

**CITY OF FORT WORTH
CONTRACT TERMINATION NOTICE**

June 5, 2025

Incircle Management, Inc.
Attn: Henry Jung / Michelle Kim
3305 Pembroke Pkwy S
Colleyville, TX 76034

Re: **Contract Termination Notice**
Contract No. CSC No. 62646 (the "Contract")

Pursuant to the Contract, the City has the right to terminate the Contract for Convenience. This letter is to inform you that the City is exercising its right to terminate the Contract immediately upon the end of the termination notice period stated in the Contract. **Please return this signed acknowledgement letter to the address set forth below, acknowledging receipt of the Contract Termination Notice. Failure to provide a signed acknowledgment does not affect the termination of the Contract.**

If you have any questions concerning this Contract Termination Notice, please contact me at the telephone number listed below.



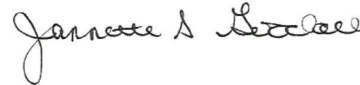



Sincerely,

Katya Flores

Katya Flores
Sr. Contract Compliance Specialist
817-392-5408

OFFICIAL RECORD
CITY SECRETARY
FT. WORTH, TX

ACCEPTED AND AGREED:

<p>CITY OF FORT WORTH</p> <p>By: <u></u> Name: Valerie Washington Title: Assistant City Manager</p> <p>APPROVAL RECOMMENDED:</p> <p>By: <u></u> Name: Roger Venables Title: Aviation Director</p> <p>ATTEST:</p> <p>By: <u></u> Name: Jannette Goodall Title: City Secretary</p> 	<p>CONTRACT COMPLIANCE MANAGER: By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements.</p> <p>By: <u></u> Name: Katya Flores Title: Sr. Contract Compliance Specialist</p> <p>APPROVED AS TO FORM AND LEGALITY:</p> <p>By: <u></u> Name: Candace Pagliara Title: Assistant City Attorney</p> <p>CONTRACT AUTHORIZATION: M&C: 25-0027 Date Approved: 01/14/2025</p> <p>Form 1295 Certification No.: 2024-1242650</p>
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Incircle Management, Inc.

By: _____
Name: Michelle Kim
Title: President

OFFICIAL RECORD
CITY SECRETARY
FT. WORTH, TX

A CITY COUNCIL AGEND



Create New From This M&C

DATE:	1/14/2025	REFERENCE NO.:	**M&C 25-0027	LOG NAME:	13P RFP 24-0286 MOWING SERVICES JJ AD
CODE:	P	TYPE:	CONSENT	PUBLIC HEARING:	NO
SUBJECT:	(ALL) Authorize Execution of an Agreement with Incircle Management, Inc. to Provide Mowing Services for an Annual Amount Up to \$150,000.00 for the Initial Term and Authorize Four (4) One-Year Renewal Options in the Same Amount for the Aviation Department				

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Incircle Management, Inc. to provide mowing services for an annual amount up to \$150,000.00 for the initial term and authorize four (4) one-year renewal options in the same amount for the Aviation Department.

DISCUSSION:

The Aviation Department approached the Purchasing Division to secure an annual agreement for mowing services. Purchasing Staff issued Request For Proposal (RFP) Number 24-0286. The RFP consisted of detailed specifications describing the required responsibilities and requirements to provide these services and supplies.

The RFP was advertised in the *Fort Worth Star-Telegram* on September 18, 2024, September 25, 2024, October 2, 2024, October 9, 2024, October 16, 2024, and October 23, 2024.

The City received sixteen (16) bids in response to the subject Request for Proposal via the Bonfire electronic bidding platform. The responses submitted by Emerald Green Property Management, Elite Lighting Concept, and Perfect Finish Landscaping were deemed non-responsive, and eliminated from the evaluation process by the Department of Diversity and Inclusion, as these firms did not provide the required documentation to verify compliance with the 4.94% MWBE goal.

