



BOARD OF SUPERVISORS AGENDA ITEM REPORT

CONTRACTS / AWARDS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 06/22/21

** = Mandatory, information must be provided*

or Procurement Director Award ☐

***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. 04. This Amendment increases 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. Administering Department: Facilities Management.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive sealed bidding, on August 6, 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 May 14, 2020, the Procurement Director approved Amendment No. 01, which extended the termination date to August 5, 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 remain.

On April 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 June 7, 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.

This increase is required by Facilities Management due to unanticipated repairs and additional sites being added for service.

PRCUID: 340189

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

To 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 buildings in neighborhoods and weed reduction 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.

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.: 04 AMS Version No.: 10
 Commencement Date: 06/22/21 New Termination Date: _____
 Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 50,000.00

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: \$ _____

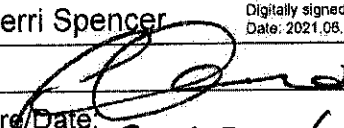
***All Funding Source(s) required:**

*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: Shirley Digitally signed by Kelsey Braun-Shirley Date: 2021.06.10 15:14:23 -07'00' Division Manager: Ana Wilber Digitally signed by Ana Wilber Date: 2021.06.11 08:41:06 -07'00'
 Department: Procurement Director: Terri Spencer Digitally signed by Terri Spencer Date: 2021.06.11 09:27:32 -07'00' Telephone: 520-724-7466
 Department Director Signature/Date:  6/04/2021
 Deputy County Administrator Signature/Date: 
 County Administrator Signature/Date:  6/14/21
 (Required for Board Agenda/Addendum Items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 20000000000000000008

MA Version: 10

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Description: Landscape Maintenance and Repair Services

I S S U E R	Pima County Procurement Department 150 W. Congress St. 5th Fl Tucson AZ 85701 Issued By: Kelsey Braun-Shirley Phone: 5207247466 Email: kelsey.braun-shirley@pima.gov	T E R M S	Initiation Date: 06-22-2021 Expiration Date: 08-05-2021 <table><tr><td>NTE Amount:</td><td>\$668,301.99</td></tr><tr><td>Used Amount:</td><td>\$668,301.99</td></tr></table>	NTE Amount:	\$668,301.99	Used Amount:	\$668,301.99
NTE Amount:	\$668,301.99						
Used Amount:	\$668,301.99						

V E N D O R	ARCADIA LANDSCAPE INC 2002 E 13TH ST TUCSON AZ 85719	Contact: KEVIN KILLMER Phone: 520-791-0889 Email: kevinkillmer@arcadia-landscape.com Terms: 0.00 % Days: 30
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Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	

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

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	Pima County Procurement Department	T E R M S	Initiation Date:	06-22-2021
	150 W. Congress St. 5th Fl		Expiration Date:	08-05-2021
	Tucson AZ 85701			
	Issued By: Kelsey Braun-Shirley			
	Phone: 5207247466			
	Email: kelsey.braun-shirley@pima.gov			
			NTE Amount:	\$161,698.01
			Used Amount:	\$1,740.00

V E N D O R	CDK Design, LLC	Contact:	Ronald Kirk
	DBA: Arcadia Landscape	Phone:	520-419-1417
	2002 E 13th St	Email:	ronkirk@arcadia-Landscape.com
	Tucson AZ 85719	Terms:	0.00 %
		Days:	30

Shipping Method: Vendor Method

Delivery Type:

FOB: FOB Dest, Freight Prepaid

Modification Reason

Amendment No. 04 increases 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.

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					
1	Abrams Public Health Center 3950 S. Country Club					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$664.00			
2	Pima Animal Care Center 4000 N. Silverbell Rd					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$604.00			
3	Catalina Community Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$68.00			
4	Health Clinic 6920 E. Broadway					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$120.00			
5	Theresa Lee Clinic 1496 W. Commerce Ct					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$101.00			
6	Walter Rodgers Clinic/Pima Voc High School 175 W. Irvington					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$161.00			
7	Flowing Wells WIC clinic 4500 N. Old Romero Rd					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$161.00			
8	Arivaca Library 17050 W. Arivaca Rd					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$960.00			
9	Columbus Library 4350 E. 22nd St					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$274.00			
10	Flowing Wells Library 1730 W. Wetmore Rd					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$454.00			
11	Green Valley Library 601 N. La Canada					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$115.00			
12	Martha Cooper Library 1377 N. Catalina Ave					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$136.00			
13	Martha Cooper Library 1377 N. Catalina Ave - Lawn Only					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$45.00			
14	Mission Library 3770 S. Mission Rd					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$356.00			
15	Nanini Library/Foothills Sheriff Substation 7300 N. Shannon					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$166.00			
16	Quincy Douglas Library 1585 E. 36th St					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$214.00			
17	Valencia Library 202 W. Valencia					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$409.00			
18	Wheeler Taft-Abbott Library 7800 N. Schisler Dr					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$244.00			
19	Wilmot Library 530 N. Wilmot					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$233.00			



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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	\$226.00			
22	Children's Advocacy Center 2329 E. Ajo					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$274.00			
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	\$91.00			
26	PECOC bldg. 3434 E. 22nd St *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$459.00			
27	Green Valley Government Center 601 N. La Canada					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$115.00			
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	\$286.00			
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	\$61.00			
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	\$152.00			
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	\$247.00			
45	Pima County Fairgrounds Wastewater Facility *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$154.00			
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	\$180.00			
48	Randolph Park Wastewater Facility 3805 E. 22nd St *					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$30.00			
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	\$30.00			
53	Irrigation Repair Specialist					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$45.00			
54	Landscape Supervisor					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$45.00			
55	Heavy Equipment Operator					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$45.00			
56	40-yard roll off container including any disposal fees					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$550.00			
57	Tree removal < 9'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$29.00			



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Line	Description					
58	Tree removal 9' to 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$230.00			
59	Tree Removal > 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$575.00			
60	Tree Trimming Services < 9'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$30.00			
61	Tree Trimming Services 9' to 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$75.00			
62	Tree Trimming Services > 20'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$203.00			
63	Palm Tree Trimming services < 25'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$75.00			
64	Palm Tree Trimming services >25'					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOURL	\$203.00			
65	Chemical weed control outside normal services					
	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	\$50.00			



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Line	Description					
77	Rip Rap Stone 6"+ - Discount 0.0000 %	UOM TON	Unit Price \$40.00	Stock Code	VPN	MPN
78	Top Soil Discount 0.0000 %	UOM TON	Unit Price \$25.00	Stock Code	VPN	MPN
79	Reject Sand Discount 0.0000 %	UOM TON	Unit Price \$25.00	Stock Code	VPN	MPN
80	Sub Regional Facilities 4527 Walker Rd Discount 0.0000 %	UOM EA	Unit Price \$69.00	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 \$455.00	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	\$362.00			
100	Misc. Materials & Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			