



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of August 28, 2018  
Action Item for the City Council Meeting of September 11, 2018

**DATE:** August 28, 2018

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

**FROM:** E. Jay Ellington, Director of Parks and Recreation Department  
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**Contract Mowing, Grounds and Landscape Maintenance Services for Storm Water  
Group 2, Downtown Group 1, and Parks Groups 17 and 18**

**CAPTION:**

Resolution finding the lowest responsive, responsible bidder for mowing and grounds maintenance services for Storm Water Group 2, Downtown Group 1, and Parks Groups 17 and 18, awarding Three-Year Service Agreements for a total amount not to exceed \$231,350, of which \$7,314 is funded for FY2017-18 by the Parks and Recreation Department.

**PURPOSE:**

The purpose of this resolution is to approve three-year service agreements for mowing, grounds and landscape maintenance services for Storm Water Group 2, Downtown Group 1, and Parks Groups 17 and 18.

**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. Outsourcing the mowing, grounds and landscape maintenance services for Downtown Group 1, Parks Groups 17 and 18, and Storm Water Group 2 is more cost effective because the City does not have the resources to maintain the acreage.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids from qualified firms to provide mowing, grounds and landscape maintenance services. The City received 26 bids in total for these services; staff concluded the lowest

responsive, responsible bidders are DeAngelo Brothers, LLC and Dorame General Repair & Lawn. Staff recommends award to DeAngelo Brothers LLC for Storm Water Group 2 and Dorame General Repair & Lawn for Downtown Group 1 and Parks Groups 17 and 18.

**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	\$1,127,608.40	\$224,036.00	\$1,351,644.40
Encumbered/Expended Amount	\$961,679.31	\$0.00	\$961,679.31
This item	\$7,314.00	\$224,036.00	\$231,350.00
BALANCE	\$158,615.09	\$0.00	\$158,615.09

Fund(s): Storm Water Fund, Tourist District Fund

**Comments:** The total contracts are valued at an amount not to exceed \$231,350.00, of which \$7,314.00 will be funded in the current fiscal year. The remaining \$224,036.00 will be funded on future fiscal years.

**RECOMMENDATION:**

Staff recommends approval of the resolution as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Resolution  
Service Agreements 1737, 1738, 1744  
Bid Tabulations