

# Mayor and Council Communication

**DATE:** 11/29/22

**M&C FILE NUMBER:** M&C 22-0948

**LOG NAME:** 13P ITB 22-0213 IRRIGATION SERVICES PARD MC

**SUBJECT**

(ALL) Authorize Non-Exclusive Purchase Agreements with Lawn Patrol Services, Inc and C. Green Scaping, LP for Irrigation Services for the Aviation, Park and Recreation, and Transportation and Public Works Department in a Combined Annual Amount Not to Exceed \$254,265.00, and Authorize Five One-Year Renewals Options in the Same Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize non-exclusive purchase agreements with Lawn Patrol Services, Inc and C. Green Scaping, LP for irrigation services for the Aviation, Park and Recreation and Transportation and Public Works Department in a combined annual amount not to exceed \$254,265.00 and authorize five one-year renewals options in the same amount.

**DISCUSSION:**

The Aviation, Park and Recreation, and Transportation and Public Works departments approached the Purchasing Division to procure landscape irrigation services. The services will be used to design and install new irrigation systems or where irrigation equipment lines are damaged on City owned/operated facilities, parks, airports, easements, rights-of-way, storm water channels, citizen's homes and industrial areas. The Park and Recreation department will manage the irrigation contract, address irrigation issues at each location, issue purchase orders and process invoices for payment for City departments not authorized in this contract. Each department will be responsible for the expense related to any repairs to their facilities and have included these expenses in their department's Fiscal Year 2023 operating budgets.

In order to procure these services, staff issued an Invitation to Bid (ITB). ITB No. 22-0213 consisted of detailed specifications outlining service expectations and performance. No guarantee was made that the City would purchase specific quantities. This bid was advertised in the *Fort Worth Star-Telegram* on September 14, 2022, September 21, 2022, September 28, 2022 and October 5, 2022. The City received two (2) responses.

An evaluation panel consisting of representatives of the Park and Recreation and Property Management departments reviewed and scored the submittals using Best Value criteria. The individuals scores were averaged for each criteria and the final scores are listed in the table below.

Bidders	Evaluation Criteria					
	a	b	c	d	Total Score	Rank
Lawn Patrol Services, Inc	15.75	11.5	5.75	40	73.00	1
C. Green Scaping, LP	15.75	10	5	39.98	70.73	2

Best Value criteria:

- a. Bidder's experience and qualifications related to the scope of work;
- b. Bidder's ability to meet the City needs;
- c. Bidder's availability of resources (equipment, personnel);
- d. Cost of Service.

After evaluation, the panel concluded that Lawn Patrol Services, Inc and C. Green Scaping, LP presented the best value for the City. Therefore, the panel recommends that Council authorize this agreement to Lawn Patrol Services, Inc and C. Green Scaping, LP. Based on the user departments anticipated usage, staff recommends multiple non-exclusive agreements be awarded to the listed vendors to ensure demands are met in a timely manner. Under these non-exclusive agreements, departments will order services according to lowest cost and availability. Staff certifies that the recommended vendors bid met specifications.

**FUNDING:** The maximum amount allowed under this agreement is \$254,265.00, however the actual amount used will be based on the need of the departments and available budget. The annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Aviation	\$66,518.00	Other Contractual - 5330201
Transportation and Public Works	\$40,824.71	Other Contractual - 5330201

Transportation and Public Works	\$5,075.00	Operating Supplies - 5610900
Park and Recreation	\$57,564.00	Other Contractual - 5330201
Park and Recreation	\$23,985.00	Facility Repair & Maint - 5430101
Park and Recreation	\$60,298.29	Fac Maint Outside Vendors - 5430200
<b>Total</b>	<b>\$254,265.00</b>	

Funding is budgeted in the Other Contractual Services, Operating Supplies, Facility Repair & Maintenance and Facility Maintenance Outside Vendors accounts within the participating departments operating budgets, as appropriated.

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.

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 on September 30, 2023.

RENEWAL OPTIONS - The Agreement may be renewed for five (5) one-year renewal periods (October 1st to September 30th). 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.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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