## **City Council – Action Request Form**

**Date:** February 11, 2019

**To:** The City Manager

From: Johnnie Taylor, Operations Manager Jerry Bates, Purchasing Director

## **Council Action Requested**:

Adoption of Resolution Awarding Contract for Mowing Services at Long Creek Golf Course. (North Ward)

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 January 18, 2019, for the annual mowing service contract Z-1 at Long Creek Golf Course for the Vegetation Management Department. The following is a summary of proposals received listing the unit price per each mowing and the anticipated annual cost for an estimated 16 seasonal mowing's.

|   | Per Mowing | Annual Cost |
|---|------------|-------------|
| Jalen Harper d/b/a Harper Landscaping & Grading | \$1,573    | \$25,168    |
| David Eldridge III d/b/a D&C Lawn Care          | 2,250      | 36,000      |
| Gregory Crawford d/b/a Crawford Landscaping     | 2,948      | 47,168      |
| Victor 1 Lawn Care LLC                          | 6,000      | 96,000      |

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, including the verification of equipment and workforce required to successfully comply with the contract, it is recommended that a contract in the estimated annual amount of \$25,168 be awarded to Jalen Harper d/b/a Harper Landscaping and Grading.

| Committee Action: |                 |         |          |  |
|-------------------|-----------------|---------|----------|--|
| Committee         | Finance 2/11/19 | Action  | Approval |  |
| For               | Unanimous       | Against |          |  |
| Remarks:          |                 |         |          |  |
|                   |                 |         |          |  |

Terms of the bid allow the City to extend the contract for as many as four additional eight month seasonal mowing periods on an annual basis, provided the City and Contractor agree and funds are made available for this purpose, giving the contract a potential total value of \$125,840. 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).

The Vegetation Management FY 2018-19 operations budget includes sufficient funds to cover these contracts through June 30, 2019. The budget request for FY 2019-20 will include an amount sufficient to cover these costs through the remainder of the mowing season.

M/WBE COMMENT: Bid invitations were sent to 94 contractors, including 56 local vendors and 59 M/WBE businesses and the bid was advertised on the City website. See Exhibit A for a complete list of businesses notified and Exhibit B for workforce demographics.