



AGENDA MEMORANDUM

Action Item for the City Council Meeting of September 22, 2020

DATE: September 22, 2020

TO: Peter Zanoni, City Manager

FROM: Kevin Norton, Director of Water Utilities
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Mowing and Grounds Maintenance Services for Utilities Department

CAPTION:

Motion authorizing a three-year service agreement with Servando Guerra, dba Guerra's Maintenance Management, for a total amount not to exceed \$464,520.00, for mowing and grounds maintenance services for the Wastewater Treatment Plants, Lift Stations, and miscellaneous city-owned lots, effective upon issuance of notice to proceed on or after October 1, 2020, with funding requested in the FY 2021 Proposed Budget through the Wastewater Fund.

SUMMARY:

This motion authorizes a three-year service agreement for mowing and grounds maintenance services for the Utilities Department. These services are necessary to maintain highly visible high traffic areas.

BACKGROUND AND FINDINGS:

The purpose of this service agreement is to ensure that the grounds at 29 locations, including the wastewater treatment plants, some lift stations, and several city-owned lots are safe, secure, and presentable at all times. This mowing service agreement will provide for bi-weekly mowing during the growing season, and monthly mowing during the non-growing season. The department currently does not have a contract in place for the performance of mowing and grounds maintenance services; therefore, the services have been done independently by each facility utilizing internal staff or on an ad hoc basis. This contract will allow us to have continuity and should yield a significant savings in total cost and time. Because this is a new contract, the savings will be realized in time, personnel and by eliminating ad hoc services.

The Contracts and Procurement Department conducted a competitive RFB process to obtain bids. The City received five responsive, responsible bids. Staff is recommending the award to the lowest, responsible bidder, Servando Guerra, dba Guerra's Maintenance Management.

ALTERNATIVES:

The alternative to accepting this bid would be to perform the mowing and grounds maintenance services in-house. However, the department does not have the appropriate staffing level or equipment to maintain these large acreage locations on a bi-weekly schedule. It is beneficial for the City to contract out this mowing service due to limited city staff and equipment.

FISCAL IMPACT:

There will be no fiscal impact for the Utilities Department for FY2020 Wastewater Fund, the remaining cost will be budgeted in future years through the annual budget process.

Funding Detail:

Fund: 4200 Wastewater
Organization/Activity: 33100 Broadway Wastewater Plant
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A
Account: 530225 Mowing and grounds maintenance

Fund: 4200 Wastewater
Organization/Activity: 33110 Oso Wastewater Plant
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A
Account: 530225 Mowing and grounds maintenance

Fund: 4200 Wastewater
Organization/Activity: 33120 Greenwood Wastewater Plant
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A
Account: 530225 Mowing and grounds maintenance

Fund: 4200 Wastewater
Organization/Activity: 33130 Allison Wastewater Plant
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A
Account: 530225 Mowing and grounds maintenance

Fund: 4200 Wastewater
Organization/Activity: 33140 Laguna Madre Wastewater Plant
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A
Account: 530225 Mowing and grounds maintenance

Fund: 4200 Wastewater
Organization/Activity: 33150 Whitecap Wastewater Plant
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A

Account: 530225 Mowing and grounds maintenance

Fund: 4200 Wastewater
Organization/Activity: 33210 Lift Station Operation & Maintenance
Mission Element: 064 Treat Wastewater
Project # **(CIP Only)**: N/A
Account: 530225 Mowing and grounds maintenance

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year Service Agreement with Servando Guerra, dba Guerra's Maintenance Management for mowing and grounds maintenance services for the Utilities Department as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement