



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 12/06/2022

or Procurement Director Award:

* = Mandatory, information must be provided

***Contractor/Vendor Name/Grantor (DBA):**

CDK Design, LLC dba Arcadia Landscape

***Project Title/Description:**

Landscape Maintenance and Repair Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-20-008, Amendment No. 07. This Amendment increases the annual award amount by \$160,000.00 from \$440,000.00 to \$600,000.00 for a cumulative not-to-exceed contract amount of \$1,870,000.00 and increases unit prices and/or frequency of site visits each month for an aggregate increase to the contract costs of approximately 32%.
Administering Department: Facilities Management.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive sealed bidding on 08/16/2019, the Board of Supervisors approved an award of contract for an initial term of one (1) year and an annual award amount of \$390,000.00 with four (4) one-year renewal options.

On 05/14/2020, the Procurement Director approved Amendment No. 01, which extended the termination date to 08/05/2021 and added a partial annual award amount of \$323,000.00 for a cumulative not-to-exceed contract amount of \$713,000.00. Three (3) renewal options remained.

On 04/20/2021, the Procurement Director approved Amendment No. 02, which added the remainder annual award amount of \$67,000.00 for a cumulative not-to-exceed contract amount of \$780,000.00.

On 06/07/2021, the Procurement Director approved Amendment No. 03, which changed the vendor's legal name from Arcadia Landscape, Inc. to CDK Design, LLC. dba Arcadia Landscape.

On 06/22/2021, the Board of Supervisors approved Amendment No. 04, which increased the annual award amount by \$50,000.00 from \$390,000.00 to \$440,000.00 for a cumulative not-to-exceed contract amount of \$830,000.00.

On 06/25/2021, the Procurement Director approved Amendment No. 05, which extended the termination date to 08/05/2022 and added the annual award amount of \$440,000.00 for a cumulative not-to-exceed contract amount of \$1,270,000.00. Two (2) renewal options remained.

On 06/07/2022, the Procurement Director approved Amendment No. 06, which extended the termination date to 08/05/2023 and added the annual award amount of \$440,000.00 for a cumulative not-to-exceed contract amount of \$1,710,000.00. One (1) renewal option remained.

The increase is needed to support the changes to the pricing and scheduling of the contract, which are being implemented to bring the contract to a fair market value.

PRCUID: 340189

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

Provide Pima County with a qualified landscape vendor to provide ongoing maintenance of exterior landscapes at various County buildings and properties.

***Public Benefit:**

To maintain and enhance the appearance of Pima County building in neighborhoods and weed reductions at open sites.

***Metrics Available to Measure Performance:**

Monthly inspections of sites and employee input from work sites. Billing will be audited for accuracy and compliance to all terms of this contract.

***Retroactive:**

No.

To: COB 11/21/22(1)
VERS: 18
PGS: 7

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 20-008

Amendment No.: 07 AMS Version No.: 18

Commencement Date: 01/01/23 New Termination Date: N/A

Prior Contract No. (Synergen/CMS):

Expense Revenue Increase Decrease

Amount This Amendment: \$ 160,000.00

Is there revenue included? Yes No If Yes \$

*Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ % 100

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: Department Code: Grant Number (i.e., 15-123):

Commencement Date: Termination Date: Amendment Number:

Match Amount: \$ Revenue Amount: \$

*All Funding Source(s) required:

*Match funding from General Fund? Yes No If Yes \$ %

*Match funding from other sources? Yes No If Yes \$ %

*Funding Source:

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley Date: 2022.11.10 09:42:35 -0700 Division Manager: Ana Wilber Digitally signed by Ana Wilber Date: 2022.11.10 15:07:46 -0700

Department: Procurement Director: Terri Spencer Digitally signed by Terri Spencer Date: 2022.11.10 16:13:48 -0700 Telephone: (520) 724-7466

