

## OMB Granicus Review

<b>Granicus Title</b>	Third Amendment to the agreement with Yellowstone Landscape Southeast LLC d/b/a Yellowstone Landscape for landscape and irrigation maintenance services.				
<b>Granicus ID#</b>	24-0162D	<b>Reference #</b>	189-0354-B	<b>Date</b>	03/29/2023

**Mark all Applicable Boxes:**

Type of Review							
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>	
							<b>Project</b>

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N	<b>Original Amount</b>	\$ 989,188.00
<b>Fund(s)</b>	0001	<b>Amount of Change (+/-)</b>	\$ 340,515.00
<b>Cost Center(s)</b>	361310	<b>Total Amount</b>	\$ 1,329,703.00
<b>Program(s)</b>	1391	<b>Amount Available (FY24)</b>	\$ 500,000.00
<b>Account(s)</b>	5340001	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y</b>
<b>Fiscal Year(s)</b>	FY24 – FY25		

**Description & Comments**

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

**Summary**

- The proposed contract with Yellowstone will create a not to exceed threshold of \$1,329,703.00 for landscape services.
- This only creates a not-to-exceed threshold, it does not guarantee an exact amount to be paid. Requesting departments may use the full \$1,329,703.00 or less.
- This contract is currently only used by DAS and will be expensed from the General Fund.
- This contract is sufficiently budgeted for in FY24.

**Background**

On October 7, 2021, the Board of County Commissioners (BCC) approved a contract with Yellowstone Landscape (Yellowstone) with a not-to-exceed threshold of \$902,692.00 for a 48-month term for routine landscape services. On August 18, 2022, First Amendment was approved by the Division Director of Purchasing and Risk Management to allocate funding from unspecified services to specified services with no change to the not-to-exceed threshold. On March 25, 2023, Second Amendment was approved by the County Administrator (CA) for an increase of \$86,496.00 to the not-to-exceed threshold and added 17 service locations to the contract. The current not-to-exceed threshold is \$989,188.00 and is effective through June 22, 2025, with an estimated average annual expenditure of \$247,297.00 (Table 1).

Approved Contract Summary		
Description	Amount	Year
<b>Total Approved to Date:</b>	<b>\$989,188.00</b>	<b>2024</b>
Original Contract	\$902,692.00	2021
First Amendment	\$0.00	2022
Second Amendment	\$86,496.00	2023

*Table 1: Approved Contract Summary*

The proposed Third Amendment to Yellowstone’s current contract (Contract #189-0354-B), will add one service location (ICOT facility) to the contract and increase the not to exceed threshold from \$989,188.00 to \$1,329,703.00, for a difference of \$340,515.00, or 34.4% (Table 2). The estimated annual

average expenditure will also increase from \$247,297.00 to \$332,425.75 for a difference of \$85,128.75, or 34.4%.

Proposed Changes Summary	
Description	Amount
<b>Approved Not-To-Exceed Amount</b>	<b>\$989,188.00</b>
Original Contract	\$902,692.00
First Amendment	\$0.00
Second Amendment	\$86,496.00
<b>Proposed Changes:</b>	<b>\$340,515.00</b>
Third Amendment	\$340,515.00
<b>Proposed Not-To-Exceed Total</b>	<b>\$1,329,703.00</b>

Table 2: Proposed Changes Summary

Funding for this agreement is included in the FY24 Adopted Budget of the Department of Administrative Services (DAS) in the General Fund. DAS has budgeted \$500,000.00 for Yellowstone’s services in FY24, which is sufficient to meet the demands of this increase. There are two Yellowstone contracts that utilize this budget, and combined, the estimated annual average expenditure is \$493,248.61. Also, at 50.0% of the fiscal year complete, the Department has only expensed 44.4% of the budget, meaning they are on trend to remain within budget on this contract currently.

Analyst: Shane Kunze

Ok to Sign:

#### Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County’s accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
  - a. Sample language: **“The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is \_\_\_ percent higher or lower due to \_\_\_)”**.
5. Save the form with the following naming convention:
  - a. **OMB.Review\_XX-XXXX\_Department\_Subject\_Date)**
  - b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
  - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).