

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 27, 2015		DATE SUBMITTED: October 5, 2015	
DEPARTMENT OF ORIGIN: Public Works		SUBMITTED BY: E. Zaragoza	
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 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 type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consider approving the third and final extension to an existing annual price agreement for Right of Way Mowing with Green Teams, Inc. in a not to exceed amount of \$62,528.			
SUMMARY STATEMENT: 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, with a price escalation clause of a maximum of 8% over the term of the contract 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 November 11, 2014 Council approved the second extension of this annual price agreement to: Rios Tree Service, Inc. (along with a final 4% price escalation to their previous contractual amount) for Areas #1 & #3 and Green Team, Inc. for Area #2. As mentioned above, the City was divided into three separate ROW mowing areas with Rios Tree Service awarded Areas #1 & #3 and Green Teams awarded Area #2. Both companies have fulfilled their contractual obligations maintaining all areas during this last year.</p>			
<u>EXTENSION OF CONTRACT FOR ROW MOWING AREA #2 (Green Teams, Inc.)</u>			
<p>Staff would like to offer a third and final extension to the existing annual price agreement for Area #2 to Green Teams, Inc. of \$62,528. Green Teams has performed to staff's expectations and has provided excellent service maintaining the City's ROW areas. This would be the third and final extension to the original two year contract.</p> <p>Over the course of this contract, it has been recognized that the expenses fall short of the awarded contract amount. This seems to be due to extended dry periods and low demand for mowing during the winter months (December – February) in these particular areas. This has made it possible for staff to provide a small savings to the City. Below are some historical and projected expenses associated with Area #2 compared to the contractual amount:</p>			

	FY 2014		FY 2015 (YTD)		FY 2016 (Projections)	
	Contract Total	FY Expenses	Contract Total	FY Expenses	Contract Total	FY Projection
ROW Area #2	\$62,528.00	\$27,066.94	\$62,528.00	\$28,505.59	\$62,528.00	\$34,275.00

Public Works respectfully requests the City Council approve and award the third and final extension to Green Teams for \$62,528.00 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 third and final extension to the original contract. This contract term will begin November 1, 2015 and expire October 31, 2016. Upon conclusion of this final extension, the entire contract (including all three areas) will be rebid.

STAFF ANALYSIS AND RECOMMENDATION: Public Works respectfully requests the City Council approve the third and final extension to an existing annual price agreement for Right of Way Mowing with Green Teams, 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 expectations 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 Teams for Area #2
2. Do not approve the extension and rebid

ATTACHMENTS: Green Teams, Inc. letter of extension

FUNDING SOURCE: General Fund: Streets & Drainage

APPROVALS: Jayson E. Barfknecht 10/12/15

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 10-14-2015

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 10-19-2015



CITY OF BRYAN
The Good Life, Texas Style.

September 8, 2015

Green Teams, Inc.
731 Industrial Blvd.
Bryan, Texas 77803

RE: 3rd Extension of Contract No. 11-041 entitled "Annual Contract for Mowing Services:
Right-of-Way Area 2"

Dear Mr. Gallagher:

Please be advised that the above referenced contract will expire on October 31, 2015, and it is our intent to recommend to the City Council to extend said contract for one (1) additional period of one (1) year, beginning the day following the expiration date of said contract.

If your company is willing and able to extend Contract No. 11-041 under the same prices, terms, conditions and provisions as those contained in the original contract, please complete the following information and return this original within ten (10) days from the date of this notification.

I, Len Gallagher President
Name Title

Of Green Teams, Inc.
Company Name

agree to extend Contract No. 11-041 with the City of Bryan, under the same prices, terms, conditions and provisions as those contained in the original contract, for a period of one (1) year beginning November 1, 2015 and expiring October 31, 2016 upon approval of City Council.

Signed By: Len Gallagher Date 09-09-15

Melanie Tigerina
Melanie Tigerina - Buyer
City of Bryan - Purchasing Department