

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: September 2, 2025

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**To:** Honorable Mayor and City Councilmembers  
**From:** Erik Billing, Public Works Operations Supervisor  
 Toni Bertolero, Engineer, Public Works Department  
**Subject:** Award of Landscape Maintenance Services Contract to PJM Yard Maintenance

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**RECOMMENDATION:**

That the City Council accept the quotes received and award the Landscape Maintenance Services Contract to PJM Yard Maintenance for an amount not to exceed \$70,020.00 for service from October 2025 through June 2026.

**EXECUTIVE SUMMARY:**

Staff prepared a Request for Quotes (RFQ) for landscape maintenance services (Attachment 2) and released it on July 31, 2025. Quotes were due on August 10, 2025, and two contractors submitted bids. The bid summary, for monthly services, is as follows:

Table 1 – Bid Summary for Monthly Landscape Maintenance Services

Contractor	Parking Lots	Parks	Crosswalks & Bulbouts	Median Strips	Total
Park Landscape Maintenance	\$1,950.00	\$4,825.00	\$975.00	\$360.00	\$8,110.00
PJM Yard Maintenance	\$3,110.00	\$2,110.00	\$1,170.00	\$1,390.00	\$7,780.00

The lowest bid is from PJM Yard Maintenance for a total monthly amount of \$7,780.00. Assuming 9 months of service, the total cost is \$70,020.00. The Notice to Proceed is anticipated to start October 1, 2025.

**BACKGROUND**

At the July 1, 2025 Budget Hearing, the City Council approved a landscape maintenance services contract to address staffing shortages in the Public Works Department, while also providing an opportunity for City staff to focus on higher-level responsibilities through mentoring and training. The approved budget for this service was \$72,000 in the Public Works/Parks operations budget.

**DISCUSSION:**

The RFQ was released on July 31, 2025, and two quotes were received by the deadline. PJM Yard Maintenance submitted the lowest responsive bid.

**STAFF ANALYSIS:**

Staff reviewed the submitted quotes and found them responsive. PJM Yard Maintenance has not performed work for the City but has previously performed landscape maintenance services for the City of Cotati so does have experience working for a public agenda. Awarding this contract to PJM Yard Maintenance provides landscape maintenance service at the lowest cost and aligns with the approved budget.

**CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals/priorities as follows:

Goal 4 – High Performance Organization

*Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management*

This agenda item represents the City Council General Plan Consistency (if applicable):

N/A

**FISCAL IMPACT:**

There is no fiscal impact with this approval as the landscape maintenance work is included in the adopted Fiscal Year 2025-26 budget in the Public Works/Parks operating budget. The amount allocated in the FY 25 26 Public Works adopted budget is \$72,000 for this contract.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

**RESTATED RECOMMENDATION:**

That the City Council accept the quotes received and award the Landscape Maintenance Services Contract to PJM Yard Maintenance for an amount not to exceed \$70,020.00 for service from October 2025 through June 2026.

**CITY COUNCIL OPTION(S):**

Council could choose not to award the landscape maintenance service contract if it chooses to have Public Works staff perform the work instead.

**ATTACHMENTS:**

1-PJM Yard Maintenance Quote Submitted

2-RFQ for Landscape Maintenance Services

**APPROVALS:**

Department Head Responsible for Agenda Item:

Approval Date: 8/18/25

CEQA Determination (Community Development/Planning):

Approval Date: 8/13/25

The action is not a project under the California Environmental Quality Act (CEQA).

Administrative Services (Financial):

Approval Date: N/A

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code: 100-41-03-4210

\$72,000

City Attorney Approval

Approval Date: N/A

City Manager Approval:

Approval Date: 8/18/25

## QUOTATION SUBMITTAL FORM

**RFQ TITLE: Landscape Maintenance Service for City of Sebastopol**

### CONTRACTOR

Legal Business Name PJM YARD MAINTENANCE, INC.

