

City Council – Action Request Form

Date: April 11, 2023

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Johnnie Taylor, Assistant City Manager
Nicholas Geis, Property and Facilities Management Director
Shantell McClam, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for Contract 2E Mowing Services

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

Request for Proposals (RFP) were received February 28, 2023, for contract 2E mowing services for the Vegetation Management Department and one responsive proposal was received from Gregory E. Crawford d/b/a Crawford Landscaping of Kernersville, NC.

Terms of the bid document specified detailed criteria upon which the proposal would be rated, and an evaluation panel of City staff reviewed the proposal and scored it based on its ability to meet the requirements of the RFP. See Exhibit A for the evaluation criteria and detailed scoring.

Following evaluation and review by City staff it is recommended that a contract for mowing services contract 2E be awarded to Gregory E. Crawford d/b/a Crawford Landscaping of Kernersville, NC.

Terms of the bid allow the City to extend the contract for two additional annual mowing periods, provided the City and Contractor agree and funds are made available for this purpose. If the Contract is extended, prices may be adjusted at the beginning of each additional (annual) period by an amount not to exceed the Consumer Price Index (CPI) as reported in the latest available Consumer Price Index for All Urban Consumers (CPI-U).

Committee Action:

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| Committee | <u>FIN 4-11</u> | Action | <u>Approval</u> |
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| For | <u>Unanimous</u> | Against | <u></u> |
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Remarks:

It is recommended that a contract for mowing services be awarded to Gregory E. Crawford d/b/a Crawford Landscaping in the annual amount of \$139,840 with option to extend for two additional years, for a total potential value of \$419,520.

The Vegetation Management FY 2022-23 operations budget includes sufficient funds to cover the contract through June 30, 2023. Funding for the remainder of the 2023 mowing season as well as for any future extensions is subject to future budget appropriations.

M/WBE COMMENT: Bid invitations were sent to 122 contractors, including 70 local vendors and 71 M/WBE businesses and the bid was advertised on the city website. See Exhibit B for a complete list of businesses notified and Exhibit C for the workforce demographics.