



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 Mowing and Grounds Maintenance Services of Street Right-Of-Ways, Medians and Circles Groups 3, 4, 5A, 5B, 5C, and 6 for Parks and Recreation
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CAPTION:

Resolution finding the lowest responsive, responsible bidder for mowing and grounds maintenance services for street rights-of-way, medians, and circles for Groups 3, 4, 5A, 5B, 5C, and 6 by group number in response to Bid No. 1232; 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 \$512,400.00, of which \$156,566.63 is funded for FY2017-18 by the Parks and Recreation Department.

CC Academy 12 Lawn Service	Cornerstone Lawn Service	Tony's Lawn Service
Corpus Christi, Texas	Aransas Pass, Texas	Rockport, Texas
Groups 3, 5B, and 6	Group 4	Groups 5A and 5C
\$168,900.00	\$150,000.00	\$193,500.00

Grand Total: \$512,400.00

PURPOSE:

To approve service agreements with CC Academy 12 Lawn Service, Cornerstone Lawn Service and Tony's Lawn Service to provide mowing and grounds maintenance services of street right-of-ways, medians and circles for groups 3, 4, 5A, 5B, and 6.

BACKGROUND AND FINDINGS:

The mowing and grounds maintenance services of street right-of-ways, medians and circles 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 \$878,472, in this case, 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 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; therefore, staff is recommending the second lowest bidder CC Academy 12 Lawn Service for groups 3, 5B, and 6. After the second lowest bidder CC Academy 12 Lawn Service declined the offers for Groups 4, 5A, and 5C, staff also recommends that Cornerstone Lawn Service be awarded Group 4 and Tony's Lawn Service be awarded Groups 5A and 5C.

ALTERNATIVES:

If not approved, the mowing 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	\$796,260.20	\$355,833.37	\$1,152,093.57
Encumbered / Expended Amount	\$113,702.48	\$0	\$113,702.48
This item	\$156,566.63	\$355,833.37	\$512,400.00
BALANCE	\$525,991.09	\$0	\$525,991.09

Fund(s): StormWater

Comments: The \$512,400.00 financial impact shown above represents the total cost of these agreements, of which \$156,566.63 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. 1232 CC Academy 12 Lawn Service

Service Agreement No. 1412 Cornerstone Lawn Service

Service Agreement No. 1413 Tony's Lawn Service