Contact Person and Title LUPE GARCIA, CFO/OFFICE MANAGER

Business Address 3569 Brooks Ave Santa Rosa, CA 95407

Business Telephone 707-792-2200

Business E-Mail Address LUPE@PJMLANDSCAPE.COM

### CITY OF SEBASTOPOL

City Contract Representative: Elissa Overton, Engineering Technician II  
[eoverton@cityofsebastopol.gov](mailto:eoverton@cityofsebastopol.gov)  
(707) 823-2151

City Field Representative: Erik Billing, Public Works Supervisor  
[ebilling@cityofsebastopol.gov](mailto:ebilling@cityofsebastopol.gov)  
(707) 823-5331

### SELECTION CRITERIA

Award of the service contract will be based on a combination of:

- Quality of work, if work has been performed for the City of Sebastopol
- References
- Statement of Qualifications and Experience
- Price

The selection committee will consist of Public Works staff.

## COST PROPOSAL

The bidding contractor shall fill in the cost for each of the locations as shown in the form provided below and in the following price format: \$XXXX.XX.

Location	
<b>Parking Lots (Weekly Service)</b>	
Burnett Street Lot	
Chamber of Commerce Lot	
South High Street Lot	
Town Plaza Lot	
<i>Total \$3,110.00 per month</i>	
<b>Parks (Weekly Service)</b>	
Libby Park	
Ives Park	
Spooner Park	
Laguna de Santa Rosa	
Community Center @Laguna Park	
Youth Annex @Laguna Park	
<i>Total \$2,110.00 per month</i>	
<b>Crosswalk Bulb-out Islands, Both Sides (Every Other Week)</b>	
Petaluma Avenue @ Walker	
Petaluma Avenue @ Palm Avenue	
South Main Street @ Willow Street	
South Main Street @ Walker	
South Main Street @ Palm Avenue	
South Main Street @ Litchfield Avenue	
South Main Street @ Fannen Avenue	
North Main Street @ Keating Avenue	
North Main Street @ Analy Avenue	
Healdsburg Avenue @ Pitt Avenue	
Healdsburg Avenue @ Florence Avenue	
Healdsburg Avenue @ Murphy Avenue	
<i>Total \$1,170.00 per month</i>	
<b>Median Strip / Area Between Sidewalks and Fences (Once Per Month)</b>	
Covert Lane between Norlee Street and Ragle Road	
<i>Total \$1,390.00 per month</i>	

## STATEMENT OF QUALIFICATIONS AND EXPERIENCE

A letter signed by an authorized representative should be attached to this Quotation Submittal. The letter should include:

- Name of Business and address
- How long the business has been in operation
- Business license number
- Provide (3) references with contact information (name, phone number, address)
- Provide (3) service contracts of similar scope

## CONTRACT REQUIREMENTS

Upon award of services, you will be required to obtain the following prior to execution of the services contract:

- City Business License
- Proof of Insurance

Information on these items is further explained in the “ADDITIONAL REQUIREMENTS” section of the RFQ.

## SUBMITTAL STATEMENT

This Quotation is Submitted by:



Signature

08/04/2025

Date

LUPE GARCIA

Name (Print)

Office Manager/CFO

Title

## SUBMITTAL OF QUOTATION

Submit this entire RFQ, complete with all required information filled in, and a Statement of Qualifications and Experience letter to [citypw@cityofsebastopol.gov](mailto:citypw@cityofsebastopol.gov) by the due date and time.

The emailed PDF of this submittal should have the following words in the subject line of the email: “**RFQ Landscape Maintenance Service**”. The email should be sent with request that delivery was sent and read for the contractor’s verification of submittal.

RFQ for landscape maintenance services

**CITY OF SEBASTOPOL  
PUBLIC WORKS DEPARTMENT**

714 Johnson Street, Sebastopol, CA 95472

(707) 823-5331

[citypw@cityofsebastopol.gov](mailto:citypw@cityofsebastopol.gov)



**REQUEST FOR QUOTATIONS**

**FOR**

**LANDSCAPE MAINTENANCE  
SERVICES**

**Issued:** JULY 31, 2025

**Quotes Due:** AUGUST 11, 2025, 5:00 PM

**INTRODUCTION:**

The City of Sebastopol ("City") invites contractors to provide a quotation for landscape maintenance services for the City of Sebastopol for FY2025/26. This Request for Quotations (RFQ) is due by the date and time stated above. However, if the City does not receive at least one Quotation, the City reserves the right to accept Quotations from other contractors beyond the due date and time listed.

