

Mayor and Council Communication

DATE: 04/25/23

M&C FILE NUMBER: M&C 23-0301

LOG NAME: 13P23-0019 CHANNEL MOWING SERVICES EC TPW

SUBJECT

(ALL) Authorize Execution of Agreement with Civilian Division, LLC dba GI Mow for Channel and Buy-Out Lot Mowing Services in an Annual Amount Up to \$226,000.00 and Authorize Up to Four Automatic Renewal Options for the Same Annual Amount for the Transportation and Public Works Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of agreement with Civilian Division, LLC dba GI Mow for channel and buy-out lot mowing in an annual amount up to \$226,000.00 and authorize up to four automatic renewal options for the same annual amount for the Transportation and Public Works Department.

DISCUSSION:

The Transportation and Public Works approached the Purchasing Division to procure an annual agreement for channel and buy-out lot mowing. Under the proposed agreement the vendor will provide mowing services on city-owned lots and channels. In order to procure the service, staff issued Invitation to Bid (ITB) Number 23-0019. The ITB consisted of detailed specifications describing the required responsibilities and requirements to provide these services and supplies.

The ITB was advertised in the *Fort Worth Star-Telegram* for three consecutive weeks: Wednesday February 1, 2023, Wednesday February 8, 2023 and Wednesday February 15, 2023.

The City received five (5) responses. An evaluation panel, comprised 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					
	a	b	c	d	Total Score	Rank
Civilian Division LLC (dba GI Mow)	23	12	13	40	88.00	1
Lawn Patrol, Inc.	26	6	13.5	28	73.02	2
Leon's Landscaping, LLC	16	7.5	3.5	35	61.63	3
Abescape Group, LLC	21	10.5	3	0	34.5	4
L.A.T.E. LLC	15	6	4.5	0	25.5	0*

* Bidder did not achieve the minimum technical points required to be considered further, and therefore, did not receive a ranking.

After evaluation, the panel concluded that Civilian Division LLC dba GI Mow presents both the best value and the necessary coverage for the City; therefore, the panel recommends that Council authorize an agreement with Civilian Division LLC dba GI Mow. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bids met specifications.

FUNDING: The maximum annual amount allowed under this agreement will be \$226,000.00; however the actual amount used will be based on the need of the department and available budget. Funding is budgeted in the Other Contractual Services account of the Transportation and Public Works Department's Stormwater Utility Fund.

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 that have negligible subcontracting or supplier opportunities.

AGREEMENT TERMS: Upon City Council approval, the agreement will begin upon execution and will end September 30, 2023.

RENEWAL OPTIONS: This agreement may be automatically renewed for up to four (4) automatic one-year renewal periods (October 1 to September 30). This action does not require specific City Council approval provided that 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Stormwater Utility Fund. Prior to an expenditure being incurred, the Transportation and Public Works Department has the responsibility to validate the availability of funds.

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Expedited