Department Director Signature: Date: 11/17/22

Deputy County Administrator Signature: Date: 11/17/2022

County Administrator Signature: Date: 11/10/2022



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION**

Master Agreement No: 20000000000000000008

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Description: Landscape Maintenance and Repair Services

I S S U E R	<p>Pima County Procurement Department 150 W. Congress St. 5th Fl Tucson AZ 85701</p> <p>Issued By: KATARINA MONTEVERDE Phone: 5207247126 Email: Katarina.Monteverde@pima.gov</p>
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T E R M S	<p>Initiation Date: 01-01-2022 Expiration Date: 08-05-2023</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NTE Amount:</td> <td style="padding: 2px;">\$1,201,698.01</td> </tr> <tr> <td style="padding: 2px;">Used Amount:</td> <td style="padding: 2px;">\$645,233.49</td> </tr> </table>	NTE Amount:	\$1,201,698.01	Used Amount:	\$645,233.49
NTE Amount:	\$1,201,698.01				
Used Amount:	\$645,233.49				

V E N D O R	<p>CDK Design, LLC DBA: Arcadia Landscape 2002 E 13th St Tucson AZ 85719</p>	<p>Contact: Ronald Kirk Phone: 520-419-1417 Email: ronkirk@arcadia-Landscape.com Terms: 0.00 % Days: 30</p>
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<p>Shipping Method: Vendor Method</p> <p>Delivery Type:</p> <p>FOB: FOB Dest, Freight Prepaid</p> <p>Modification Reason Amendment No. 07 increases the annual award amount by \$160,000.00 from \$440,000.00 to \$600,000.00 for a cumulative not-to-exceed contract amount of \$1,870,000.00 and increases the unit prices and/or frequency of site visits each month for an aggregate increase to the contract costs of approximately 32%.</p>

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

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Line	Description	UOM	Unit Price	Stock Code	VPN	MPN
1	Abrams Public Health Center 3950 S. Country Club Discount 0.0000 %	EA	\$560.00		VPN	MPN
2	Pima Animal Care Center 4000 N. Silverbell Rd Discount 0.0000 %	EA	\$280.00		VPN	MPN
3	Catalina Community Services Discount 0.0000 %	EA	\$140.00		VPN	MPN
4	Health Clinic 6920 E. Broadway Discount 0.0000 %	EA	\$120.00		VPN	MPN
5	Theresa Lee Clinic 1496 W. Commerce Ct Discount 0.0000 %	EA	\$101.00		VPN	MPN
6	Walter Rodgers Clinic/Pima Voc High School 175 W. Irvington Discount 0.0000 %	EA	\$161.00		VPN	MPN
7	Flowing Wells WIC clinic 4500 N. Old Romero Rd Discount 0.0000 %	EA	\$161.00		VPN	MPN
8	Arivaca Library 17050 W. Arivaca Rd Discount 0.0000 %	EA	\$1,120.00		VPN	MPN
9	Columbus Library 4350 E. 22nd St Discount 0.0000 %	EA	\$280.00		VPN	MPN
10	Flowing Wells Library 1730 W. Wetmore Rd Discount 0.0000 %	EA	\$350.00		VPN	MPN
11	Green Valley Library 601 N. La Canada Discount 0.0000 %	EA	\$175.00		VPN	MPN
12	Martha Cooper Library 1377 N. Catalina Ave Discount 0.0000 %	EA	\$140.00		VPN	MPN
13	Martha Cooper Library 1377 N. Catalina Ave - Lawn Only Discount 0.0000 %	EA	\$45.00		VPN	MPN
14	Mission Library 3770 S. Mission Rd Discount 0.0000 %	EA	\$356.00		VPN	MPN
15	Nanini Library/Foothills Sheriff Substation 7300 N. Shannon Discount 0.0000 %	EA	\$175.00		VPN	MPN
16	Quincy Douglas Library 1585 E. 36th St Discount 0.0000 %	EA	\$214.00		VPN	MPN
17	Valencia Library 202 W. Valencia Discount 0.0000 %	EA	\$245.00		VPN	MPN
18	Wheeler Taft-Abbott Library 7800 N. Schisler Dr Discount 0.0000 %	EA	\$279.00		VPN	MPN
19	Wilmot Library 530 N. Wilmot Discount 0.0000 %	EA	\$233.00		VPN	MPN



