

Mayor and Council Communication

DATE: 06/13/23

M&C FILE NUMBER: M&C 23-0451

LOG NAME: 13P ITB 23-0034 GRASS SEED AND SOD AND INSTALL SERVICE AW WATER

SUBJECT

(ALL) Authorize Execution of Agreements with C. Green Scaping, LP and North Texas Hydromulch & Landscaping Services, LLC for Grass Seed, Sod, and Installation Services for the Water, Transportation & Public Works, and Park & Recreation Departments in a Combined Annual Amount Up to \$341,199.50 and Authorize Four One-Year Renewals in the Amount of \$358,259.00 for the First Renewal, \$376,172.00 for the Second Renewal, \$394,981.00 for the Third Renewal, and \$414,730.00 for the Fourth Renewal

RECOMMENDATION:

It is recommended that the City Council authorize execution of agreements with C. Green Scaping, LP and North Texas Hydromulch & Landscaping Services, LLC for grass seed, sod, and installation services for the Water, Transportation and Public Works, and Park & Recreation Departments in a combined annual amount up to \$341,199.50 and authorize four, one-year renewals in the amount of \$358,259.00 for the first renewal, \$376,172.00 for the second renewal, \$394,981.00 for the third renewal, and \$414,730.00 for the fourth renewal.

DISCUSSION:

The Water, Transportation & Public Works, and Park & Recreation Departments approached the Purchasing Division for assistance with securing an agreement for grass seed, sod, and installation services on an as-needed basis. Under the proposed agreements, the vendors will provide grass seed and sod, and installation services on residential and commercial properties throughout the City of Fort Worth. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications including the certification and licensing requirements of prospective vendors, the equipment required to perform services, and the response time needed to ensure services are performed in a timely manner.

The ITB was advertised in the *Fort Worth Star-Telegram* on February 22, 2023, March 1, 2023, March 8, 2023, and March 15, 2023. The City received three responses. Justin Seed Co. was deemed non-responsive due to not bidding on all required line items.

An evaluation panel consisting of representatives from the Water, Transportation & Public Works, and Park & Recreation Departments reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors				
	a	b	c	d	Total score
C. Green Scaping, LP	11.50	10.50	13.75	35.00	70.75
North Texas Hydromulch & Landscape Services LLC	11.50	10.00	13.13	31.70	66.33

Best Value Criteria:

- a. Contractor's Qualifications and Experience
- b. Contractor's ability to deliver products and perform services in a timely manner
- c. Extent to which the services meet the City's needs
- d. Cost of service

After evaluation, the panel concluded that C. Green Scaping, LP and North Texas Hydromulch & Landscaping Services, LLC presented the best value. Therefore, the panel recommends that Council authorize agreements with C. Green Scaping, LP and North Texas Hydromulch & Landscaping Services, LLC. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' bids met specifications.

Due to inflation and supply chain concerns, staff recommends the total compensation for each annual renewal term be increased by 5% to ensure the City is able to meet demand. The total compensation for the initial term of the contracts shall not exceed \$341,199.50, \$358,259.00 for the first renewal, \$376,172.00 for the second renewal, \$394,981.00 for the third renewal, and \$414,730.00 for the fourth renewal.

FUNDING: The maximum amount allowed under this agreement for the initial term will be \$341,199.50; however, the actual amount used will be based on the need of the department and available budget.

Funding is budgeted in various accounts of the Water, Transportation & Public Works and Park & Recreation Operating Funds and in the SW Minor Repair & Renov-Paving project within the Stormwater Capital Projects Fund.

Department	Budgeted Amount
Park & Recreation	\$124,500.00
Transportation & Public Works	\$53,699.50
Water	\$163,000.00

DVIN-BE: 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.

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 four additional, one-year terms at the amounts authorized through this Mayor & Council Communication. This action does not require specific City Council approval provided 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Stormwater Utility, Water & Sewer, Municipal Golf and General Funds and in the current capital budget in the Stormwater Capital Projects Fund for the SW Minor Repair & Renov-Paving project to support the approval of the above recommendation and execution of the agreements. Prior to any expenditure being incurred, the Water, Transportation & Public Works and Park & Recreation Departments have the responsibility to validate the availability of funds.

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