



AGENDA MEMORANDUM

Action Item for the City Council Meeting January 26, 2021

DATE: January 26, 2021

TO: Peter Zaroni, City Manager

FROM: Tracey Cantu, Interim Director of Parks and Recreation Department
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Mowing and Landscape Maintenance for Downtown Group 3

CAPTION:

Resolution authorizing a three-year service agreement in an amount not to exceed \$113,274.00, with Charlton Holdings dba Lawn in Order of Corpus Christi, Texas for Mowing and Landscape Maintenance for Downtown Group 3, with FY 2021 funding in an amount of \$25,172.00 funded in the General Fund.

SUMMARY:

This resolution authorizes a three-year service agreement with Charlton Holdings dba Lawn in Order for Mowing and Landscape Maintenance for Downtown Group 3. These services are necessary to maintain the highly visible and high trafficked areas.

BACKGROUND AND FINDINGS:

The Contractor shall provide complete grounds and landscape maintenance for Downtown Group 3 including all reasonable and necessary labor, supervision, equipment and supplies to keep contracted areas properly maintained. The grounds and landscape maintenance for City parks assist in ensuring that the grounds of each site are safe, secure, and presentable at all times. The groups consist of City parks, parkways, rights-of-way, triangles, and medians. 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, rights-of-way, and medians and to provide a safe and attractive downtown environment for the community. The following areas are included in the Downtown Group 3 maintenance agreement.

Location	Area	Location/Address	Acres
1	Artesian Park	Chaparral & Twigg	1.04
2	Lower/Upper Broadway Bluff #1	Taylor to Buffalo ($\pm 30^\circ$ slope)	0.13
3	Lower/Upper Broadway Bluff #2	Buffalo to Antelope ($\pm 30^\circ$ slope)	0.22
4	Lower/Upper Broadway Bluff #3	Antelope to Leopard ($\pm 30^\circ$ slope)	0.25
5	Lower/Upper Broadway Bluff #4	Leopard to Lipan ($\pm 30^\circ$ slope)	0.60
6	Lower/Upper Broadway Bluff #5	Lipan to Mesquite ($\pm 30^\circ$ slope)	0.48
7	Lower/Upper Broadway Bluff #6	YMCA Complex to Park ($\pm 30^\circ$ slope)	0.47
8	Coopers Alley Planter East	Coopers Alley East of Mesquite	0.02
9	Coopers Alley Planter West	Coopers Alley West of Mesquite	0.01
10	Gateway Medians #1	Water to Shoreline	0.05
11	Gateway Medians #1a	Water to Shoreline (sidewalk easement)	0.02
12	Gateway Medians #2	Chaparral to Water	0.19
13	Gateway Medians #3	Mesquite to Chaparral	0.64
14	Gateway Medians #4	Hwy 181 to Mesquite	0.41
15	Federal Courthouse	Behind Courthouse, Chaparral to Water	1.30
16	La Retama Park	500 Mesquite	0.50
17	Mann St. Parking Lot	9800 Block Mesquite	1.55
18	I37 Easement	I37, Mesquite to Chaparral	0.13
19	Sister City Median	I37, Mesquite to Chaparral	0.72
20	Spohn Park	213 Mesquite	0.83
21	Leopard T-Median	Lawrence St. to State Spur 407/Schatzell	0.06
TOTAL			9.62

Prior to the proposed agreement with Charlton Holdings dba Lawn in Order, Parks and Recreation utilized the services of Tony's Lawn Service, LLC via a 36-month service agreement commencing on December 2017 for a total amount not to exceed \$120,960.00, or \$960.00 per cycle, with 42 cycles annually. Each cycle consisted of servicing 9.56 acres at a rate of \$100.42 per acre per cycle. The recommended contractor, Charlton Holdings dba Lawn in Order, will service 9.62 acres per cycle at a rate of \$93.45 per acre, or \$899.00 per cycle, which is a decrease of \$6.97 per acre from the last award 3 years ago. City staff recommend that this proposed agreement remain a three-year agreement to best service the current requirements of Downtown Group 3.

The Contracts and Procurement Division conducted a competitive Request for Bids process to obtain bids for new long-term contracts. The City received 12 bids and is recommending the award to William Charlton dba Lawn in Order as the lowest responsive, responsible bidder.

ALTERNATIVES:

An alternative would be to hire City staff and purchase additional equipment to do the work in-house. The cost for the Parks and Recreation Department to execute the same or similar work with in-house crews for Downtown Group 3 would be an estimated total of \$141,969; the cost of labor being an estimated total of \$96,969, and the purchase of three appropriately sized zero-turn mowers being an estimated total of \$45,000. The Downtown Group 2 areas are too small to accommodate the large equipment that Park Operations currently possesses. Historically, contractors have used smaller zero turn mowers ranging from 42"-52" decks, while Park Operations owns significantly larger zero turn mowers with either 72" decks or 16' decks. Additionally, this does not account for the potential cost of injury to City employees or any potential damages to customer properties

which have been accounted for with the service agreements used for contractors.

FISCAL IMPACT:

The fiscal impact for the Parks and Recreation Department in FY 2021 is an estimated amount of \$25,172.00 for this three-year service agreement. The remaining cost will be budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020	General Fund
Organization/Activity:	12915	Storm Water Park and Rec
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 resolution authorizing a three-year service agreement with Willian Charlton dba Lawn in Order as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Bid Tabulation
Service Agreement