bill. Revenue received from the parcel charge funds the cost to provide the landscape maintenance services. The funds received are restricted and can only be used for landscape maintenance services in the area for which they are collected.

The frequency of landscape maintenance provided is based on each area’s financial resources. At the time the City accepts an area’s public landscaping for maintenance, the parcel charge is set at a rate sufficient to fund the City’s standard frequency of service, Level 1 (4-week rotation). For those zones where costs to maintain the landscaping have increased and the property owners have not approved an increase in the parcel charge, the frequency of service has been reduced to a level consistent with available funding.

Based on the pricing provided in the Contractor’s proposal and the projected parcel charge revenues, there is sufficient funding to continue providing the same frequency of service as the areas are receiving in FY 2024/25. The table in the Fiscal Impact section identifies each of the landscape areas included in this Agreement and proposed service level for FY 2025/26. The areas are located west of Heacock St. and are represented in the maps included in Exhibit A of the Agreement (Attachment 1).

Maintenance of the public landscaping is performed by licensed and insured landscape contractors. The contractors are selected through a competitive Request for Proposal (RFP) process every five years, consistent with the City’s Procurement Policy. The

Uniform Public Construction Cost Accounting Act and Public Contract Code 22022 (Municipal Code 3.12.320) allows the use of the RFP procurement process for landscape maintenance services.

On February 4, 2025, an RFP for the landscape maintenance was issued using the City's electronic bid and vendor management system (OpenGov). One thousand, nine hundred and eighty-nine (1,989) vendors were notified of the RFP.

Six (6) responses were received before the RFP due date of 2:00 p.m. on March 4, 2025. The RFP requested information on the proposer's 1) ability to provide the services, 2) qualified staffing and equipment to perform services, 3) references from other municipalities/public agencies where similar services have been provided, and 4) costs for various frequencies of service (i.e. service levels) and additional work services (e.g. replants, mulch, etc.). Evaluations of the responses were independently completed by representatives from the Parks and Landscape Services Division, all of whom have landscape maintenance experience.

Staff recommends 1) awarding the Agreement to Mariposa Landscapes, Inc., waiving any and all minor irregularities, 2) authorizing the City Manager to execute the Agreement, 3) approve the issuance of annual purchase orders and 4) authorizing the Chief Financial Officer/City Treasurer to approve all future amendments (e.g. acceptance of new territory for maintenance), in accordance with the terms of the Agreement and subject to the approval of the City Attorney. Such amendments shall only be entered into provided they are within the authorized contract amount and provided sufficient funding appropriations and budget approvals have been granted by the City Council. Authorizing the Chief Financial Officer/City Treasurer to amend the Agreement allows for the addition of new areas for maintenance, adjustments in service levels, and adjustments in additional work services, as may be necessary, without a delay in service.

This action meets the Strategic Plan Priorities by managing and maximizing Moreno Valley's public infrastructure to ensure an excellent quality of life, develop and implement innovative, cost-effective infrastructure maintenance programs, public facilities management strategies, and capital improvement programming and project delivery.

The City Council will take action on this item acting as both the City Council and the CSD Board.

ALTERNATIVES

1. Approve the Agreement for Landscape Maintenance Districts - West with Mariposa Landscapes, Inc. and related recommended actions as presented in this staff report. *Staff recommends this alternative to provide uninterrupted maintenance of the public landscaping.*
2. Do not approve the Agreement with Mariposa Landscapes, Inc. *Staff does not recommend this alternative as it will cause an interruption in the maintenance of the public landscaping. Additional costs may be incurred*

to obtain another landscape maintenance contractor with no guarantee that a more qualified contractor can be found at a better cost.

3. Do not approve the Agreement with Mariposa Landscapes, Inc. but continue the item to a future City Council meeting. *Staff does not recommend this alternative as it will cause an interruption in the maintenance of the public landscaping.*

FISCAL IMPACT

The term of the Agreement is for five years, provided funding appropriations and budget approvals have been granted by the City Council each fiscal year. The Agreement is subject to an annual Consumer Price Index (CPI) inflation adjustment, at the discretion of the City and with appropriate City Council funding and budget approvals. The following table is the annual amount for the 5-year value of the Agreement (including an estimate for annual CPI adjustments and addition of future areas).

Landscape Districts - West						
	FY 2025/26 Year 1 Proposed	FY 2026/27 Year 2 Estimate	FY 2027/28 Year 3 Estimate	FY 2028/29 Year 4 Estimate	FY 2029/30 Year 5 Estimate	Projected Contract Amount ³
Base ¹	\$ 190,824.00	\$ 200,900.00	\$ 211,500.00	\$ 222,600.00	\$ 234,300.00	\$ 1,060,124.00
Additional Work ²	\$ 154,995.00	\$ 186,000.00	\$ 223,200.00	\$ 267,900.00	\$ 321,500.00	\$ 1,153,595.00
Total	\$ 345,819.00	\$ 386,900.00	\$ 434,700.00	\$ 490,500.00	\$ 555,800.00	\$ 2,213,719.00

¹Base Work is for routine landscape and irrigation maintenance.

²Additional Work is for reinvestments (e.g. replants), unanticipated/emergency repairs, parts and labor. Additional work amounts are estimated and may fluctuate in any given year based on the area's ability to support the services and City Council approval of appropriate funding levels. Pricing is based on pricing terms of the Agreement (Exhibit C).

³ Estimates based on information known at the time the contract amount (\$2,213,719) was calculated. Actual amounts may vary depending on the addition/removal of service areas, an area's financial resources, and City Council program and budget approvals. The purchase order will be based on actual amounts authorized.

NOTIFICATION

The RFP was posted on the City's bid portal (OpenGov). OpenGov identified and notified 1,989 interested parties.

PREPARATION OF STAFF REPORT

Prepared By:
Felicia London
Deputy Finance Director

Department Head Approval:
Dena Heald
Chief Financial Officer/City Treasurer

Concurred By:
Kimberly Ganimian
Special Districts Division Manager

Concurred By:
Jeremy Bubnick
Parks & Community Services Director

CITY COUNCIL GOALS

Positive Environment. Create a positive environment for the development of Moreno Valley's future.

Community Image, Neighborhood Pride and Cleanliness. Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

CITY COUNCIL STRATEGIC PRIORITIES

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs

ATTACHMENTS

1. Draft - Agreement for Landscape Maintenance - West

Report Approval Details

Document Title:	STAFFREPORT_FMS_SD_AWARD OF LANDSCAPE MAINTENANCE SERVICES, WEST_05.06.25.docx
Attachments:	- Draft Agreement for Landscape Maintenance Services, West.pdf
Final Approval Date:	Apr 29, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

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