

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 13, 2015		DATE SUBMITTED: September 28, 2015	
DEPARTMENT OF ORIGIN: Parks and Recreation		SUBMITTED BY: M. Darrell Lovelette	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input checked="" 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
AGENDA ITEM DESCRIPTION: Consider awarding the Parks Landscape Services contracts to Green Teams, Inc. for Groups 1 and 2 for an amount not to exceed \$550,294; to Grass Masters for Group 3 in an amount not to exceed \$152,645; and to Roots Landscaping for Groups 4 and 5 for an amount not to exceed \$31,120. The total amount of the contracts is \$734,059.			
SUMMARY STATEMENT: 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 this initial annual contract for parks landscape services for FY16 plus up to four (4) extensions, if all parties are in agreement on an annual basis. The City Council's approval under this Council Action Form will be made to three (3) different local companies. The scope of work for FY2016 is divided into five (5) groups:			
<u>Group 1 – Schedule A Sites (Athletic Areas):</u> award to Green Teams Inc., for an amount not to exceed \$29,748.			
<u>Group 2 – Schedule B (Weekly Mow):</u> award to Green Teams for an amount not to exceed \$520,546.			
<u>Group 3– Schedule B (Weekly Mow):</u> award to Grass Masters for an amount not to exceed \$152,645.			
<u>Group 4 – Schedule C (Biweekly Mow):</u> award to Roots Landscaping for an amount not to exceed \$27,010.			
<u>Group 5 – Schedule D (Miscellaneous):</u> award to Roots Landscaping for an amount not to exceed \$4,110.			
If the staff's recommendation is approved, the grand total of all contracts will be \$734,059 .			
Services include, but are not limited to: 1) mowing, edging, trimming, and blowing of turf areas; 2) litter collection/disposal; 3) fertilizer/herbicide application; 4) planting and maintenance of plant beds and color beds; 5) tree pruning, trimming and shaping; and, 6) irrigation inspection and repairs, etc.			
Landscape management services were last bid in 2010, and now again in 2015. Bidders were not required to bid on			

all groups; however, bidders were required to bid on all items within the group they bid. Eight (8) bid responses were received and publicly opened on Wednesday, September 9, 2015. When the bids were reviewed, one bid was found to be a non-responsive bid so it was removed from consideration. The following is the City staff's 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: The bid providing the best value to the City was the lowest bid as submitted by Grass Masters.
- Group 4 - 5: The bid providing the best value to the City was the lowest bid as submitted by Roots Landscaping, LLC.

Green Teams, Inc. has been under contract with the City for the past nine (9) years and has performed satisfactorily and met their contractual obligations. Roots Landscaping, LLC has contracted with the City for the past four (4) years and also performed satisfactorily and met their contractual obligations. In addition, both contractors were cooperative and worked with City staff to be assured expenditures were in-line with budget projections. Grass Masters is a company that has not contracted with the City in the past.

In the last five (5) budget years including FY15, a total of \$584,991 was budgeted to cover the cost of parks landscape services. The contracts above total \$734,059 so the budget will be short \$149,068 in funding. Therefore, a budget amendment might need to be submitted and passed to cover this shortfall. Staff will need to continue to stay within the budgeted amounts through cooperation from the contractors, staff oversight, and supplemental work by Parks staff. The work performed by the Parks crew could consist of tasks taken from the contractors to make sure budget parameters are followed. Unfortunately, when performing some of this work, other parks tasks are not completed.

Parks staff plans on relying more on the contractors in FY16 and fully expending all approved funding in an effort to minimize residents' complaints about the condition of the parks. By relying more on the contractors, the Parks crew is able to undertake park work and projects previously put on hold. Park staff recommends fully funding these contracts, but if not, then staff will make the necessary adjustments. In the past, adjustments have been made during low growing seasons when the grass is less likely to need to be mowed. However and depending on growing seasons and especially weather, there may be years when additional funding (i.e., full contract funding) is needed to maintain parks in an acceptable manner.

Historically, the City has spent the following amount for these contracted services over the past seven (7) years:

FY2015: \$590,786 projected
FY2014: \$518,702
FY2013: \$427,696
FY2012: \$431,408
FY2011: \$330,205
FY2010: \$474,208
FY2009: \$631,815

STAFF ANALYSIS AND RECOMMENDATION: Green Teams, Inc. and Roots Landscaping, LLC have performed satisfactory in maintaining City parks and properties and meeting the terms of the contract over the last few years. Both companies have been willing to work with the City to monitor expenditures and remain within budget projections; the same cooperation is expected for FY2016. Grass Masters will be working for the City for the first time.

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 recommendation to award the Annual Contracts for Parks Landscape Management Services to Green Teams, Inc. for Groups 1 and 2, Grass Masters for Groups 3, and Roots Landscaping, LLC for Group 4 and 5. Each contractor has supplied competitive bids, have submitted all materials and information as requested, and have shown they do good work (except for the company new to the City – Grass Masters).

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the award of the contracts for “Parks Landscape Services” to Green Teams, Inc., Grass Masters, and Roots Landscaping, LLC. (Note: The FY16 budget funding for these contracts is \$149,068 less than the total of the three contracts. In the past, Parks staff has managed the mowing contracts by reducing mowing frequencies during lower growing times, therefore staying within budgeted amounts. Depending on growing seasons and especially weather, there may be years when additional funding (i.e., full contract funding) is needed to maintain parks in an acceptable manner. If additional funding is needed, a budget amendment may be necessary to cover costs above that funded in the FY16 budget.)
2. Do not approve the award of the contracts for “Parks Landscape Services” to Green Teams, Inc., Grass Masters, and Roots Landscaping, LLC and rebid.
3. Do not approve the award of the contracts for “Parks Landscape Services” to Green Teams, Inc., Grass Masters, and Roots Landscaping, LLC and consider performing this work in house, which would require the hiring of staff and purchasing of additional equipment.
4. Provide staff with other direction.

ATTACHMENTS: 1. Bid Tabulation – two spreadsheets (pdf file)

FUNDING SOURCE: Parks & Recreation General Fund – Contractual Maintenance (as budgeted in the amount of \$584,991, which is \$149,068 less than the three contracts total amount)

APPROVALS: Hugh R. Walker, 09/28/2015

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 10/01/2015

APPROVED FOR SUBMITTAL: CITY ATTORNEY