

Council Communication

Office of the City Manager

Date February 23, 2009

Agenda Item No. 43
Roll Call No. 09Communication No. 09-130

Submitted by: Chris Johansen, Assistant City

Manager

AGENDA HEADING:

Approving proposal from Glaser Lawn Care Inc. for the provision of mowing and trimming maintenance services for municipal housing scatter site properties and authorizing the City Manager to negotiate and execute appropriate agreement and affirming the report of the Hearing Officer on appeal of RFP evaluation.

SYNOPSIS:

Recommend Council approval of the Hearing Officer's review of the appeal of the Mowing and Trimming Evaluation and Selection Committee's recommendations to the City Manager, and authorizing the City Manager to negotiate and execute contracts with Glaser Lawn Care, (Paul Glaser, President) 7420 University Avenue, Clive, Iowa 50325 for Municipal Housing's scatter site locations mowing and trimming services at a cost of \$17.50 per site, per cycle, as needed, for an estimated annual cost of \$39,200 effective no later than April 4, 2009. Staff recommends a three year contract with one three-year option to renew.

FISCAL IMPACT:

<u>Amount:</u> For the past several years the Municipal Housing Agency has had an annual contract for mowing and trimming services for its scattered site locations. The recommended contract for this year will result in an increase of \$1,300 from last year's contract.

<u>Funding Source:</u> FY2008-2009 Operating Budget, Page 174, Housing Services-Disposed Homes, HSG021500, FY2008-2009 Operating Budget, Page 175, Housing Services-5(h) Homeownership, HSG021600

ADDITIONAL INFORMATION:

The Park and Recreation Department, along with other departments, was requested to provide funding reduction ideas which could reduce operating costs of the departments. In an effort to meet this budget objective, staff identified the potential of expanding the outsourcing of mowing and trimming services on public properties under the management of the Park and Recreation Department and other City departments. A Mowing and Trimming Services Request For Proposal (RFP) was developed in cooperation with other City departments to provide mowing and trimming services for parks, boulevards, cemeteries, open space, right-of-way and Municipal Housing properties.

General terms and conditions set forth in the RFP, which will be incorporated into the negotiated agreement, include free use of the City's mowing and trimming equipment on City owned property only.

The City shall maintain said equipment; however, the Contractor shall pay for any damage caused beyond normal wear and tear. The general care of the parks and open spaces as outlined in the RFP mirror the current City operations regarding the type of work and number of mowing cycles. Additionally, the awarded proposer shall be required to submit a completion report to the assigned Park and Recreation Department contact to verify the work was completed to the City's satisfaction for payment purposes. Performance standards outlined within the RFP will be incorporated into the final negotiated agreement and shall address the notice of default, cure period and resulting action should the awarded proposer fail to cure an identified default.

On December 8, 2008, by Roll Call No. 08-2158, the City Council approved the issuance of a Request for Proposals for mowing and trimming maintenance for parks, open spaces and boulevards. Nineteen (19) proposals were mailed and nine (9) companies submitted responses to this RFP. The RFP responses were received by the Procurement Administrator on January 26, 2009, and forwarded to the Evaluation and Selection Committee comprised of City staff including Park and Recreation, Municipal Housing and Finance Department staff. The Evaluation and Selection Committee reviewed and scored the proposals and met on January 30, 2009, to tally the individual proposal scores. The Committee evaluated and scored the responses using the criteria established in the RFP, including qualifications, experience, management and staffing, references and expense to the City. Cost to the City accounted for fifty percent of the points possible under the RFP criteria.

The Evaluation and Selection Committee recommended that the following areas of mowing and trimming business be awarded as follows:

➤ Municipal Housing – Scatter Sites

Glaser Lawn Care Inc.

An appeal was timely filed by another proposer and Jeffrey Aldrich, Assistant to the City Manager, was assigned as Hearing Officer by the City Manager. Under due course and review of all available information, the Hearing Officer has found no evidence that would overturn the recommendation of the Evaluation and Selection Committee's recommendation and has recommended that the Evaluation and Selection Committee's decision be affirmed

Staff also recommends that the City Manager or his designee be authorized and directed to negotiate and execute appropriate contract agreement to provide mowing and trimming services in accordance with the RFP documents and responses.

PREVIOUS COUNCIL ACTION(S):

Date: February 9, 2009

Roll Call Number: 09-154 (D)

<u>Action</u>: <u>Proposals</u> for provision of mowing and trimming services. (<u>Council Communication No. 09-074</u>) Moved by Coleman to adopt. Motion Carried 7-0.

Date: December 8, 2008

Roll Call Number: 08-2158

<u>Action</u>: <u>Mowing</u> and trimming maintenance for parks, open spaces and boulevards. <u>RFP</u> Moved by Vlassis to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the second floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.