

BOARD OF DIRECTORS MEETING

December 10, 2020

ITEM 8

APPROVAL OF SCOPE OF WORK AND CONTRACT WITH FERNANDO HERRERA FOR ONGOING MAINTENANCE SERVICES AT KENSINGTON PARK

SUMMARY OF RECOMMENDATION

Review and approve the scope of work and associated contract with Fernando Herrera to provide maintenance services at Kensington Park and the “gore lot” at the corner of Arlington and Coventry for the base monthly amount of \$2,225.

BACKGROUND

To provide regular, ongoing maintenance services with a specific scope of work at Kensington Park and the “gore lot” at the corner of Arlington and Coventry, the general manager solicited a proposal from Fernando Herrera, who is knowledgeable and experienced with the required maintenance work.

The scope of work included in the proposal by Mr. Herrera provides for the following services on a weekly basis:

- Lawn mowing;
- Regular trash pickup;
- Blowing parking lots and around buildings;
- Trimming hedges and pruning low branches;
- Overseeing irrigation for proper operation;
- Blowing tennis courts;
- Weed abatement on all Park hills and open areas.
- Weed and litter abatement, and general clean-up, at the “gore lot.”

The base monthly cost for these maintenance services is \$2,225.

Extra services that are not in the base contract are billed by Mr. Herrera at \$60 per hour, or may require a separate contract with a third party. These services include:

- Pruning branches over 12’ high
- Specialized irrigation repairs;
- Maintenance of the sump pump behind the Community Center; and
- Sign installation.

RECOMMENDATION

Review and approve the scope of work and associated contract with Fernando Herrera to provide maintenance services at the Kensington Park, and at the “gore lot” at the corner of Arlington and

Coventry, for the base monthly amount of \$2,225, with the contract to be approved as to final form by District legal counsel.

FISCAL IMPACT

- The total amount of the proposed contract with Mr. Herrera for Kensington Park and “gore lot” maintenance is \$2,225 monthly, or \$26,700 on an annualized basis.
- The combined monthly amount of this proposed contract with the monthly amount of \$900 for base Community Center landscape services is \$3,125, or \$37,500 annually.
- The combined total budgeted base contract amount for maintenance services at the Community Center and Kensington Park is \$39,000, with an additional \$20,000 budgeted for services in addition to the base contract. The total annual budget, then, for maintenance services at the Community Center and Park is \$59,000.

Thus, the proposed contract is consistent with the adopted budget.

ATTACHMENTS

None.

SUBMITTED BY:

Bill Lindsay
Interim General Manager