



AGENDA MEMORANDUM

Action Item for the City Council Meeting of June 11, 2019

DATE: June 11, 2019

TO: Peter Zaroni, City Manager

FROM: Jim Davis, Director of Asset Management
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Service Agreement for Mowing Services for Asset Management

CAPTION:

Motion authorizing a 36-month service agreement for mowing of City properties for the Asset Management Department with WLE, LLC of Austin, Texas, for a total amount not to exceed \$62,225.28, with first-year funding through the Facility and Property Management Fund.

PURPOSE:

This is a motion to approve a service agreement for mowing services to 13 City owned properties for Asset Management.

BACKGROUND AND FINDINGS:

The City owns 13 vacant properties throughout the city that have been acquired for various purposes and street projects, with the exception of the Frost Building. These lots vary in dimensions and must be maintained by the City until sold. This mowing contract will be managed by Asset Management. The City reserves the right to add or remove properties as lots are sold or acquired during the term of the contract, and will do so by amending the contract.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received five responsive, responsible bids, and is recommending the award to WLE, LLC.

ALTERNATIVES:

None.

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:

Asset Management

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

| Fiscal Year: 2018-2019 | Current Year | Future Years | TOTALS |
|-----------------------------------|---------------------|---------------------|---------------|
| Line Item Budget | \$175,710.00 | \$53,582.88 | \$229,292.88 |
| Encumbered / Expended Amount | \$17,783.12 | \$0 | \$17,783.12 |
| This item | \$8,642.40 | \$53,582.88 | \$62,225.28 |
| BALANCE | \$149,284.48 | \$0 | \$149,284.48 |

Funding Detail:

Fund: 5115 Fclty & Prop Mg

Organization/Activity: 40300 Facility Management & Maint

Mission Element: 191 Operate City Buildings and Facilities

Project # **(CIP Only):** N/A

Account: 530215

RECOMMENDATION:

Staff recommends approval of this action item.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation

Service Agreement