



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-1019

Agenda Date: 10/15/2025

Agenda #: 8.

DATE: October 15, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Department

TITLE: PUBLIC WORKS AGREEMENT WITH RANCHO DEL ORO LANDSCAPE & MAINTENANCE, INC. FOR LANDSCAPE MAINTENANCE SERVICES AT LIBBY LAKE COMMUNITY CENTER FY 2025-26

RECOMMENDATION

Staff recommends that the City Council approve a Public Works Agreement with Rancho Del Oro Landscape & Maintenance, Inc., for landscape maintenance services at Libby Lake Community Center for a total compensation not to exceed \$21,265 commencing on October 15, 2025 and terminating on June 30, 2026, with two one-year renewal options, to be approved administratively, for a total contract amount not to exceed \$49,757; authorize an appropriation of \$120,000 from the City Building Unrestricted Fund Balance to the Resource Centers Building Maintenance account; and authorize the City Manager to execute the agreement upon receipt of all supporting documents.

BACKGROUND AND ANALYSIS

The City owns the Libby Lake Community Center property located at 4700 North River Road. Oversight of this property is handled by the Property Management Division of the Public Works Department. Ongoing landscape services include the maintenance of turf, shrubs, ground cover and irrigation system. Staff recently issued an informal Request for Quotes ("RFQ") for weekly landscaping services for FY 2025-26. Three proposals were received and evaluated by staff based on the RFQ criteria and scope of services to be provided. After review of the bids, staff selected Rancho Del Oro Landscape & Maintenance, Inc. ("RDO") as the winning bidder. Staff recommends that the City Council approve a Public Works Agreement with RDO for the remainder of FY 2025-26, commencing on October 15, 2025 and expiring on June 30, 2026 ("Agreement"). The Agreement provides for two, one-year renewal options maintaining the same terms and conditions, including the base compensation package, as well as, a built-in annual 3% increase to monthly compensation for services, provided that RDO is not in default of the Agreement at the end to the Agreement term or renewal option. The options are by mutual agreement of the parties. The renewals will be executed administratively pursuant to the terms of the Agreement. Staff is required to bring this item to Council for approval as the Public Works Department has existing agreements in place that bring the total cumulative amount with RDO over \$100,000.

Under the proposed Agreement, RDO's primary responsibility would be to provide weekly landscaping maintenance services at the Libby Lake Community Center which includes turf care or

mowing, trimming, pruning, edging, weed control, trash/debris clean-up and removal, erosion control measures and irrigation monitoring. These weekly services would be provided at a cost of \$737 a month. The Agreement also provides for a \$15,000 contingency, should the City need to make any irrigation repairs, need tree services, or need plant replacement. RDO has extensive experience providing landscaping services for the City and a proven track record of performing these services on time and within budget.

FISCAL IMPACT

Description	FY 2025-26 Amount	Appropriate	Funding Source	Account	Available Balance
RDO - Landscape Maint. Services	\$21,265	\$100,000	851.3100.0002 City Building Svcs- Unrestricted Fund Balance	630648851.5320 Resource Centers Building Maint.- Repair/Maint.	\$2,322,715
		\$20,000		630648851.5355 Resource Centers Building Maint.- Materials/Supplies	

The contract with RDO in the amount of \$21,265 will be charged to the Resource Centers Building Maintenance account 630648851.5320. Staff is requesting to use City Building Unrestricted Fund Balance in the amount of \$120,000 to provide building maintenance funds for the three Resource Centers Citywide in addition to the landscape services and appropriate to the newly created Resource Centers Building Maintenance account 630648851 as shown in the table above. The funding source is City Building Unrestricted Fund Balance account 851.3100.0002, which has an available balance of \$2,322,715; therefore, sufficient funds are available.

Should the agreement be extended per the Agreement's available extension options, the subsequent years will be budgeted during the normal budget process and will be as follows: The renewal for FY 2026-27 will include a 3% increase to be budgeted in the amount of \$14,109, to include \$9,109 for total monthly landscaping services and a contingency of \$5,000. The renewal for FY 2027-28 will include a 3% increase to be budgeted in the amount of \$14,383, to include \$9,383 for total monthly landscaping services and a contingency of \$5,000. Renewable terms as set forth in the Agreement will be processed administratively and budgeted during the normal budget process.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

Prepared by: Candice Diaz, Property Agent
Reviewed by: Hamid Bahadori, Public Works Director
Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Public Works Agreement
3. Agreement Calculation