

Mayor and Council Communication

DATE: 10/15/19

M&C FILE NUMBER: M&C 19-0233

LOG NAME: 13P19-0000010 EAST DISTRICT MOWING CC PARD

SUBJECT

Authorize Execution of Non-Exclusive Agreements with Cedric Carson, Scott Landscape Maintenance, Inc., Lawn Patrol Service, Inc., and Calvary Landscaping and Irrigation Inc., for Grounds Maintenance and Mowing Services in the East District for the Park & Recreation Department in an Annual Amount Up to \$230,000.00 and Authorize Four Annual Renewal Options (COUNCIL DISTRICTS 4, 5 and 8)

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive Agreements with Cedric Carson, Scott Landscape Maintenance, Inc., Lawn Patrol Service, Inc., and Calvary Landscaping and Irrigation Inc., for grounds maintenance and mowing services in the East District for the Park & Recreation Department in an annual amount up to \$230,000.00 and authorize four annual renewal options.

DISCUSSION:

The Park & Recreation Department approached the Purchasing Division to finalize annual Agreements for grounds maintenance and mowing services in the East District of Fort Worth. In order to procure these services, Staff issued an Invitation to Bid (ITB). The ITB consisted of detailed specifications listing the frequency, quality, and type of mowing and grounds maintenance to be performed at each location.

The Bid was advertised in the Fort Worth Star-Telegram on June 27, 2019, July 3, 2019, July 10, 2019 and July 17, 2019. The City received seven bids. A pre-bid conference was held on July 3, 2019.

Bids were evaluated on best value criteria including price, equipment/staff requirements, bidder performance and bidder's past relationship with the City. Staff from the Park & Recreation Department evaluated the bids submitted and recommends awarding one-year, non-exclusive agreements to Cedric Carson, Scott Landscape Maintenance, Inc., Lawn Patrol Service, Inc., and Calvary Landscaping and Irrigation Inc., along with four one-year options to renew. No guarantee was made that a specific amount of these services will be purchased. The bid amount for the Park & Recreation Department's annual requirements is \$230,000.00. This amount will also ensure that as other locations are added, funding for grounds maintenance will be available. In addition, 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. .

M/WBE OFFICE - A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council approval, the initial term shall begin upon execution of the Agreement and shall end on November 30, 2020.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of this recommendation, funds are available within existing appropriations in the current operating budget of the General Fund and anticipates, upon adoption of the Fiscal Year 2020 budget by the City Council, that funds will be available in the Fiscal Year 2020 budget, as appropriated, of the General Fund.

Submitted for City Manager's Office by: Fernando Costa 6122

Originating Business Unit Head: Reginald Zeno 8517

Additional Information Contact: Cynthia Garcia 8525
Cristina Camarillo 8355