**SCOPE OF SERVICE:**

This RFQ is for the following tasks:

- Mowing, weeding, vegetation control
- Pesticide-free chemicals
- Collection and removal of all vegetative and non-vegetative litter debris
- Traffic control as may be needed

- All necessary trucking, hauling and dumping fees
- All work must be performed during standard hours of operation as allowed under City of Sebastopol Code.

*Note:* Irrigation maintenance and tree care services are not requested at this time and will continue to be the responsibility of the City.

## **Locations and Service Frequency**

### Weekly Service

- Parking Lots:
  - Burnett Street Lot
  - Chamber of Commerce Lot
  - South High Street Lot
  - Town Plaza Lot
- Parks:
  - Libby Park
  - Ives Park
  - Spooner Park
  - Laguna de Santa Rosa
  - Community Center @Laguna Park
  - Youth Annex @Laguna Park

### Every Other Week

- Crosswalk bulb-out Islands, (both sides):
  - Petaluma Avenue @ Walker
  - Petaluma Avenue @ Palm Avenue
  - South Main Street @ Willow Street
  - South Main Street @ Walker
  - South Main Street @ Palm Avenue
  - South Main Street @ Litchfield Avenue
  - South Main Street @ Fannen Avenue
  - North Main Street @ Keating Avenue
  - North Main Street @ Analy Avenue
  - Healdsburg Avenue @ Pitt Avenue
  - Healdsburg Avenue @ Florence Avenue
  - Healdsburg Avenue @ Murphy Avenue

### Once Per Month

- Median Strip and area between sidewalks and fences:
  - Covert Lane between Norlee Street and Ragle Road

## **STANDARD OF CARE**

All work should be performed in a professional manner and in accordance with good trade practice and must be continually acceptable to the City. All labor and supplies should continually conform to recognized standards accepted by industry trade standards. The contractor should provide only qualified personnel; fully trained and experienced in performing the work requested in accordance with good industry practice.

As deemed by the City, call backs for incomplete, unsatisfactory and/or guarantee work, should be at the sole expense of the contractor and to the satisfaction of the City. The City shall have final authority and sole discretion as to the acceptability of the work.

## **ADDITIONAL REQUIREMENTS:**

1. The contractor should be available at all reasonable times to report and confer with City staff with respect to the provided services.
2. The contractor shall designate an individual to serve as the primary point of contract for the Service Agreement.
3. The contractor or designate should respond to City requests for time-sensitive and emergency services within two (2) hours, and general inquiries with twenty-four (24) hours, unless otherwise stipulated in the Service Agreement.
4. In the event of a problem of potential problem that may impact the quality or quality of work, services, or level of performance, the contractor should notify the City immediately in writing (email/fax) and by telephone.
5. While the services are to be continuous, the City reserves the right to suspend any or all work due to poor weather conditions or public events affecting the service locations and authorize the delayed work to be performed at a later date.
6. The contractor is responsible for complying with the California Environmental Quality Act and requirements of environmental resource agencies.
7. The contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the service.
8. The contractor must maintain insurance coverage per the requirements outlined on our website <https://www.cityofsebastopol.gov/contractors-consultants/>.
9. The contractor must maintain a Business License with the City of Sebastopol. This license is a \$50 charge and can be obtained by calling the City's Administrative Services Department at (707) 823-7863.



## QUOTATION SUBMITTAL FORM

**RFQ TITLE: Landscape Maintenance Service for City of Sebastopol**

### CONTRACTOR

Legal Name \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone \_\_\_\_\_

Business E-Mail Address \_\_\_\_\_

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Signature

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Date

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Name (Print)

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Title

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