



AGENDA MEMORANDUM

Action Item for the City Council Meeting of March 26, 2019

DATE: March 26, 2019

TO: Keith Selman, Interim City Manager

FROM: Becky Perrin, Interim Director, Parks and Recreation Department
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Grounds Maintenance Services for Parks Groups 11 - 14

CAPTION:

Resolution authorizing four 42-month service agreements for grounds maintenance services for Parks Groups 11 - 14 with MLC Landscaping, LLC of Corpus Christi, Texas for a total amount not to exceed \$235,193.20.

PURPOSE:

The purpose of this resolution is to approve four 42-month service agreements for grounds maintenance services for Groups 11 – 14 for the Parks and Recreation Department.

BACKGROUND AND FINDINGS:

The grounds maintenance services of Parks Groups 11 - 14, 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 \$183,562 for the 18 months of the contract term and \$114,754 for each of the remaining two years for an estimated total cost of \$412,855. 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 Purchasing Division conducted a competitive Request for Bid process to obtain bids from qualified firms to provide grounds maintenance services for Parks Groups 11 - 14. The City received 9 bids in total for these services; staff concluded the lowest responsive, responsible bidder for each of the four groups (11 – 14) is MLC Landscaping, LLC. Staff

recommends award to MLC Landscaping, LLC.

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

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$635,964.95	\$196,639.60	\$832,604.55
Encumbered/Expended Amount	\$258,328.29	\$0.00	\$258,328.29
This item	\$38,553.60	\$196,639.60	\$235,193.20
BALANCE	\$339,083.06	\$0.00	\$339,083.06

Fund(s): General Fd 1020-12910-141-530225

Comments: The total contracts are valued at an amount not to exceed \$235,193.20, of which \$38,553.60 are funded FY2018-19. The remaining \$196,639.60 will be funded in future fiscal years budgets.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Bid Tabulations
Service Agreements 2071, 2149, 2150 and 2151