



AGENDA MEMORANDUM

Action Item for the City Council Meeting May 12, 2020

DATE: May 12, 2020

TO: Peter Zaroni, City Manager

FROM: Jermel Stevenson, Director of Parks and Recreation
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Mowing and Grounds Maintenance for Parks Groups 9 and 10

CAPTION:

Resolution authorizing two, 24-month service agreements with one additional twelve-month option period for mowing and grounds maintenance with each of the following Contractors: Dorame General Repair & Lawn, LLC, in an amount not to exceed \$52,000.00 for Group 9 and Manning Lawn Care and Landscaping, LLC, in an amount not to exceed \$40,832.00 for Group 10, effective upon issuance of notice to proceed, with FY 2020 funding in an amount of \$15,500.00 available through the General Fund.

SUMMARY:

This resolution authorizes two, 24-month service agreements each with one additional twelve-month period for the mowing and grounds maintenance of City parks Groups 9 and 10. If the option periods are exercised the total contract amount for Dorame General Repair & Lawn will be an amount not to exceed \$82,000.00 for group 9 and the total contract amount for Manning Lawn Care and Landscaping, LLC will be \$61,248.00. These services are necessary to maintain City Parks to ensure that the grounds are safe, secure and presentable at all times.

BACKGROUND AND FINDINGS:

The mowing and grounds maintenance for parks assist in ensuring that the grounds of each site are safe, secure and presentable at all times. The group areas are currently under short term contracts and are set to expire in June. Therefore, long term contracts are necessary to service these areas bi-weekly. The department currently does not have

the appropriate staffing level or equipment to maintain these sites.

GROUP 9	MAINTENANCE AREA	LOCATION/ADDRESS	Acres
G9.2	Hialco	1114 Sam Ranking Drive	2.25
G9.6	Country Club	6400 Brisbane	6.49
G9.7	Congress	4017 Capital	1.96
G9.9	Forest Park	4306 Calallen	3.10
G9.11	Northwest Bowl	14602 Spaulding	2.72
Total			16.52

GROUP 10	MAINTENANCE AREA	LOCATION/ADDRESS	ACRES
G10.1	Bear Creek	6733 Bison	9.00
G10.2	Capt. Falcon	4712 Oso Pkwy.	1.73
G10.3	Cimarron	8109 Rock Crest Dr.	3.00
G10.4	Crossgate	5307 Cross Valley	4.83
Total			18.56

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids for new long-term contracts. The City received seven responsive, responsible bids and is recommending the award to Dorame Repair & Lawn LLC for Group 9 and Manning Lawn Care and Landscaping, LLC for Group 10 as the lowest responsive, responsible bidders.

ALTERNATIVES:

An alternative would be to hire City staff and purchase additional equipment to do the work in-house. Based on previous expenditures through Parks and Recreation, the estimated cost for the Parks and Recreation Department to execute the same or similar work with in-house crews would be an estimated startup cost of \$468,546.90 and an estimated \$249,866.88 for yearly salaries and benefits. Currently the department does not have the appropriate staffing level or equipment to maintain the areas.

FISCAL IMPACT:

The total amount of both contracts if all option years are exercised is an amount not to exceed \$143,248.00. This fiscal impact for the Parks and Recreation Department in FY 2020 is an estimated amount of \$15,500.00 for both 24-month service agreements, with the remaining cost of \$77,332.00 budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund: 1020 General Fund
 Organization/Activity: 12910 Park Operations
 Mission Element: 141 Manage and Maintain Parks and Recreation Facilities
 Project # (CIP Only): N/A
 Account: 530225 Mowing and Grounds Maintenance

RECOMMENDATION:

Staff recommends approval of this resolution authorizing two, 24-month service agreements with an option for one additional twelve-month period to Dorame General Repair & Lawn, LLC for Parks Group 9 and Manning Lawn Care Landscaping, LLC for Parks Group 10 as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Bid Tabulation
Service Agreements