

# Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0597

LOG NAME: 13PITB 23-0057 I-30 & I-35 MOWING/TRASH PICK UP LSJ CODE

**SUBJECT**

(CD 3, CD 7, CD 8 and CD 9) Authorize Execution of Purchase Agreement with Civilian Division, LLC dba GI-Mow for Interstate Highway 30 and Interstate Highway 35 Mowing and Trash Pickup in an Annual Amount Up to \$209,430.00, for the Code Compliance Department

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with Civilian Division, LLC dba GI-Mow for Interstate Highway 30 and Interstate Highway 35 mowing and trash pickup in an annual amount up to \$209,430.00 and authorize four one-year renewal options for the Code Compliance Department.

**DISCUSSION:**

The Code Compliance Department approached the Purchasing Division to establish an annual agreement for mowing and trash pick-up of the green space adjacent Interstate Highway 30 (I-30) and Interstate Highway 35 (I-35). In order to procure these services, Purchasing issued Invitation to Bid (ITB) No. 23-0057 describing the requirements for mowing and trash pickup. The bid was advertised in the *Fort Worth Star-Telegram* for five (5) consecutive Wednesdays beginning April 5, 2023 through May 3, 2023. The City received four bids. However, upon evaluation, Leon's Landscape Services, LLC did not score at least 50% or more of the total available points for technical criteria, therefore, they were not qualified to receive points for pricing.

An evaluation panel consisting of representatives from the Code Compliance 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.

Bidders	Evaluation				
	a	b	c	d	Total
Civilian Division, LLC dba GI-Mow	10	10.5	10	35	66
Lawn Patrol	16	10	10	20	56
SRH Landscape	13.75	13	12	0	39

Best Value Criteria:

- A) Contractor's References and Experience working with government/similar size organization
- B) Availability of resources to provide services (equipment)
- C) Availability of resources to provide services (personnel)
- D) Cost of service

After evaluation, the panel concluded that Civilian Division, LLC dba GI-Mow presented the best value for the City. Therefore, the panel recommends that Council authorize an annual agreement with Civilian Division, LLC dba GI-Mow. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid met specifications.

Funding is budgeted in the Code Compliance Department's rollup within the General Fund and Environmental Protection Fund. The maximum amount allowed under this agreement will be \$209,430.00; however, the actual amount used will be based on the need of the department and available budget.

DIVERSITY AND INCLUSION (DVIN): 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, shall begin upon execution and expire one year from that date.

RENEWAL OPTIONS: The contract may be renewed for up to four (4) one-year terms at the City's option. This action does not require specific City Council approval provided that 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 budget, as previously appropriated, in the General Fund and Environmental Protection Fund to support the approval of the above recommendation and execution of the purchase agreement. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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