



**MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer**

TO: Board of Supervisors DATE: January 9, 2018
FROM: Brett Wood, Purchasing Manager
SUBJECT: Snow Removal Services – A Thyme to Plant

ACTION REQUESTED

Approve the award of a competitive Bid No. 10678 to A Thyme to Plant of Kings Beach, CA for snow removal services in the Benefit Assessment District located in Kings Beach in the maximum amount of \$82,500, for the period of January 9, 2018 through May 31, 2018. Funding is provided by the Department of Public Works and Facilities' FY 2017-18 Final Budget, resulting in no new net County cost.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities' (DPWF) Road Maintenance Division is responsible for the maintenance and services of all improvement and related facilities within the Kings Beach Benefit Assessment District No. 1 (District) pursuant to the provisions of the Benefit Assessment Act of 1982, Article XIID of the Constitution of the State of California, and the Proposition 218 Omnibus Implementation Act.

The maintenance of the District improvements include snow management (including removal, hauling, and storage), the repair/replacement of all sidewalk improvements, power-washing of the sidewalks, emptying of trash receptacles, landscape maintenance, and litter pick up. Since 2015, the Department has utilized internal staff to complete these services and consistently seeks out alternative means to complete the responsibilities required.

To identify a qualified firm to provide snow removal services including all of the tasks intended to keep snow from obstructing the access along sidewalks and pedestrian foot path areas within the District, DPWF enlisted the assistance of Procurement Services to develop Invitation for Bids (IFB) No. 10678. Thirty-four potential bidders were notified of the solicitation, seven firms accessed the documents, and formal responses were received from A Thyme to Plant of Kings Beach, Gensburg & Sons, Inc. of Tahoe City, and Sierra Tahoe Snow Removal & Sealing of Tahoe City.

The bids were evaluated based on seasonal pricing for all services subject to the payment of not less than prevailing wages as required by the Labor Code. The bid results show that A Thyme to Plant is the lowest responsive and responsible bidder. DPWF has reviewed the evaluation and concurs with Procurement's award recommendation. No bid protests were received regarding the award recommendation.

In accordance with the Purchasing Policy Manual, the recommended award amount exceeds the Purchasing Manager's authority and requires your Board's approval. Therefore, your Board's approval is required to proceed with the award of an agreement with A Thyme to Plant in the maximum amount of \$82,500.

FISCAL IMPACT

Funding is provided by Department of Public Works and Facilities – Benefit Assessment District budgeted in FY 2017-18 Final Budget. Funds are not encumbered until services are rendered against the agreement.

