

REPORT OF GENERAL MANAGER

NO. 04-104

DATE April 7, 2004

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BRUSH CLEARANCE CONTRACTS - APPROVAL OF AMENDMENTS TO EXERCISE THE ONE (1) YEAR OPTION, TO INCREASE THE ANNUAL LIMIT FOR CONTRACTORS FROM \$100,000 TO \$200,000, AND INCLUSION OF INVOICING LANGUAGE MANDATED BY A CHANGE IN CITY POLICY

H. Fujita _____
J. Kolb _____
K. Chan _____
M. Mariscal _____

F. Mok _____
K. Regan _____
*G. Stigile _____
J. Combs _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the attached amendment to exercise the one (1) year option to extend the terms of the existing contracts for as-needed brush clearance contractors; and
2. Approve increasing the annual limit for contractors from \$100,000 to \$200,000; and
3. Find that in accordance with Charter Section 1022, the Department does not have personnel available in its employ with the necessary expertise to perform these services in a timely manner, and that it is more feasible and economical, as well as in the Department's best interest, to secure these services by contract; and
4. Approve the addition of language that requires the contractor to submit invoices that conform to the City's Personal Services Contracts Invoicing Policy; and,
5. Direct the Board Secretary to transmit the proposed amendments to the Mayor in accordance with Executive Directive No. 16, concurrently to the City Attorney for review as to form, and to the City Council for approval, prior to execution by the Board.

SUMMARY:

The Los Angeles Municipal Code Section 57.21.07 states that the Department has the responsibility to abate certain hazardous public nuisances that include brush clearance within 200 feet of private homes and 10 feet from roadways. On May 7, 2003 (Bd Rpt 03-147), the Board approved a contract

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for brush clearance contractors which included a one (1) year option at the discretion of the City. Staff recommends exercising that option for the 2004-2005 fiscal year. A list of the contractors is attached.

This is the thirteenth year that the Department has put out to bid approximately 225 brush clearance parcels of varying sizes. Staff has determined that a \$100,000 annual limit per contractor hinders the Department's ability to have the best contractors perform the work and is recommending that the limit be raised to \$200,000. The higher annual limit will promote a more competitive bidding process because the best contractors will now be able to bid on more of the parcels which vary in size and which can require from 30 to 50 hours of labor. The majority of these contractors have expert staff to perform the more hazardous projects. Tree trimming above 15 feet requires the contractor to hold a C-61 or D-49 license from the California State Contractors Board. Throughout the year, Department staff clears brush in nonhazardous conditions where necessary expertise and equipment are not required.

In the 2003-2004 budget, \$927,000 (Brush Clearance account 3040) was provided to fund these contracts. The Department has a balance of about \$225,000 to initiate the brush clearing season prior to July when the new budgeted amount becomes effective. The Department is anticipating that the 2004-2005 budget will provide an additional \$927,000 for the Brush Clearance account, of which about \$700,000 will be spent during the 2004 summer season, and the remainder used again next spring for the 2005 season.

Prior to considering an extension of these contracts, Recreation and Parks staff met with the Department of Public Works, Bureau of Street Services, to determine if City staff could perform the work. Based on an initial understanding of the work, Street Services confirmed that they did not have staff or expertise to undertake all the work required for Recreation and Parks to be in compliance under the Brush Clearance ordinance, but they will work with us to jointly identify work that can be performed. The balance of work beyond their expertise, estimated at approximately 90 percent, will be bid to the contractors.

Subsequent to the Board's approval of Board Report 03-147, the Office of the Controller has promulgated a City Personnel Services Contracts Invoicing Policy to strengthen the filing requirements for contractors. The new language mandates the inclusion of the following information on invoices:

- A. Complete name and address of the company
- B. Complete name and address of the City Department being billed
- C. Date of the invoice
- D. City issued contract number
- E. Complete package number
- F. Brief description of work performed including the Assessor's Parcel Number (APN) and amount due

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G. The Contractor's payment terms and the total amount due

The new language also states that a failure to adhere to the new policy may result in nonpayment or disapproval of demands, pursuant to Charter Section 262 (a).

This report was prepared by Tom Petrique, Operations East

2004 BRUSH CLEARANCE CONTRACTORS' INFORMATION

CONTRACTOR COMPANY	CONTRACTOR'S NAME
Absolute Tree & Brush Co.	Robert Shane Gazan
Avalon Landscape, Inc.	Luis Cadiz
Olin Byers	Olin Ray Byers
International Environmental Corp.	Henry Cespedes (Contact Person: Evelyn)
Pan American Landscaping	Linda Ruggeri (Contact Person: Gustavo Occhiuzzo)
Pepo Weed Abatement, Inc.	Michael Pepo (C.E.O.)
(Aztec)-Public Health Foundation Enterprises, Inc.	Gerald R. Solomon, President (Contact Person: Julie Han)
Percy Rankin	Percy Rankin
Ross Tree & Landscape Co.	Ross Freedman
Silent Fire, Inc.	Courtney Kite
Van Gogh Landscaping, Inc.	Tony Tamayo
Brian Walsh	Brian Walsh
Waste Unlimited	Shane Fone (Contact Person: Jesse Galvan)