



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting November 17, 2020

**DATE:** November 17, 2020

**TO:** Peter Zaroni, City Manager

**FROM:** Richard Martinez, Director of Public Works  
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### **Mowing and Grounds Maintenance for Storm Water Group 6**

#### **CAPTION:**

Resolution authorizing a three-year service agreement for mowing and grounds maintenance services for Storm Water near Ocean Drive with Olympia Landscape Development, Inc. of Laredo, Texas, in an amount not to exceed \$83,160.00; with FY 2021 funding available from the Storm Water Fund.

#### **SUMMARY:**

This resolution authorizes a three-year service agreement with Olympia Landscape Development, Inc. for mowing and grounds maintenance services for Storm Water street right of ways for Group 6. These services are necessary to maintain high traffic areas highly visible and presentable at all times.

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

Mowing and grounds maintenance ensures that grounds at each site are clean, visible, secure and presentable at all times. This contract is to maintain Group 6 right of way areas of the City's streets, including medians and triangles on Ocean Drive.

The previous contract was for a term of three-years for a cost not to exceed \$89,877.03 for four-monthly cycles with a total acreage amount of 338 acres. This new contract acreage amount has decreased to 307.60 acres for each year with two monthly cycles, decreasing the overall cost from the previous year by \$6,717.03.

The Contracts and Procurement Department conducted a competitive request for bid (RFB) process to obtain bids for a new long-term contract. The City received five responsive, responsible bids and is recommending the award to Olympia Landscape Development Inc., as the lowest responsive, responsible bidder. Olympia Landscape Development Inc. is currently performing mowing services daily at local store areas throughout the City and if awarded this Contract, staff is already stationed here locally to perform services.

### **ALTERNATIVES:**

An alternative would be to hire City staff and purchase additional equipment to do the work in-house. Based on previous expenditures through Public Works, to execute the same or similar work with in-house crews would be an estimated startup cost of \$468,547.00 and an estimated \$249,867.00 for yearly salaries and benefits. Currently the department does not have the appropriate staffing levels or equipment to maintain the areas.

### **FISCAL IMPACT:**

This fiscal impact in FY 2021 is an estimated amount of \$25,500.00 for the first year of this three-year service agreement with funding available from the Storm Water Fund. The remaining estimated amount of \$57,660.00 will be budgeted in future years through the annual budget process.

### **FUNDING DETAIL:**

Fund:	4300	Storm Water
Organization/Activity:	32001	Storm Water Vegetation Management
Mission Element:	043	Drainage Infrastructure – Surface / Pipe
Project # (CIP Only):	N/A	
Account:	530225	Mowing and Grounds Maintenance

### **RECOMMENDATION:**

Staff recommend approval of this resolution authorizing a three-year service agreement with Olympia Landscape Development, Inc., as presented.

### **LIST OF SUPPORTING DOCUMENTS:**

- Resolution
- Bid Tabulation
- Service Agreement
- Power Point Presentation
- Map