

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> September 9, 2014		<b>DATE SUBMITTED:</b> August 25, 2013	
<b>DEPARTMENT OF ORIGIN:</b> Parks and Recreation		<b>SUBMITTED BY:</b> M. Darrell Lovelette	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consider approval of the fourth extension of annual contracts for Parks Maintenance Landscape Services to Green Team, Inc., Rainbow Gardens Nursery, and Roots Landscaping LLC (who bought out Matt Jones Lawn Care) for a total amount of \$751,636.			
<b>SUMMARY STATEMENT:</b> Since 2002, the City has outsourced landscape management and mowing services as the cost to provide the services in-house is determined to be greater than obtaining the same services from an outside contractor. The intent of these contracts is to cost-effectively maintain and operate City parks and other public facilities in a manner that provides a safe, clean, attractive, and orderly environment for citizens and visitors.			
If the City Council approves the staff's recommendation as identified within this Council Action Form, the action results in the City's approval of annual contracts, first awarded in FY2011, for parks maintenance to three (3) different local companies. The scope of work for FY2015 is divided into five (5) groups:			
<b><u>Group 1 – Schedule A Sites (Athletic Areas):</u></b> award to Green Teams, Inc., for an amount not to exceed \$42,976.			
<b><u>Group 2 – Schedule B (Weekly Mow):</u></b> award to Green Teams, Inc., for an amount not to exceed \$ 482,053. (total Green Teams Inc. contract amount for Groups 1 & 2 not to exceed <b>\$525,029</b> )			
<b><u>Group 3 – Schedule B (Weekly Mow):</u></b> award to Rainbow Gardens Nursery, for an amount not to exceed \$166,537.			
<b><u>Group 4 – Schedule C (Biweekly Mow):</u></b> award to Roots Landscaping LLC (original award to Matt Jones Lawn Care), for a total amount not to exceed <b>\$29,990</b> .			
<b><u>Group 5 – Schedule D (Miscellaneous):</u></b> award to Rainbow Gardens Nursery, for an amount not to exceed \$30,080. This amount reflects the decrease that was implemented during FY2011 for Coulter Airfield through a CAF approved at the April 12, 2011 meeting. (total Rainbow Garden Nursery contract amount for Groups 3 & 5 not to exceed <b>\$196,617</b> )			
If the staff's recommendation is approved, the grand total of all contracts will be <b>\$751,636</b> .			
Services include, but are not limited to: 1) mowing, edging, and trimming of turf areas; 2) litter collection/disposal; 3) fertilizer/herbicide application; 4) planting & maintenance of plant beds and color beds; 5) tree pruning, trimming & shaping; and, 6) irrigation inspection and repairs, etc.			
Landscape management services were re-bid in 2010. Bidders were not required to bid on all groups; however, bidders were required to bid on all items within the group they bid. Five (5) bid responses were received and publicly opened on Friday, August 27, 2010. The following was the City staff recommendation:			

- Groups 1 – 2: The bid providing the best value to the City was the lowest bid as submitted by Green Teams, Inc.
- Groups 3 & 5: The bid providing the best value to the City was the lowest bid as submitted by Rainbow Gardens.
- Group 4: The bid providing the best value to the City was the lowest bid as submitted by Matt Jones Lawn Care who has been taken over by Roots Landscaping, LLC.

Both Green Teams, Inc. and Rainbow Gardens Nursery have contracted with the City for the past eight (8) years and have performed satisfactorily and met their contractual obligations. Roots Landscaping, LLC has been contracted with the City for the past three (3) years and also performed satisfactorily and met their contractual obligations. In addition, all three contractors were cooperative and worked with City staff to be assured expenditures were in-line with budget projections.

In the last four budget years including FY14, a total of \$584,991 has and is budgeted to cover the cost of parks landscape services. The contracts above total \$751,636 so we will be \$166,645 short in funding. However, staff has been able to stay within the budgeted amounts because of cooperation from the contractors, dry weather, City staff oversight, and supplemental work by our Parks Maintenance staff. The work performed by Parks crew consisted of tasks taken from the contractors to make sure budget parameters were followed. Unfortunately, when performing some of this work, other parks tasks are not completed. City staff anticipates relying more on the contractors in FY15 and will fully expend all approved funding in an effort to minimize residents' complaints about the condition of the parks. Additionally, by relying more on the contractors, City crews can undertake some park work and projects previously put on hold.

Historically, the City has spent the following amount for these contracted services:

FY2014: \$525,000 (projected)  
FY2013: \$427,696  
FY2012: \$431,408  
FY2011: \$330,205  
FY2010: \$474,208  
FY2009: \$631,815

With the first contracts extensions three years ago, unit pricing from FY2011 bids for specific services such as mowing and edging were compared to recent bids that year for right-of-way mowing. Following discussions with Public Works on these bids, Park and Recreation staff determined the total amount of the current contracts represents competitive pricing for the work that is to be performed. Staff also believes the pricing from October 2010 will be lower than bids received today because of price increases over the last four years for gas, oil, materials, etc.

The Parks and Recreation staff will continue to work with the contractors to remain within the FY2015 budgeted amount for this work. Staying within budget will be accomplished by performing tasks within specific parks using in-house staff and by managing frequency of work in all parks and properties under these contracts.

**STAFF ANALYSIS AND RECOMMENDATION:** The contracted companies in the past have performed satisfactory in maintaining City parks and meeting the terms of the contract. All three companies have been willing to work with the City to monitor expenditures and remain within budget projections; the same cooperation is expected for FY2015.

If the contracts are approved, the City will continue to depend on outside contractors to perform to City standards and to meet the City's park maintenance goals.

The Parks and Recreation Department respectfully requests that the City Council approve the fourth extension of the Annual Contracts for Parks Landscape Management Services with Green Teams, Inc. for Groups 1 and 2, Rainbow Gardens for Groups 3 and 5, and Roots Landscaping, LLC for Group 4. Each contractor has supplied competitive bids, provided satisfactorily provided landscape services when needed, and has maintained consistent schedules. While staff continues to consider alternatives to re-bid each year, an option to extend the current contract for one more 1-year term at the same prices exists and is recommended.

This extension represents the last one for this bid. In the summer of 2015, staff will need to rebid these services.

**OPTIONS (In Suggested Order of Staff Preference):**

1. Approve the extension of the contracts for “Parks Landscape Management Services” with Green Teams, Inc., Rainbow Gardens, and Roots Landscaping, LLC.
2. Do not approve the extension of the contracts for “Parks Landscape Management Services” with Green Teams, Inc., Rainbow Gardens, and Roots Landscaping, LLC and rebid.
3. Do not approve the extensions of the contracts for “Parks Landscape Management Services” with Green Teams, Inc., Rainbow Gardens, and Roots Landscaping, LLC and consider performing this work in house, which would require the hiring of staff and purchasing of additional equipment.

- ATTACHMENTS:** 1. Letters from all three contractors agreeing to extend their contracts (pdf file)
2. The current contracts are available for viewing in the City Secretary’s Office.

**FUNDING SOURCE:** Parks & Recreation General Fund – Contractual Maintenance

**APPROVALS:** Hugh R. Walker, 08/25/2014

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 08/28/2014

**APPROVED FOR SUBMITTAL: CITY ATTORNEY** Janis K. Hampton, 08/29/2014