



# Staff Report

## Annual Requirements Contract for Grounds Maintenance of Medians and Rights-of-Way for Parks Maintenance District 1, Project 24-0034

City Council Meeting Date: 02-13-2024 | Action Being Considered: Minute Order

### **RECOMMENDATION**

Authorize the City Manager or his designee to execute the annual requirements contract for grounds maintenance of medians and rights-of-way for parks maintenance District 1 with Whitmore & Sons, Inc., of Bedford, Texas, in the estimated amount of \$251,764. Whitmore & Sons, Inc., is not a MWBE firm.

### **PRIOR BOARD OR COUNCIL ACTION**

On September 26, 2023, the City Council approved Resolution No. 23-266, adopting an updated Procurement Policy that authorizes the City Manager or his designee the authority to approve the use of the Request for Proposal (RFP) method for procurement contracts with estimated expenditures under \$1,000,000.

### **ANALYSIS**

The contract is for bi-weekly grounds maintenance of medians and rights-of-way that are city managed. Services include mowing, trimming, edging, and litter removal for parks maintenance District 1, from the north side of the city limits, south to Abram Street, and east to west city limits, during an estimated 18 mowing cycles over the 12-month contract period.

Bid closed:	September 27, 2023 at 2:00 p.m.
Vendors notified through IonWave:	888
MWBE Vendors Notified through IonWave:	243
Vendors responding to bid request:	9
MWBE Vendors responding to bid request:	5
Original contract term:	One year/two, one-year renewal options
Current term:	March 1, 2024 – February 28, 2025
MWBE:	No
Procurement Method:	Request for Proposals

Vendor	MWBE	Operation Plan (40 points)	Experience/ Qualification (30 points)	Price (30 points)	Score
<b>Whitmore and Sons</b>	<b>No</b>	<b>36.80</b>	<b>25.00</b>	<b>22.60</b>	<b>84.40</b>
Yellowstone Landscape	No	32.80	21.40	25.40	79.60
BrightView Landscape Services	No	22.00	23.40	24.80	70.20
MG Lawn and Landscape	HI	31.40	24.60	13.20	69.20
Lawn Patrol Service, Inc.	BL	21.00	22.60	20.60	64.20
Abescape Group, LLC	HI	21.60	24.00	14.80	60.40
Beyond Excellent Construction	BL	23.20	13.80	13.80	50.80

Hoots Lawn Care, LLC	No	18.20	18.40	4.00	40.60
DPTV Tango, LLC	BL	18.80	9.80	2.40	31.00

HI = Hispanic, BL = Black

<b>Name of Prime Vendor</b>	<b>Whitmore &amp; Sons, Inc.</b>
Total Contract Value	\$251,764
Prime Vendor's M/WBE Status	NONE
Dollar Amount of Prime Vendor's Self-Performance	\$226,587.60
Percentage Amount of Prime Vendor's Self-Performance	90%
<b>Name of Subcontractor</b>	<b>GreenList Services, LLC</b>
Subcontractor's MWBE Status	BL
Dollar Amount Subcontract	\$25,176.40
Percentage Amount of Subcontract	10%
<b>Total MWBE Participation</b>	<b>\$25,176.40 (10%)</b>

Office of Business Diversity recommended a 10% contract specific MWBE goal for this contract. Whitmore & Sons Inc., has agreed to utilize 10% MWBE subconsultant participation for the scope of work, meeting the City's MWBE Policy.

**FINANCIAL IMPACT**

The bid was awarded based on request for proposals relative to overall score of price, operational planning and experience, in addition to meet the needs of the department to ensure that critical work of maintaining city properties is completed on time.

The contract term is for one-year and will be reviewed annually to determine subsequent renewal terms. The projected financial impact for this contract term is as follows:

<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
\$146,863	\$104,901	\$0

Funds are budgeted in Parks and Recreation Account No. CC502702-SC0625 and are subject to FY2025 budget approval.

**ADDITIONAL INFORMATION**

Attached: None  
 Under separate cover: None  
 Available in the Purchasing office: Bid file  
 Form 1295: Requested  
 MWBE: No

**STAFF CONTACT(S)**

James Orloski Director of Parks & Recreation 817-459-5479 <a href="mailto:James.Orloski@arlingtontx.gov">James.Orloski@arlingtontx.gov</a>	Vanessa Canela Sr. Purchasing Agent 817-459-6321 <a href="mailto:Vanessa.Canela@arlingtontx.gov">Vanessa.Canela@arlingtontx.gov</a>	April Nixon Director of Finance 817-459-6345 <a href="mailto:April.Nixon@arlingtontx.gov">April.Nixon@arlingtontx.gov</a>
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