

# Mayor and Council Communication

**DATE:** 04/06/21

**M&C FILE NUMBER:** M&C 21-0236

**LOG NAME:** 13P21-0024 PRIVATE PROPERTY MOWING MGF

## **SUBJECT**

(ALL) Authorize Non-Exclusive Service Agreements with Civilian Division, LLC dba GI Mow, Leon's Landscape Services, LLC, New Era Contract Services, LLC, Presbyterian Night Shelter of Tarrant County, Inc., Prestige Worldwide Services LLC, and Santos Chazarreta for Private Property Mowing Services with a Combined Annual Amount Up to \$400,000.00 with a One-Year Initial Term and Authorize Four One-Year Renewal Options for the Code Compliance Department for the Same Annual Amount

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## **RECOMMENDATION:**

It is recommended that the City Council authorize service agreements with Civilian Division, LLC dba GI Mow, Leon's Landscape Services, LLC, New Era Contract Services, LLC, Presbyterian Night Shelter of Tarrant County, Inc., Prestige Worldwide Services LLC, and Santos Chazarreta for private property mowing services for a combined annual amount up to \$400,000.00 for a one-year initial term and authorize four one-year renewal options for the Code Compliance Department for the same annual amount.

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## **DISCUSSION:**

The Code Compliance Department approached the Purchasing Division to purchase private property mowing services as part of the nuisance abatement division. These services include mowing private properties that are determined to be in hazardous conditions due to the nature of the lawn. To procure these services, the Purchasing staff issued an Invitation to Bid (ITB).

The ITB was advertised in the *Fort Worth Star-Telegram* on Wednesdays from December 9, 2020 to January 6, 2021. Twenty-six vendors were solicited from the purchasing database system; ten responses were received. Proposals were scored based on reputation of the bidder, the bidder's services, the bidder's past relationship with the City, and total cost. If no previous relationship was established with the City the vendor received half of the total points available for the criteria. The proposals were reviewed by an evaluation committee consisting of staff from both the Code Compliance and Property Management Departments. Both the Code Compliance and Property Management Departments certify that with Civilian Division, LLC dba GI Mow, Leon's Landscape Services, LLC, New Era Contract Services, LLC, Presbyterian Night Shelter of Tarrant County, Inc., Prestige Worldwide Services LLC, and Santos Chazarreta meet the requirements stated in the specifications. Services will be requested based on price and availability. No guarantee was made that a specific amount of services would be purchased.

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.

Each contract may be renewed for up to four one-year terms at the City's sole discretion. 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.

A waiver of the goal for M/WBE subcontracting requirements was approved by the Office of Business Diversity, in accordance with the BDE ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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## **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 authorize agreements. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

<b><u>Submitted for City Manager's Office by:</u></b>	Jay Chapa	5804
	Valerie Washington	6192
<b><u>Originating Business Unit Head:</u></b>	Reginald Zeno	8517

<b><u>Additional Information Contact:</u></b>	Cynthia Garcia	8525
	Megan Fowler	2057