The remaining thirteen (13) bid responses submitted by Abescape Group, BrightView Landscape Services Inc., Civilian Division, LLC dba GI-Mow, Green World Care Inc., Incircle Management Inc., Fando Landscaping, U.S. lawns, JBa Land Management, L. A. T. E. LLC, Lawn Patrol Service, Inc., Reeder Landscape, SRH Landscapes LLC, and Yeehaw Tractor Guys LLC were evaluated by the evaluation committee. The evaluation committee consisted of representatives from Environmental Services, Transportation and Public Works, Diversity and Inclusion, and Aviation Departments. The individual scores were averaged for each of the criteria included in the bid, and the final scores are listed in the bid matrix included as an attachment.

After evaluation, Fando Landscaping and U.S. Lawns were deemed non-responsive, and eliminated from the evaluation process as these firms did not meet 50% of the technical points necessary to move forward to cost evaluation.

Once the technical evaluation was completed, Purchasing staff allocated points associated with pricing to each vendor.

The Bid document specified the use of the following Best Value Criteria:

- a. The Contractor's qualifications, references, and years of experience working with government/similar size organization
- b. Availability of resources (personnel and equipment)

- c. Ability to meet the City's needs
- d. Cost of Services

Proposers	a	b	c	d	Total Score
Incircle Management, Inc.	18.13	13.00	15.00	35.00	81.13
BrightView Landscape Services Inc.	21.25	17.50	16.00	23.06	77.81
JBa Land Management	20.63	14.00	13.50	27.58	75.71
Abescape Group	20.63	15.50	16.50	20.90	73.53
Lawn Patrol Service, Inc.	20.00	16.50	16.50	20.46	73.46
Green World Care, Inc.	16.88	15.00	16.50	21.98	70.36
L. A. T. E. LLC	20.00	13.00	16.50	20.63	70.13
SRH Landscapes LLC	16.88	15.00	16.00	9.87	57.75
Civilian Division, LLC dba GI-Mow	17.50	14.50	11.50	13.45	56.95
Reeder Landscape	17.50	9.50	13.00	14.36	54.36
Yeehaw Tractor Guys LLC	15.00	13.50	13.00	12.62	54.12

Once cost was evaluated for the eleven (11) remaining responsive bidders (Abescape Group, BrightView Landscape Services Inc., Civilian Division, LLC dba GI-Mow, Green World Care Inc., Incircle Management Inc, JBa Land Management, L. A. T. E. LLC, Lawn Patrol Service, Inc., Reeder Landscape, SRH Landscapes LLC, and Yeehaw Tractor Guys LLC), the evaluation committee recommended awarding to Incircle Management Inc. as it provides the best value to the City.

FUNDING: The maximum amount allowed under the agreement will be \$150,000.00 annually; however, the actual amount used will be based on the needs of the department and the available budget. Funding is budgeted in the Other Contractual Services account within the Municipal Airport Fund for the Aviation Department.

BUSINESS EQUITY: The Business Equity Division placed a 4.94\% business equity goal on this solicitation/contract. Incircle Management Inc. will exceed the goal by 20\%, meeting the City's Business Equity Ordinance. Any changes in subcontractors will be reviewed by the Business Equity Division.

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 has been appropriated.

AGREEMENT TERMS: The agreement shall begin upon execution and expire one year from that date.

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

This agreement serves ALL COUNCIL DISTRICTS.

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 Municipal Airport Fund. Prior to an expenditure being incurred, the Aviation Department has the responsibility to validate the availability of funds.

BQN\

TO

Fund	Department	Account	Project	Program	Activity	Budget	Reference #	Amount
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	ID		ID			Year	(Chartfield 2)	
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FROM

Fund	Department ID	Account	Project ID	Program	Activity	Budget Year	Reference # (Chartfield 2)	Amount
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Submitted for City Manager's Office by:

Reginald Zeno (8517)
Valerie Washington (6192)

Originating Department Head:

Reginald Zeno (8517)
Roger Venables (6334)

Additional Information Contact:

Brandy Hazel (8087)
Juby Jacob (8066)

ATTACHMENTS