

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: December 19, 2019

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the preparation and submittal of a Request for Proposal for Professional Park Landscape Maintenance Services

ISSUE:

Shall the Board of Directors authorize the preparation and submittal of a Request for Proposal for park landscaping maintenance services?

GENERAL MANAGER'S RECOMMENDATION:

Authorize the General Manager to submit a Request for Proposal for park landscaping maintenance services.

FISCAL IMPACT: \$500 advertising cost.

DISCUSSION:

Staff is recommending soliciting proposals to determine the annual cost saving to hire a company to maintain all of the HPUD parks landscape maintenance. Landscape maintenance will include lawn mowing, edging, and trimming around trees, stairways, walkways and borders. Removal of trimmed mowed grass, paper, weeds, trash and debris. Trimming of shrubs, trees and palms not exceeding 10 feet tall. Reshaping of trees and shrubs that have started unwanted growth. Cultivating of flower beds.

The HPUD has an open and unfilled Parks Maintenance position. The fully burdened cost of the Parks Maintenance employee including benefits is \$88,000. There is a potential cost savings by hiring a professional company to perform many of the park landscaping maintenance duties. Additional savings would result from reduced operation and maintenance of equipment that would be provided by the contracting firm. The HPUD could consider selling our existing equipment that would no longer be needed.

CONCLUSION:

As we have not filled one of the Parks Maintenance positions, which was created when the parks employee was promoted to a water/wastewater operator in training, it is a good opportunity to solicit proposals for professional park landscape maintenance services and to determine the annual cost savings by contracting these services.

ALTERNATIVES:

- 1) Do not authorize the General Manager to submit an RFP for parks landscape maintenance services.
- 2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager