

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> November 11, 2014		<b>DATE SUBMITTED:</b> October 30, 2014	
<b>DEPARTMENT OF ORIGIN:</b> Public Works		<b>SUBMITTED BY:</b> E. Zaragoza	
<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 checked="" 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 checked="" type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consider approving the second extension to an existing annual price agreement for Right of Way Mowing with Green Team, Inc. in a not to exceed amount of \$62,528.			
<b>SUMMARY STATEMENT:</b> On August 30, 2011, eight (8) sealed bids were received and publicly opened for contract mowing associated with Request for Bid (RFB) No. 11-041 "Annual Contract for Mowing Services: Right-of-Way, Water Services Facilities, and Code Enforcement". This RFB was formulated in three sections to capture the best market rate for the desired service: <u>Area 1. Right-of-Way</u> , <u>Area 2. Water Services Facilities</u> , and <u>Area 3. Code Enforcement</u> .			
<p>The <u>Area 1. Right-of-Way</u> mowing bid specifications had the City broken down into three areas (Areas #1-3). Each vendor had the ability to bid on one or all of the areas. The billing terms to the City were flexible from weekly, every two weeks, or monthly, to accommodate vendors with different sized operations. The purpose for designing the bid in this fashion was to allow as many vendors as possible to bid, depending on their equipment and manpower. The contracts were also designed to be two year contract agreements. The contract has a price escalation clause of a maximum of 8% over the term of the contract, which can be applied between years one and two to account for fuel and other price increases to the contractor. After the initial two year term, one year extensions would be allowed if both the vendor and City agreed to the extensions. The total length of the contract can be up to a maximum of five years.</p> <p>On October 22, 2013 Council approved the first extension of this annual price agreement to: Rios Tree Service, Inc. and Green Team, Inc. As mentioned above, the City was divided into three separate ROW mowing areas with Rios Tree Service awarded Areas #1 &amp; #3 and Green Team awarded Area #2. Both companies have fulfilled their contractual obligations maintaining all areas during this last year.</p>			
<b><u>EXTENSION OF CONTRACT FOR ROW MOWING AREA #2 (Green Team, Inc.)</u></b>			
Staff would like to offer an extension to the existing annual price agreement for Area #2 to Green Team, Inc. of \$62,528. Green Team has performed to staff's expectation and has provided excellent service maintaining the City's ROW areas. This would be the second extension to the original two year contract, with one (1) more extension available.			
As mentioned above, the overall contract total will be above the approved budgeted amount; however staff has done a good job of maintaining costs within the adopted budget. Due to extended dry periods and low demand for mowing during the winter months (December – February) has made it possible for staff to maintain the contract within budget throughout the years. Below are some historical and projected expenses associated with Area #2 compared to the contractual amount:			

	FY 2013		FY 2014		FY2015 (Projection)	
	Contract Total	FY Expenses	Contract Total	FY Expenses	Contract Total	FY Projection
ROW Area #2	\$57,505	\$35,485	\$62,528	\$27,066.94	\$62,528	\$35,000
<b>Budgeted Vs. Savings</b>	<b>\$57,505 (Budgeted)</b>	<b>\$22,020 (Savings)</b>	<b>\$57,505</b>	<b>\$30,438.06</b>	<b>\$57,505</b>	<b>\$22,505</b>

Public Works respectfully requests the City Council approve and award the second extension to Green Team for \$62,528 to perform right-of-way mowing in Area #2. The original contract (2011) was for two (2) years with the possibility of three (3) additional one (1) year extensions. As mentioned, this request is the second extension to the original contract. If this contract extension is approved, the City of Bryan shall have the option of extending this price agreement, subject to approval of funding and review of the service provided by the vendor, for one (1) more additional year upon expiration. This contract term will begin November 1, 2014 and expire October 31, 2015.

**STAFF ANALYSIS AND RECOMMENDATION:** Public Works respectfully requests the City Council approve the second extension to an existing annual price agreement for Right of Way Mowing with Green Team, Inc. in a not to exceed amount of \$62,528. Mowing services are needed to ensure the proper upkeep and aesthetical value of City resources and facilities. This contractor has performed to staff's expectation and has provided excellent service maintaining the City's ROW areas.

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

1. Approve the award of a one year price agreement with Green Team for Area #2
2. Do not approve the extension and rebid

**ATTACHMENTS:**

1. Green Team, Inc. letter of extension

**FUNDING SOURCE:** General Fund

**APPROVALS:** Jayson E. Barfknecht 10/30/14

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 10/31/2014

**APPROVED FOR SUBMITTAL: CITY ATTORNEY** Janis K. Hampton, 11-03-2014