

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 10/15/24 M&C FILE NUMBER: M&C 24-0862

LOG NAME: 13P RFP 24-0189 PRIVATE PROPERTY MOWING EC CC

SUBJECT

(ALL) Authorize Execution of an Agreement with DreamWizard, Inc. for Private Lot Mowing Services in an Annual Amount Up to \$400,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Annual Amount for the Code Compliance Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with DreamWizard, Inc. for private lot mowing services in an annual amount up to \$400,000.00 for the initial term and authorize four one-year renewal options for the same annual amount for the Code Compliance Department.

DISCUSSION:

The purpose of this M&C is to authorize the execution of an annual agreement for private property mowing services as part of the Nuisance Abatement Division’s services. These services include mowing and disposal of nuisance vegetation on privately owned properties that are determined to be in hazardous condition. Code Compliance bills the property owner for these services and will exercise liens for non-payment if necessary. These services will be utilized throughout the City. To procure these services, the Purchasing staff issued Request for Proposals (RFP) No. 24-0189. The RFP consisted of detailed specifications describing the responsibilities and requirements to provide these services.

The RFP was advertised in the *Fort Worth Star-Telegram* on April 24, 2024, May 1, 2024, May 8, 2024, May 15, 2024, and May 22, 2024. The City received four (4) responses. Three proposals were deemed non-responsive by DVIN for the reasons cited below:

- Carl's Impressive Lawn Care - Prime vendor not certified by an accepted agency; did not provide evidence of reaching out to Business Equity (BE) firms; and no prime waiver form submitted.
- Abescape Group - Prime vendor is not certified by an accepted agency; no evidence of reaching out to BE firms; no Prime Waiver submitted; and no indication of meeting the MWBE Goal.
- 3rinity Lawn Care Services - Prime Vendor is not certified by an accepted agency; no Good Faith Effort (GFE) or supporting documentation submitted; and no indication of meeting the MWBE Goal.

An evaluation panel, consisting of members of the Transportation and Public Works and the Code Compliance Departments reviewed and scored the submittals using the Best Value criteria.

The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Proposer	Evaluation Factors				Total	Rank
	a	b	c	d		
DreamWizard, Inc.	19.5	11.62	9.38	40	80.5	1

Best Value Criteria:

- a) Proposer's Qualifications and Experience
- b) Proposer's Availability of Resources (equipment and personnel)
- c) Proposer's Ability to Meet the Needs of the City
- d) Cost of Services

After evaluation, the panel concluded that DreamWizard, Inc. presents the best value for the City. Therefore, the panel recommends that City Council authorize an agreement with DreamWizard, Inc. Staff certifies that the recommended vendor's bid met specifications. No guarantee was made for a specific amount of services or goods that would be purchased.

FUNDING: The maximum amount allowed under this agreement will be up to \$400,000.00; however, the actual amount used will be based on the need of the department and available budget. Funding is budgeted in the FY 2025 General Operating & Maintenance category in the General Fund for the Code Compliance Department.

DVIN-BE: The Business Equity Division placed a 5% business equity goal on this contract. Dreamwizard, Inc. submitted a Prime Waiver Form in accordance with the City’s Business Equity Ordinance. Dreamwizard, Inc. will be self-performing the entire scope of the contract.

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.

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

RENEWAL TERMS: This agreement may be renewed for up to four (4) additional, one-year terms. This action does not require specific City Council approval provided the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the FY 2025 operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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