

Mayor and Council Communication

DATE: 03/29/22

M&C FILE NUMBER: M&C 22-0198

LOG NAME: 13P21-0203 WATER GROUNDS MAINTENANCE CC WATER

SUBJECT

(ALL) Authorize Execution of an Agreement for Grounds Maintenance with Leons Landscape Service, LLC in an Annual Amount Up to \$184,490.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Amount for the Water Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement for grounds maintenance with Leons Landscape Service, LLC in an annual amount up to \$184,490.00 for the initial term and authorize four one-year renewal options for the same amount for the Water Department.

DISCUSSION:

The Water Department approached the Purchasing Division to finalize an agreement for grounds maintenance services for their department at locations throughout the City of Fort Worth (City) on an "as-needed" basis. To procure these services, Purchasing issued an Invitation to Bid (ITB) No. 21-0203 describing the types of services the department needs to maintain the properties.

The ITB was advertised in the *Fort Worth Star-Telegram* on October 13, 2021, October 20, 2021 and October 27, 2021. The City received a sole bid. The bid was evaluated on a best value criteria including pricing, contractor's qualification, experience, references and the availability of their resources. The evaluation panel comprised of City staff reviewed the response and recommends awarding to Leons Landscape Services, LLC because their bid provided the best value offer and meets the City's needs for grounds maintenance at the specified Water Department locations.

Funding is budgeted in the Other Contractual Services account of the Water & Wastewater Department rollup within the Water & Sewer Operating Fund.

AGREEMENT TERMS - Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: The contract may be renewed for up to four successive one-year term at the City's option. This action does not require specific City Council approval provide that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

BUSINESS EQUITY: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, in the Water & Sewer Fund. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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