



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of June 12, 2018

Action Item for the City Council Meeting June 19, 2018

**DATE:** June 12, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** E. Jay Ellington, Director of Parks and Recreation Department  
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### Three-Year Service Agreements for Mowing and Grounds Maintenance Services

#### **CAPTION:**

Motion authorizing two, three-year service agreements with CML Services, LLC of Corpus Christi, Texas, for mowing and grounds maintenance services for street right-of-ways for Flour Bluff groups FB1 and FB3 for a total amount not to exceed of \$135,684.

#### **PURPOSE:**

The service agreement will provide mowing and grounds maintenance services for street right-of-ways for Flour Bluff groups FB1 and FB3. The contract value for group FB1 is \$72,900 and group FB3 is \$62,784 for a total not to exceed for both contracts of \$135,684.

#### **BACKGROUND AND FINDINGS:**

The mowing and grounds maintenance services of street right-of-ways assist in ensuring that the grounds at each site are safe, secure, and presentable at all times. The estimated cost for the Parks & Recreation Department to execute the same or similar work with in-house crews would be \$243,894; therefore, it is beneficial for the City to contract out these mowing parcels. The department currently does not have the appropriate staffing level or equipment to perform these services.

The Purchasing Division conducted multiple competitive Request for Bid processes to obtain bids for new contracts. The City received four responsive, responsible bids for RFB No. 1349 for group FB1 and four responsive, responsible bids for RFB No. 1512 for

group FB3 and is recommending multiple awards to CML Services, LLC, as the lowest responsive responsible bidder for each RFB.

**ALTERNATIVES:**

Not applicable.

**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

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$893,445.84	\$120,608.00	\$1,014,053.84
Encumbered / Expended Amount	\$703,756.36	0.00	\$703,756.36
This item	\$15,076.00	\$120,608.00	\$135,684.00
BALANCE	\$174,613.48	0.00	\$174,613.48

Fund(s): Storm Water

**Comments:** The contract value for group FB1 is \$72,900 and group FB3 is \$62,784 for a total not to exceed for both contracts of \$135,684 of which \$15,076 is funded in FY2017-2018 budget. Each contract is a three-year term.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement – FB1  
Service Agreement – FB3  
Bid Tabulation