



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of April 23, 2019  
Action Item for the City Council Meeting of April 30, 2019

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**DATE:** April 23, 2019

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

**FROM:** Jermel Stevenson, Director of Parks and Recreation Department  
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| <p><b>Mowing and Grounds Maintenance Services of Street Rights-of-Way, Circles<br/>and Medians for Storm Water Group 1</b></p> |
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**CAPTION:**

Motion authorizing a 42-month service agreement for mowing and grounds maintenance services of street rights-of-way, circles and medians for Storm Water Group 1 with CML Services, LLC of Corpus Christi, Texas for a total amount not to exceed \$309,721.28.

**PURPOSE:**

The purpose of this motion is to approve a 42-month service agreement for mowing and grounds maintenance services of street rights-of-way, circles and medians for Storm Water Group 1 for the Parks and Recreation Department.

**BACKGROUND AND FINDINGS:**

The mowing and grounds maintenance services for Storm Water Group 1 assist in ensuring the grounds at the 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 \$136,775 for the first contract term and \$85,755 for each of the remaining two terms for an estimated total cost of \$308,285 at bi-weekly service. In this case, it is beneficial for the City to contract out these mowing parcels due to limited City staff only being able to service these areas monthly. The department currently does not have the appropriate staffing level or equipment to maintain the additional acreage.

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids from qualified firms to provide mowing and grounds maintenance

services for Storm Water Group 1. The City received 2 qualified bids and one non-responsive bid for these services; staff concluded the lowest responsive, responsible bidder is CML Landscaping, LLC. Staff recommends award to CML Services, 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

| <b>Fiscal Year:<br/>2018-2019</b> | <b>Current Year</b> | <b>Future Years</b> | <b>TOTALS</b>  |
|-----------------------------------|---------------------|---------------------|----------------|
| Line Item Budget                  | \$869,561.05        | \$267,933.38        | \$1,137,494.43 |
| Encumbered/Expended Amount        | \$683,797.28        | \$0.00              | \$683,797.28   |
| This item                         | \$41,787.90         | \$267,933.38        | \$309,721.28   |
| BALANCE                           | \$143,975.87        | \$0.00              | \$143,975.87   |

Fund(s): StormWater Fund 4300, Org. 32001, Acct #530225

**Comments:**

**RECOMMENDATION:**

Staff recommends approval of this item as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement 2080