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Line	Description					
20	Wilmot Library 530 N. Wilmot - Lawn Only					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$45.00			
21	Woods Library 3455 N. 1st Ave					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$280.00			
22	Children's Advocacy Center 2329 E. Ajo					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$280.00			
23	Records Warehouse 1640 E. Benson Hwy					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$184.00			
24	El Banco Bldg. 801 W. Congress					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$137.00			
25	Elections / Records office 6550 S. Country Club					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$140.00			
26	PECOC bldg. 3434 E. 22nd St *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$245.00			
27	Green Valley Government Center 601 N. La Canada					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$175.00			
28	HIDTA range 10001 S. Rita Rd *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$177.00			
29	HIDTA range 10001 S. Rita Rd * - Lawn Only					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$105.00			
30	Pima County Jail 1270 W. Silverlake *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$315.00			
31	Sheriff Training Center 1270 W. Silverlake *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$131.00			
32	Minimum Security Facility 1801 S. Mission Rd *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$151.00			
33	Sheriffs Administration 1750 E. Benson Hwy *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$106.00			
34	Sheriffs Annex Bldg. 1650 E. Benson Hwy					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$70.00			
35	Materials Warehouse 1505 E. Apache Park Pl.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$131.00			
36	Property and Evidence Warehouse 1600 E. Benson Hwy *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$169.00			
37	Sheriff Substation Picture Rocks 6261 N. Sandario Rd.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$157.50			
38	Sheriff Substation Rincon 8999 E. Tanque Verde					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$104.00			



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39	Sheriff Substation Rincon 8999 E. Tanque Verde - Lawn Only					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$52.00			
40	Sheriff Substation Robles Junction 16140 W. Ajo Way					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$160.00			
41	Sheriff Substation San Xavier 2545 E. Ajo Way					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$120.00			
42	Arivaca Wastewater Facility *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$185.00			
43	Avra Valley Wastewater Facility 10000 W. Snyder Hill *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$484.00			
44	Corona De Tucson Wastewater Facility 1100 W. Sahuarita Rd *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$350.00			
45	Pima County Fairgrounds Wastewater Facility *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$175.00			
46	Green Valley Wastewater Facility 2201 N. Old Nogales Hwy *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$257.00			
47	Mt. Lemmon Wastewater Facility 12633 N. Sabino Canyon Park *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$280.00			
48	Randolph Park Wastewater Facility 3805 E. 22nd St *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$175.00			
49	Tres Rios Wastewater Treatment Facility 7101 N.Casa Grande*					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1,853.00			
50	Continental Ranch Wastewater Facility 10050 N. Coachline *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$70.00			
51	Water Campus (ROMP) 2955 W. Calle Agua Nueva Bldg *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$542.00			
52	Landscape Laborer					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$35.00			
53	Irrigation Repair Specialist					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$50.00			
54	Landscape Supervisor					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$50.00			
55	Heavy Equipment Operator					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$50.00			
56	40-yard roll off container including any disposal fees					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1,000.00			
57	Tree removal < 9'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$40.00			



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Line	Description					
58	Tree removal 9' to 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$420.00			
59	Tree Removal > 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$600.00			
60	Tree Trimming Services < 9'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$35.00			
61	Tree Trimming Services 9' to 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$80.00			
62	Tree Trimming Services > 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$215.00			
63	Palm Tree Trimming services < 25'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$80.00			
64	Palm Tree Trimming services >25'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$215.00			
65	Chemical weed control outside normal services (\$350 MIN)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	SQFT	\$0.01			
66	Blue Palo Verde 5 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$13.00			
67	Cat Claw Vine 1 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
68	Creosote 1 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$9.00			
69	Desert Marigold 1 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
70	Fairy Duster 1 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
71	Honeysuckle 1 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
72	Ironwood Tree 5 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$13.00			
73	Chilean Mesquite 5 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$14.00			
74	Penstemon 1gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
75	Salvia 1 gal.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
76	Decomposed Granite assorted colors and sizes					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	TON	\$92.00			



