



AGENDA MEMORANDUM

Action Item for the City Council Meeting of October 01, 2019

DATE: October 01, 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 Downtown Group 4: South Bluff Park on Tanchhua to Cabra Park on Broadway and Upper Broadway by Caller Times to City Hall

CAPTION:

Motion authorizing a three-year service agreement with Dorame General Repair & Lawn, LLC, of Corpus Christi, Texas, for mowing and grounds maintenance services of street rights-of-way, circles and medians for Downtown Group 4: South Bluff Park on Tanchhua to Cabra Park on Broadway and Upper Broadway by Caller Times to City Hall, for a total amount not to exceed \$385,184.97, effective upon issuance of notice to proceed, with funding in the amount of \$128,394.99 for the first-year funded through the General Fund.

SUMMARY:

This motion authorizes a contract with Dorame General Repair & Lawn, LLC for mowing and grounds maintenance services for Downtown Group 4 for the amount of \$385,184.97, with funding in the amount of \$128,394.99 for the first-year. 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 Downtown Group 4 consist of South Bluff Park on Tanchhua to Cabra Park on Broadway and Upper Broadway by Caller Times to City Hall as shown on the attached map. The Parks and Recreation Department currently has a temporary contract with David Aaron Alvarez dba Cut Masters Lawn Service. The temporary Contractor is providing these

services at a rate of \$3,481.383 for each service. The temporary contract is set to expire on October 1, 2019.

The Contracts and Procurement Department conducted a competitive Request for Bid process. The City received two qualified bids and one nonresponsive bid. The firm that submitted the nonresponsive bid failed to submit the required documents including the bid form. Staff recommends award to Dorame General Repair & Lawn, LLC as the lowest responsive, responsible bidder.

ALTERNATIVES:

An alternative would be to hire City staff and purchase additional equipment to do the work inhouse. The estimated cost for the Parks and Recreation Department to execute the same or similar work with in-house crews would be an estimated cost of \$107,000 each year with an estimated total of \$321,000 at a weekly service level. Currently, the department does not have the appropriate staffing level or equipment to maintain the additional acreage.

FISCAL IMPACT:

The fiscal impact for the Parks and Recreation Department is an amount not to exceed \$128,394.99 for the first-year of the three-year service agreement. The cost of \$256,789.98 for the remaining two years will be budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020 – General
Organization/Activity:	12915 – Tourist District
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 Dorame General Repair & Lawn, LLC for mowing and grounds maintenance services of street rights-of-way, circles and medians for Downtown Group 4 as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement
Map