



AGENDA MEMORANDUM

Action item for the City Council Meeting of August 13, 2019

DATE: August 13, 2019

TO: Peter Zaroni, City Manager

FROM: Mike Markle, Chief of Police
mikema@cctexas.com
(361) 886-2603

Kim Baker, Director of Contracts and Procurement
Kimb2@cctexas.com
(361) 826-3169

Amendments to Five Mowing and Service of Vacant Properties Service Agreements

CAPTION:

Motion authorizing five individual amendments to five service agreements for mowing and servicing of vacant properties with code violations in an amount not to exceed \$11,250.00 each, and a revised value of each service agreement not to exceed \$56,250.00 with Luz Alicia Sierra Leal dba Alicia's Lawn Service, Richard Herrera dba R.H. Const. & Mowing and Arnold Mendoza dba Pioneer Lawn Services, and CML Services, LLC, Joe Manuel Perez dba J.M. Perez and Grandsons LLC, with terms ending on June 30, 2020 funded through the General Fund and the Community Development Block Grant.

PURPOSE:

The motion is to approve amendments to service agreement 1773, 1777, 1787, 1789 and 1838 for mowing and services of vacant properties for Code Enforcement to continue mowing and servicing properties that have code violations.

BACKGROUND AND FINDINGS:

The Contracts and Procurement Department conducted a Request for Qualifications process in Fiscal Year 2017-2018 for the Police Department's Code Enforcement Division and issued two-year \$45,000.00 service agreements to ten contractors for mowing and servicing of vacant properties. These services include, mowing, trimming, edging, tree brush trimming, debris removal and securing the properties. The terms of the contract began on July 1, 2018 and ends on June 30, 2020. Since the contracts began on July 1, 2018, eight of the ten contractors have either ended or maxed out their contracts resulting in a reduction in capacity. In order to continue abating vacant properties, Code Enforcement needs five of the ten service agreements amended to increase the capacity

to do more work. The amendments to the five service agreements for mowing and servicing of vacant properties with code violations will be in an amount not to exceed \$11,250.00 each and a revised value of each service agreement not to exceed \$56,250.00. The increases requested for each contract is 25%, the maximum allowed by law. Staff will also begin working on a new solicitation to obtain more contractors.

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:

Police Department

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$345,756.20	\$0.00	\$345,756.20
Encumbered / Expended Amount	\$171,720.58	\$0.00	\$171,720.58
This item	\$56,250.00	\$0.00	\$56,250.00
BALANCE	\$117,785.62	\$0.00	\$117,785.62

Funding Detail:

Fund: 1020 – General Fund
Organization/Activity: 11500 – Code Enforcement
Mission Element: 157 – Enforce housing, zoning and nuisance codes
Project # (CIP Only): N/A
Account: 530220 – Demolition/clean-up service
Amount: \$33,440.96

Funding Detail:

Fund:	1059 CDBG Grant
Organization/Activity:	851905F – Clearance Program FY19
Mission Element:	157 - Enforce housing, zoning and nuisance codes
Project # (CIP Only) :	N/A
Account:	530220 – Demolition/clean-up service
Amount:	\$22,809.04

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Amendment No. 1 for Service Agreements 1773, 1838, 1787, 1777 and 1789
Service Agreements 1773, 1838, 1787, 1777 and 1789