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Line	Description					
77	Rip Rap Stone 6"+ - Discount 0.0000 %	UOM TON	Unit Price \$100.00	Stock Code	VPN	MPN
78	Top Soil Discount 0.0000 %	UOM TON	Unit Price \$75.00	Stock Code	VPN	MPN
79	Reject Sand Discount 0.0000 %	UOM TON	Unit Price \$75.00	Stock Code	VPN	MPN
80	Sub Regional Facilities 4527 Walker Rd Discount 0.0000 %	UOM EA	Unit Price \$105.00	Stock Code	VPN	MPN
81	Public Service Center 240 N. Stone Discount 0.0000 %	UOM EA	Unit Price \$490.00	Stock Code	VPN	MPN
82	Juvenile County Attorneys Building 2335 E. Ajo Discount 0.0000 %	UOM EA	Unit Price \$122.50	Stock Code	VPN	MPN
83	Juvenile Public Defenders Building 2337 E. Ajo Discount 0.0000 %	UOM EA	Unit Price \$122.50	Stock Code	VPN	MPN
84	Juvenile Court 2225 E. Ajo -1x/mo irrigation inspection only Discount 0.0000 %	UOM EA	Unit Price \$360.00	Stock Code	VPN	MPN
85	Bear Canyon Library 8959 E. Tanque Verde Discount 0.0000 %	UOM EA	Unit Price \$180.00	Stock Code	VPN	MPN
86	Fleet Services 1301 S. Mission Rd. Discount 0.0000 %	UOM EA	Unit Price \$580.25	Stock Code	VPN	MPN
87	Forensics Science Building 2825 E. District Discount 0.0000 %	UOM EA	Unit Price \$215.00	Stock Code	VPN	MPN
88	Green Valley Performing Arts 1250 W. Continental Discount 0.0000 %	UOM EA	Unit Price \$545.00	Stock Code	VPN	MPN
89	Sam Lena Library 1607 S. 6th Avenue Discount 0.0000 %	UOM EA	Unit Price \$275.00	Stock Code	VPN	MPN
90	Sullivan Jackson Center Discount 0.0000 %	UOM EA	Unit Price \$200.00	Stock Code	VPN	MPN
91	Abrams Health Center irrigation check only Discount 0.0000 %	UOM EA	Unit Price \$450.00	Stock Code	VPN	MPN
92	Arivcaca Library - Patio Garden Discount 0.0000 %	UOM EA	Unit Price \$280.00	Stock Code	VPN	MPN
93	33 N. Stone Ave Discount 0.0000 %	UOM EA	Unit Price \$84.00	Stock Code	VPN	MPN
94	97 E. Congress Discount 0.0000 %	UOM EA	Unit Price \$103.00	Stock Code	VPN	MPN
95	201 N. Stone Ave. Discount 0.0000 %	UOM EA	Unit Price \$91.00	Stock Code	VPN	MPN



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Line	Description					
96	110-190 W. Congress					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$449.00			
97	Las Artes Youth Center-23 W. 27th St.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$170.00			
98	Veterans Memorial Plaza Parking Lot-Golf Links/Aviation					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$570.00			
99	Esmond Station Library-10931 E. Mary Ann Cleveland Way					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$367.50			
100	Misc. Materials & Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
101	Sahuarita Library-670 W. Sahuarita Road					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$210.00			
102	Pima Animal Care Center 4000 N. Silverbell Rd					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$475.00			
103	Chemical weed control outside normal services (\$350 MIN)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$350.00			