

**Item 29:**

**Contract: Gardeners' Guild for Maintenance at Tom Bates Sports Complex and Gabe's Sport Fields.**

**Recommendation:**

**Award a contract to Gardeners' Guild for sports field maintenance at Tom Bates and Gabriel Catalfo (Gabe's) Fields.**

**Amount: \$137,664/year for 3 years, with two 1-year options to extend.**

OFFICE OF THE CITY CLERK  
CITY OF BERKELEY

JUN 13 2017

RECEIVED AT  
COUNCIL MEETING OF:

*Gabe's Field and Tom Bates Regional Sports Complex*

**Sports Field Maintenance Needs:**

- Natural turf fields maintenance: mowing, seeding, fertilizing, irrigation, field markings, etc.
- Artificial turf maintenance: debris removal, grooming, removal of weeds and debris, etc.
- Maintenance of landscaped areas surrounding the fields, including bioswales
- Facilities maintenance: litter pickup, repairs to fencing, gates, benches and soccer goals, parking lots maintenance, locking and monitoring portable toilets, graffiti abatement, pest control, lighting repairs, etc.

## **Contracting Process**

- City policy is to conduct competitive RFP processes for contracts that are 3 years old or older to get the best level of services at a competitive price.
- Spring 2017: City conducted an open and competitive process (Bid Spec 17-11120-C)
- April 6, 2017: City received 3 proposals.
- Gardeners' Guild was determined to be the most responsive to requirements specified in RFP.

## RFP Selection Criteria

- Services, Experience and Resources 40%
- Price 40%
- References 20%