

**Meeting Date** (?) 09/13/2016

**Subject Matter**\* (?) Approval of a Contract for Code Enforcement Mowing  
This must match rolling agenda entry

**Department of Origin**\* CODE ENFORCEMENT

**Submitted By**\* Mark Jurica

**Type of Meeting**\*  BCD  Special  Regular

**Classification**\*  Public Hearing  Consent  Statutory  Regular

**Ordinance**\*  None  First Read  Second Read  First & Only Read

**Strategic Initiative**\*  Public Safety  Service  
 Economic Development  Infrastructure  
 Quality of Life

**Agenda Item Description**\* Consider approving an annual price agreement for lot mowing and clearing with Grassmasters of Bryan, Texas in the amount of \$57,761.70.

**Summary Statement**\* On August 16, 2015, three (3) sealed bids were received and opened for lot mowing and clearing. Code Enforcement uses these services to abate overgrown weeds and grass from properties deemed to be a public nuisance as defined by the City of Bryan Code of Ordinances. For each property mowed, the City will be invoiced by the vendor for the service performed. The City will complete payment to the vendor for service. The City will then create its own invoice for the property owner whose property was mowed. The City's invoice will include (1) all expenses paid by the City to the vendor and (2) a City administrative fee of \$100, which the City retains. Payments made by the property owner are received by the City. The City will file a lien against the property, if the property owner fails to repay in full the City's invoice for service(s).

The bid providing the best value to the City of Bryan was the lowest bid as submitted by Grassmasters (\$0.022/sq. ft. fine cut and \$0.01/sq. ft. shred). As of August 16, 2016, Code Enforcement under its current BPO (#160130) has mowed 2,653,444 sq. ft. of grass (2,164,683 sq. ft. fine cut and 488,761 sq. ft. shred). BPO #160130 expires on October 18, 2016. A 10% margin of safety is estimated to account for unordered service(s) and remaining time left on BPO #160130.

Potential bidders for this service are required to meet the City's insurance standards. This requirement, combined with wear and tear placed on equipment for mowing of overgrown properties, is believed to influence the number of willing and interested bidders for this service.

The proposed price agreement for this request was calculated as follows:

- Fine Cut: (2,164,683 sq. ft + 10%) x \$0.022 = \$52,385.33
  - Shred: (488,761 sq. ft + 10%) x \$0.01 = \$5,376.37
- Proposed Contract Value \$57,761.70

Service activity under BPO #160130 is reflective of City Council's direction for proactive enforcement of code violations. Utilizing service history from BPO #160130 as a baseline will help to ensure the current level of service is retained in future contract terms.

Historical purchases for lot mowing and clearing is as follows:

- Current BPO# 160130 as of August 16, 2016: \$42,240.92 [\$0.019/sq.ft. fine cut]
- BPO #150240 (FY15): \$39,797.58 [\$0.019/sq.ft. fine cut]
- BPO #131197 (FY14): \$27,673.22 [\$0.019/sq.ft. fine cut]
- BPO #130700 (FY13): \$30,938.68 [\$0.019/sq.ft. fine cut]

Code Enforcement respectfully request the City Council approve the proposed annual price agreement for lot mowing and clearing services with Grassmaster in an amount not to exceed \$57,761.70. The City of Bryan has the option of extending this price agreement subject to approval of funding and review of the service provided by the vendor. The agreement allows for four (4) additional one (1) year extension periods, which is a possible total of five (5) years.

**Staff Analysis & Recommendation\***

Code Enforcement respectfully request the City Council approve this price agreement with Grassmasters of Bryan, Texas in the amount of \$57,761.70. Code Enforcement uses these services to abate overgrown weeds and grass from properties deemed to be a public nuisance as defined by the City of Bryan Code of Ordinances.

**Options\***

If approved, this action will be the first of four (4) possible one (1) year extensions.

(In Suggested Order of Staff Preference)

1. Approve the price agreement
2. Do not approve the price agreement and award agreement to another vendor, which may require consideration at a future City Council meeting
3. Do not approve the price agreement and provide alternative direction

**Funding Source\***

Code Enforcement Operating Fund

**Attachments**

Bid Tab and Grassmasters RFB.pdf

1.27MB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

1. Bid tab and bid-related documents

**Dept. Head Signature**



JAYSON E. PARFENECHT 08/29/16

**Deputy City Manager Signature**



Hugh R. Walker

**City Manager Signature**



**City Attorney Signature**



Janis K. Hampton