

City Council – Action Request Form

Date: March 14, 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 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 7, 2023, for Mowing Services for the Vegetation Management Department. For a complete summary of the proposals received and related pricing see exhibit A.

Terms of the bid document specified detailed criteria upon which each proposal received would be rated and an evaluation panel of City staff reviewed the proposals received to select the one most qualified to meet the requirements of the RFP. See Exhibit B for the evaluation criteria and detailed scoring.

Following evaluation and review by City staff it is recommended that contracts be awarded as listed below:

	<u>City</u>	<u>Contracts</u>
Crawford Landscaping, Inc.	Kernersville, NC	3G / 3H

Terms of the bid allow the City to extend the contract for one additional annual mowing period, 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:

Committee	Finance 3/14	Action	Approval
For	Unanimous	Against	

Remarks:

It is recommended that a contract for mowing services be awarded to Crawford Landscaping, Inc. in the annual amount of \$61,840 with option to extend for one additional year, for a total potential value of \$123,680.

The Vegetation Management FY 2022-23 operations budget includes sufficient funds to cover these contracts 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 C for a complete list of businesses notified and Exhibit D for workforce demographics.