

Mayor and Council Communication

DATE: 06/28/22

M&C FILE NUMBER: M&C 22-0520

LOG NAME: 13P22-0083 FUTURE CITY HALL GROUNDS MAINTENANCE ADK PMD

SUBJECT

(ALL) Authorize Purchase Agreements with SPSP, Inc., and SRH Landscapes, LLC for Future City Hall Grounds Maintenance in an Annual Amount Up to \$302,000.00 and Authorize Four One-Year Renewals for the Same Amount for the Property Management Department

RECOMMENDATION:

Authorize purchase agreements with SPSP, Inc., and SRH Landscapes, LLC for future City Hall grounds maintenance in an annual amount up to \$302,000.00 and authorize four one-year renewals for the same amount for the Property Management Department.

DISCUSSION:

The Property Management Department, approached the Purchasing Division to procure an agreement for Future City Hall Grounds Maintenance. The Purchasing Division issued an Invitation to Bid (ITB) 22-0083. The bid detailed specifications describing the types of grounds maintenance services required.

The ITB was advertised in the *Fort Worth Star-Telegram* for six consecutive Wednesdays beginning on March 16, 2022 through April 27, 2022. The City received six bids. However, upon evaluation, one bidder, L.A.T.E. LLC dba Superior Landcare., did not score enough technical points to qualify for pricing and, therefore, was not qualified to receive pricing points.

An evaluation panel consisting of representatives from Property Management and Park and Recreation 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 following table.

Best Value Criteria:

- a. Bidder's approach to performing services
- b. Bidder's qualification, experience, and references with Class "A" buildings
- c. Availability of resources to provide services (equipment and personnel).
- d. Cost of service

Bidders	Evaluation Factors				
	a	b	c	d	Total Score
SPSP, Inc.	15.3	23.0	15.3	15.21	68.88
SRH Landscape, LLC	10.7	16.0	11.3	30	68
Brightview Landscape Services	10.7	18.0	12.0	26.32	66.98
Lawn Patrol Services	10.7	16.0	10.7	25.37	62.7
The Landscape Partners	10.7	18.0	10.7	14.03	53.37

Points for pricing are determined as follows: Bidder must receive and least 50% or more of the total available points for technical criteria. Purchasing staff recommends awarding to SPSP, Inc. and SRH Landscapes LLC as the primary awardee of 90% and to SRH Landscapes, LLC as the secondary awardee of 10% for Property Management and Park and Recreation Departments and four annual renewal options for the same amount. No guarantee was made that a specific amount of these services will be purchased.

FUNDING: The maximum annual amount allowed under this agreement will be \$302,000.00, however, the actual amount used will be based on the need of the department and the available budget. The annual department allocation for this agreement is:

Department Name	Estimated Annual Amount	Account Name
Property Management	\$302,000.00	General Fund

The funding will be split between the vendors as follows:

Vendor	Amount
SPSP, Inc	\$271,800.00

SRH Landscapes LLC

\$30,200.00

Funding is budgeted in the Other Contractual Services account of the Property Management Department's General Fund.

BUSINESS EQUITY - A waiver of the goal for the 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, the agreement will begin upon execution and will end one year from that date.

RENEWAL OPTIONS: This agreement may be renewed for up to (4) four one-year terms at the City's option. 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and award of the agreement. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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