

# Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0569

LOG NAME: 13P ITB 23-0054 GROUNDS MAINTENANCE SERVICES AW WATER

**SUBJECT**

(ALL) Authorize Execution of Agreements with BrightView Landscape Services, Inc., Civilian Division LLC dba GI-Mow, Lawn Patrol Service, Inc., and Sports Field Holdings dba Sports Field Solutions for Grounds Maintenance Services for the Water Department in a Combined Annual Amount Up to \$750,000.00 for the Initial Term, and Authorize Four One-Year Renewals in an Amount Up to \$900,000.00 for the First Renewal, \$1,080,000.00 for the Second Renewal, \$1,296,000.00 for the Third Renewal, and \$1,555,200.00 for the Fourth Renewal

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of agreements with BrightView Landscape Services, Inc., Civilian Division LLC dba GI-Mow, Lawn Patrol Service, Inc., and Sports Field Holdings dba Sports Field Solutions for grounds maintenance services for the Water Department in a combined annual amount up to \$750,000.00 for the initial term, and authorize four one-year renewals in an amount up to \$900,000.00 for the first renewal, \$1,080,000.00 for the second renewal, \$1,296,000.00 for the third renewal, and \$1,555,200.00 for the fourth renewal.

**DISCUSSION:**

The Water Department approached the Purchasing Division for assistance with securing an agreement for grounds maintenance services at Water Department facilities throughout the City of Fort Worth. Purchasing issued an Invitation to Bid (ITB) that consisted of specifications including the equipment needed to perform services, the detailed grounds maintenance services to be performed, the required licenses to perform chemical application services, and the procedures the vendor must follow to verify the services are completed. The ITB was advertised in the *Fort Worth Star-Telegram* on April 5, 2023, April 12, 2023, April 19, 2023, April 26, 2023, and May 3, 2023. The City received 6 responses. However, upon evaluation, one bidder, 2 Brother's Landscaping, LLC did not meet the minimum requirements for their bid response to be evaluated.

An evaluation panel consisting of representatives from the Water and Park and Recreation Departments reviewed and scored the submittals 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
BrightView Landscape Services, Inc.	24.00	21.00	3.25	0.00	48.25
Civilian Division LLC dba GI-Mow	20.25	18.75	3.00	18.37	60.37
Lawn Patrol Service, Inc.	20.25	20.25	2.75	2.55	45.80
Sports Field Holdings dba Sports Field Solutions	17.25	17.25	2.75	18.98	56.23
SRH Landscapes LLC	22.50	21.75	2.75	35.00	82.00

Best Value Criteria:

- a. Contractor's experience and references
- b. Contractor's availability of equipment and personnel to perform services
- c. Contractor's time to respond to service requests
- d. Cost of service

After evaluation, the panel concluded that BrightView Landscape Services, Inc., Civilian Division LLC dba GI-Mow, Lawn Patrol Service, Inc., Sports Field Holdings dba Sports Field Solutions, and SRH Landscapes LLC presented the best value. When SRH Landscapes LLC was notified of the award recommendation, they declined to move forward. Therefore, the panel recommends that Council authorize agreements with BrightView Landscape Services, Inc., Civilian Division LLC dba GI-Mow, Lawn Patrol Service, Inc., and Sports Field Holdings dba Sports Field Solutions. 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 20% to ensure the City is able to meet demand. The total compensation for the initial term of the contracts shall be an amount up to \$750,000.00, \$900,000.00 for the first renewal, \$1,080,000.00 for the second renewal, \$1,296,000.00 for the third renewal, and \$1,555,200.00 for the fourth renewal.

Funding is budgeted in the Water and Wastewater Departments rollup within the Water & Sewer Fund.

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 on February 28, 2024 to align with the mowing season.

RENEWAL TERMS: This agreement may be renewed for four additional, one-year terms. 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.

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**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 Water & Sewer Fund. Prior to an expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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