



AGENDA MEMORANDUM

Action Item for the City Council Meeting of October 15, 2019

DATE: October 15, 2019

TO: Peter Zaroni, City Manager

FROM: Jermel Stevenson, Director of Parks and Recreation
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Mowing and Grounds Maintenances of Street Rights-of-Way, Circles and Medians for Storm Water Group 5A Located on Saratoga, Crosstown, Staples, Weber and

CAPTION:

Motion authorizing a three-year service agreement with David Aaron Alvarez dba Cut Masters Lawn Service, for mowing and grounds maintenance services of street rights-of-way, circles and medians for Storm Water Group 5A located on Saratoga, Crosstown, Staples, Weber and Ayers, for a total amount not to exceed \$410,482.80, effective upon issuance of notice to proceed, with the first-year funding in the amount of \$136,827.60 through the FY 2020 Storm Water Fund.

SUMMARY:

This motion authorizes a contract with David Aaron Alvarez dba Cut Masters Lawn Service for mowing and grounds maintenance services, for Storm Water Group 5A located on Saratoga, Crosstown, Staples, Weber and Ayers, for a total amount not to exceed \$410,482.80. These services are necessary to maintain the highly visible high traffic areas.

BACKGROUND AND FINDINGS:

The mowing and grounds maintenance services of street rights-of-way assist in ensuring that the grounds at each site are safe, secure and presentable at all times. The current contract expired on September 30, 2019. It was a temporary contract from June – September with David Aaron Alvarez dba Cut Masters Lawn Service totaling \$47,889.66. There are various street rights-of-way covered under Storm Water Mowing Group 5A with the longest section covering Saratoga from Calle Cuernavaca to Rodd Field Road. See the table that follows.

ITEM	Group	Area/Location	Acres
1	G5-A1	Saratoga Medians and ROW Roddfield Rd. To Calle Cuernavaca	23.09
2	G5-A2	New Crosstown Tinseltown to end of sidewalk, south of Saratoga Rd. end of sidewalk south of Saratoga Rd. to civitan	3.19
3	G5-A3	Crosstown S.P.I.D. to Port turnaround, Port turnaround to Horne Rd. with triange at Ayerst St.	4.33
4	G5-A4	Staples OSO Creek to Saratoga Blvd.	4.43
5	G5-A5	Weber Rd. Saratoga Rd. to end of curb and sidewalk	2.76
6	G5-A6	Ayers Allencrest to Saratoga Blvd.	0.42
Total Acres			38.22

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids from qualified firms to provide mowing and grounds maintenance services for Storm Water Groups 5A. The City received two; however, all bids were over budget. The Parks and Recreation Department rejected all bids and requested that the project be competitively bid again. Staff concluded the lowest responsive, responsible bidder for Group 5A is David Aaron Alvarez dba Cut Masters Lawn Service.

ALTERNATIVES:

An alternative would be to hire City staff and purchase additional equipment to do the work in-house. The estimated cost for the Parks and Recreation Department to execute the same or similar work with in-house crews would be an estimated \$300,000 for the same term at a bi-weekly service level. Currently, the department does not have the appropriate staffing level or equipment to maintain the additional acreage on a bi-weekly schedule. It is beneficial for the City to contract out these mowing parcels due to limited City staff only being able to service these areas monthly.

FISCAL IMPACT:

The fiscal impact for the Parks and Recreation Department is an amount not to exceed \$136,827.60 for the first-year of the three-year service agreement. The cost of \$273,655.20 for the remaining two years will be budgeted in future years through the annual budget process.

Funding Detail:

Fund: 4300 – Storm Water
 Organization/Activity: 32001 – Storm Water Parks & Recreation
 Mission Element: 141 – Manage and Maintain Parks and Recreation Facilities
 Project # (CIP Only): N/A
 Account: 530225 – Mowing and Grounds Maintenance

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year service agreement with David Aaron Alvarez dba Cut Masters Lawn Service for mowing and grounds maintenance services of street rights-of-way, circles and medians for Storm Water Group 5A as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement