



## **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  
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### **Landscaping and Grounds Maintenance for Seven Police Managed Buildings**

#### **CAPTION:**

Motion authorizing a three-year service agreement with Triple G Lawn Services in an amount not to exceed \$96,000.00 for a three-year period, with term starting upon issuance of notice to proceed, for landscaping and grounds maintenance for seven police managed buildings funded through the General Fund.

#### **PURPOSE:**

The motion is to approve a three-year service agreement for landscaping and grounds maintenance for outlying police buildings for the Police Department.

#### **BACKGROUND AND FINDINGS:**

The Police Department has seven locations including the main headquarters that require landscaping and grounds maintenance. The scope of work includes mowing, trimming, and debris cleanup to be done on a bi-weekly basis at six locations and on a monthly basis at one location. The six buildings that will receive bi-weekly service include the Police Headquarters, the Animal Care Services building, the Police Training Building, the Public Safety Building B, the Professional Standards Building and the Property Warehouse. The Vehicle Impound lot will receive services on a monthly basis.

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids from qualified firms to provide landscaping and grounds maintenance for the seven police buildings for the Police Department. The City received three qualified bids and one non-responsive bid for these services. The contractor that currently perform the services, R&H Construction and Mowing, did not submit a bid. Staff recommends award to the lowest responsive, responsible bidder, Triple G Lawn Services.

The contract term with Triple G Lawn Services will begin upon issuance of the notice to proceed.

**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

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$263,816.26	\$91,000.00	\$354,816.26
Encumbered / Expended Amount	\$102,385.08	\$0.00	\$102,385.08
This item	\$5,000.00	\$91,000.00	\$96,000.00
BALANCE	\$156,431.18	\$0.00	\$156,431.18

**Funding Detail:**

Fund: 1020 – General Fund  
Organization/Activity: 11870 – Police Building Maintenance and Operations  
Mission Element: 151 – Respond to Law Enforcement Calls  
Project # (CIP Only): n/a  
Account: 530000 – Professional Services

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement 2247