



AGENDA MEMORANDUM

Future Item for the City Council Meeting of November 7, 2017
Action Item for the City Council Meeting of November 14, 2017

DATE: November 7, 2017

TO: Margie C. Rose, City Manager

FROM: Jay Ellington, Director of Parks and Recreation
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Service Agreements for Grounds Maintenance and Landscape Services for Downtown Groups 2 and 3 for Parks and Recreation

CAPTION:

Resolution finding the lowest responsive, responsible bidder for grounds maintenance and landscape services for Downtown Groups 2 and 3 by group number in response to Bid No. 1195; awarding a 36-month service agreement to the lowest responsive, responsible bidder per group number; and authorizing the City Manager or designee to execute service agreements for a total amount not exceeding \$246,960.00, of which \$75,460.00 is funded for FY2017-18 by the Parks and Recreation Department.

Dorame General Repair & Lawn, LLC	CC Academy 12 Lawn Service
Corpus Christi, Texas	Corpus Christi, Texas
Downtown Group 2	Downtown Group 3
\$193,410.00	\$53,550.00

Grand Total: \$246,960.00

PURPOSE:

To approve service agreements with Dorame General Repair & Lawn, LLC and CC Academy 12 Lawn Service to provide grounds and landscape maintenance services for Downtown groups 2 and 3.

BACKGROUND AND FINDINGS:

The grounds and landscape maintenance agreements for the downtown area enhance the image of the downtown area by maintaining a high standard of care of all parks, right-of-ways and medians and to provide a safe and attractive downtown environment for the

community. The estimated cost for the Parks & Recreation Department to execute the same or similar work with in-house crews would be \$416,732.40, in this case, it is beneficial for the City to contract out. The department currently does not have the appropriate staffing level or equipment to maintain the additional acreage.

The request for bids was issued, and nine bids were received and evaluated. The lowest responsible bidder rejected all groups stating that they could not perform the work for the bid cost; the second lowest bidder CC Academy 12 Lawn Service declined the offer also; therefore, staff is recommending the third lowest bidder Dorame General Repair & Lawn, LLC for group 2; and recommending the second lowest bidder CC Academy 12 Lawn Service for group 3.

ALTERNATIVES:

If not approved, the grounds and landscaping service would then go to internal departments which do not have the staffing level or equipment necessary to perform the work.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Parks and Recreation Department

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$372,127.66	\$171,500.00	\$543,627.66
Encumbered / Expended Amount	\$75,738.35	\$0	\$75,738.35
This item	\$75,460.00	\$171,500.00	\$246,960.00
BALANCE	\$220,929.31	\$0	\$220,929.31

Fund(s): General and Visitor Facility

Comments: The \$246,960.00 financial impact shown above represents the total cost of these agreements, of which \$75,460.00 is funded in the FY2017-18. The remaining contract balance will be funded through future fiscal years.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation

Service Agreement No. 1195 Dorame General Services & Repair LLC

Service Agreement No. 1397 CC Academy 12 Lawn Service