



**AGENDA MEMORANDUM**

Action Item for the City Council Meeting May 14, 2024

**DATE:** May 14, 2024  
**TO:** Peter Zanoni, City Manager  
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**Mowing and Grounds Maintenance of Athletic Fields**

**CAPTION:**

Resolution authorizing a one-year service agreement, with a one-year option, with Maldonado Nursery & Landscaping, Inc., of San Antonio, with an office in Corpus Christi, in an amount not to exceed \$87,803.76 and a potential amount of \$175,607.12 if the option is exercised, for mowing and grounds maintenance of athletic fields for the Parks and Recreation Department, with FY 2024 funding of \$43,901.88 from the General Fund.

**SUMMARY:**

The mowing/ground maintenance of public athletic fields assists in ensuring the grounds at each site are safe, secure, and always presentable. There is no current agreement as this is the first agreement to provide mowing and ground maintenance for the fields. This resolution authorizes a service agreement for mowing/grounds maintenance for the following athletic fields:

GROUP ATHLETICS	MAINTENANCE AREA	LOCATION/ADDRESS	ACRES
1	Ben Garza Baseball Fields	1815 Howard St.	5.89
2	Bill Witt Racetrack	6869 Yorktown Blvd.	1.50
3	BMX Racetrack / Inside & Out	4035 Greenwood Dr.	8.07
4	Botsford Complex	2801 McArdle Rd.	6.00
5	Greenwood Complex	4409 Greenwood Dr.	10.40
6	Paul Jones Fields	1901 Paul Jones Ave.	9.18
7	Price Park Sports Complex	3801 Gollihar Rd.	17.00
8	Sparkling City Baseball Complex	4035 Greenwood Dr.	5.75
9	Westside Baseball Complex & Cricket Field	4033 Greenwood Dr.	14.00
10	International Westside	4033 Greenwood Dr.	5.21
<b>TOTAL</b>			<b>83.00</b>

## **BACKGROUND AND FINDINGS:**

The Parks & Recreation Department evaluated City athletic fields and chose these specific fields based on deferred maintenance, utilization, and rehabilitation. Many of these fields have been neglected and have not been leased/occupied for a long period of time. It is the Department's objective to initiate scheduled maintenance of the fields, returning the fields to operational condition for the community.

The Contractor shall provide landscaping/grounds maintenance only in appropriate months and in accordance with the following cycle requirements:

### **Growing Season (March – October)**

Bi-Weekly ~ 16 cycles

Cycle 1: 1<sup>st</sup> – 15<sup>th</sup> of the month.

Cycle 2: 16<sup>th</sup> through the end of the month.

### **Non-Growing Season (November – February)**

Monthly ~ 4 cycles

### **Cricket Field**

Weekly: 32 cycles ~ March - October

Bi-Weekly: 16 cycles ~ November - February

Complete ground maintenance includes removal of litter/debris (prep/post work), mowing, trimming, and edging. The Contractor shall remove excessive clippings immediately following each mowing cycle prior to the work crew leaving the work site.

The Contractor shall use herbicides and hand labor to remove/control undesirable vegetation (weeds). Turf shall be mowed to maintain a neat appearance at requested height specifications per the Scope of Work. The Contractor shall establish/maintain a complete Quality Control Program to assure that the requirements of the Contract are provided as specified.

In January of 2024, the Parks & Recreation Department hired additional staff (Athletic Field Maintenance Crew) to assist with the mowing/ground maintenance of athletic fields. Following the term expiration of this Service Agreement, it is the Department's goal to fully integrate the maintenance of these athletic fields with staff to perform responsibilities in-house.

More specifically, Athletic Field Maintenance Crews provide mowing/grounds maintenance for the internal parameters of the Westside Baseball Complex and the Greenwood Complex. Per the map exhibits of the service agreement, Maldonado Nursery & Landscaping will perform mowing/grounds maintenance for the external parameters (outside fenced areas) of the Paul Jones Field, International Westside Field, and the Greenwood Complex. Also note that the International Westside Field and the Paul Jones Field are currently leased. The Lessees for these two fields are responsible for ground maintenance of the internal parameters as well.

## **PROCUREMENT DETAIL:**

Finance & Procurement conducted a first-time competitive Request for Bid process to obtain bids for the mowing and grounds maintenance of athletic fields for a one-year service agreement, with a one-year option to extend. The City received eight bids and is recommending the award to the lowest responsive, responsible bidder, Maldonado Nursery & Landscaping, Inc.

There is no current agreement as this is the first agreement to provide mowing and grounds maintenance for the fields.

**ALTERNATIVES:**

An alternative would be to hire City staff and purchase additional equipment to do the work in-house. The estimated start-up cost for the Parks and Recreation Department to execute the same or similar work with in-house crews would be an estimated \$501,760.00, which includes the costs for an additional eight FTE's and all necessary capital equipment.

**FISCAL IMPACT:** Expenditures in the amount of \$43,901.88 with FY2024 funding and the remainder of \$43,901.88 with FY2025 funding.

**FUNDING DETAIL:**

Fund:	1020	General Fund
Organization/Activity:	13041	Athletics Operations
Mission Element:		
Project # (CIP Only):		
Account:	530225	Mowing & Grounds Maintenance

**RECOMMENDATION:** Staff recommend approval of this resolution authorizing a one-year service agreement, with a one-year option to extend with Maldonado Nursery & Landscaping, Inc., as presented.

**LIST OF SUPPORTING DOCUMENTS:**

- Bid Tab
- Resolution
- Service Agreement
- Presentation