

**Meeting Date** (?) 10/11/2016

**Subject Matter**\* (?) Consideration to approve the first extension of Park Landscape Maintenance Contracts  
This must match rolling agenda entry

**Department of Origin**\* PARKS & RECREATION

**Submitted By**\* M. Darrell Lovelette

**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  Economic Development  Service  Infrastructure  Quality of Life

**Agenda Item Description**\* Consider approval of the first extension of annual contracts for Parks Maintenance Landscape Services to Green Team, Inc., Grassmasters Landscape and Irrigation, and Roots Landscaping LLC for a total amount of \$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 the first extension of the annual contracts for parks landscape services for FY17 plus up to three (3) more 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 FY2017 is divided into five (5) groups:

Group 1 – Schedule A Sites (Athletic Areas): award to Green Teams Inc., for an amount not to exceed \$29,748.

Group 2 – Schedule B (Weekly Mow): award to Green Teams for an amount not to exceed \$520,546.

Group 3 – Schedule B (Weekly Mow): award to Grass Masters for an amount not to exceed \$152,645.

Group 4 – Schedule C (Biweekly Mow): award to Roots Landscaping for an amount not to exceed \$27,010.

Group 5 – Schedule D (Miscellaneous): 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 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 was the City staff 2015 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 ten (10) years and has performed satisfactorily and met their contractual obligations. Roots Landscaping, LLC has contracted with the City for the past five (5) 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 has now contracted with the City for the past year, performed satisfactorily, and met their contractual obligations.

In the last six (6) budget years including FY16, a total of \$584,991 was budgeted to cover the cost of parks landscape services. In FY17, sufficient funding for the first time in seven (7) years has been budgeted to meet contractual obligations, if all services are needed and requested.

Parks staff plans on relying more on the contractors in FY17 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. In FY17, the full funding and approval of these contracts will allow the Parks crew to devote more time to the operational and maintenance needs of the park system and the projects that are listed on our Parks Improvement Plan.

Historically, the City has spent the following amount for these contracted services over the past eight (8) years:

- FY2016: \$600,000 (projected)
- FY2015: \$488,034
- FY2014: \$518,702
- FY2013: \$427,696
- FY2012: \$431,408
- FY2011: \$330,205
- FY2010: \$474,208
- FY2009: \$631,815

**Staff Analysis & Recommendation\***

Green Teams, Inc., Grassmasters, and Roots Landscaping, LLC have performed satisfactory in maintaining City parks and properties and meeting the terms of the contract over the past year. The companies have been willing to work with the City to monitor expenditures and remain within budget projections; the same cooperation is expected for FY2017.

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 first extension of 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.

**Options\***

(In Suggested Order of Staff Preference)

1. Approve the extension of the contracts for "Parks Landscape Management Services" with Green Teams, Inc., Grassmasters Landscape and Irrigation, and Roots Landscaping, LLC.
2. Do not approve the extension of the contracts for "Parks Landscape Management Services" with Green Teams, Inc., Grassmasters Landscape and Irrigation, and Roots Landscaping, LLC and rebid.
3. Do not approve the extension 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.

**Funding Source\***

Parks & Recreation General Fund – Contractual Maintenance (as budgeted)

**Attachments**

Extension Letters - Parks LandscapeFY17.pdf 1.13MB

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

1. Letters from all three contractors agreeing to extend their contracts
2. The contracts for each of the five groups are available for viewing in the City Secretary's Office

**Dept. Head Signature**

*M. Darrell Lovellette*

**Deputy City Manager Signature**

*Hugh R. Walker*

City Manager Signature



City Attorney Signature

*Janis K. Hampton*