

 <h1 style="text-align: center;">Council Communication</h1> <p style="text-align: center;">Office of the City Manager</p>	Date	December 21, 2009
	Agenda Item No. 52 Roll Call No. 09- Communication No. 09-875 Submitted by: Donald M. Tripp Park and Recreation Director	

AGENDA HEADING:

Terminating Mowing and Trimming Contract and approving new Contract with A+ Lawn and Landscaping for 2 years with 3 one-year renewals and authorizing the City Manager to sign future renewals and to terminate said new Contract based on failure to meet performance standards.

SYNOPSIS:

Recommend approval of the new Mowing and Trimming Contract and termination of the existing Contract with A+ Lawn and Landscaping, Mark Harpenau, Owner, (6990 NE 14th Street, Ankeny, Iowa 50023). Recommend authorization of the City Manager to sign all future renewals and authority to terminate the Contract based on failure to meet the performance standards.

FISCAL IMPACT:

Amount: Estimated savings in the new contract to existing costs is \$237,570 annually from changes to the existing contract due to the following related items:

1. Reduction of approximately 110 acres in mowing and trimming from current contract
2. Reduction in the number of mowing and trimming cycles
3. Elimination of a vacant Park Mechanic position due to the disposition of City owned mowing equipment
4. Reduction in Park and Recreation Department fleet (fuel, maintenance, repair and replacement)

Funding Source: Operating Budget Book ending FY2010. Parks Horticulture Maintenance Budgets (GE001 PKS0704xx), pages 189 through 192

Related Expense Adjustments:

	Current Amended Contract	New Contract	Annual Savings
Mowing and Trimming *	\$ 421,370	\$ 358,800	\$ 62,570
Fleet Reduction **			100,000
Mechanic Position			75,000
	Total Estimated Annual Savings		\$ 237,570

*The original contract awarded from the RFP was for an estimated amount of \$348,000 based on 600 acres. During the course of the spring season, the City and Contractor worked together to re-evaluate the

mowing areas as well as adding acreage from parcels accidentally omitted in the initial RFP. The Amended Contract entailed a total of 727 acres for an estimated revised contract cost of \$421,370. The Council was notified of this change in the agreement through a communication from the City Manager's Office.

** The Fleet reduction savings is a combination of disposition of all City-owned equipment currently being provided under various contracts related to the maintenance of the City's golf courses, athletic complexes and park maintenance operations. The City will realize one-time revenues for the disposition of said equipment, but will also realize annual savings through the elimination of fuel, repair and rental of replacement equipment and replacement depreciation of the disposed equipment as the City will no longer have to fuel, repair or replace the eliminated fleet units. City staff has estimated this annual savings to be \$100,000 and has taken into consideration increased contract expenses from the various contract providers.

ADDITIONAL INFORMATION:

The Park and Recreation Department is recommending approving a new Mowing and Trimming Contract and terminating the current Contract with A+ Lawn and Landscaping, Mark Harpenau, Owner, (6990 NE 14th Street, Ankeny, Iowa, 50023) due to significant changes within the new contract related to reduced mowing acres, provision to provide fuel and elimination of use of City-owned equipment through disposition of said equipment.

During the budget planning for FY2010, the Park and Recreation Department, along with other departments, were 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 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 were incorporated into the negotiated agreement, included 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 of 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 February 9, 2009, by Roll Call No. 09-154, the City Council awarded the Mowing and Trimming Contract for Parks, Open Spaces and Boulevards to A+ Lawn and Landscaping. During this first year, both the Park and Recreation Department and A+ worked through various issues due to the size and number of parcels being maintained. Staff will begin meeting with A+ management after the first of the year to schedule a series of pre-season planning meetings. This pre-season planning along with recommendations from A+ on how to improve communication during the growing season and service delivery changes should result in better customer service from A+ to the City.

Recommended changes within the new contract include:

1. The contractor providing all labor, equipment, supplies and materials. Under the previous contract, the City provided equipment and the maintenance of said equipment. With A+ providing the equipment, their costs will increase from \$20.00 per acre to \$25.00 per acre with a minimum payment of \$25.00 per mowing cycle for all property less than one acre. This cost adjustment is \$5.00 per acre lower than the next bid price received by the City through the RFP process last year,
2. The contractor agrees to purchase seven (7) mowing units valued at \$64,030, which is captured in the fiscal impact section under the fleet reduction amount as a part of the annual depreciation schedule of City owned equipment.
3. The contractor to provide delivery of fuel, security and access to the designated half of the fuel tank provided to support their operation. This past year the City provided the fuel and billed the contractor based on the number of gallons used. This created an issue as field staff would be called from a work location to the park maintenance zone shop to unlock the fuel tank for re-fueling during the day causing delays to both the City and A+ Lawn and Landscaping,
4. City crews will assume mowing at Gray's Lake Park due to the complexity of the mowing areas as the department increases native landscapes. This work had been previously performed by the contractor at a cost of \$18,360. To accomplish this Park and Recreation Department proposes adding a 7-month Horticultural Technician (\$21,000) at negligible cost difference \$2,640 from the current contract. Additionally, the large open areas within Glendale Cemetery will be added to the mowing of cemetery staff as additional burial plot areas need to be laid out. City park staff will also have some minimal mowing responsibilities to minimize woody plant growth within the expanded native landscapes where burning is difficult.
5. The contractor shall participate in off-season (non-mowing) meetings with representatives of the Park and Recreation Department to prepare for each up-coming season to address issues from the previous growing season, coordinate start dates and prepare preliminary mowing schedules and routes,
6. The initial contract period for the general turf mowing and trimming services maintenance shall be for one-year with four one-year renewals at the sole discretion of the City. The current agreement was for three years with one three-year renewal option,
7. Desired grass mow heights will be between 2.5 and 3.0 inches depending on the time of the season and weather conditions,
8. Mowing cycles are estimated to be every 7 days March through June, every 14 days July through September and every 21 days October through November,
9. Failure to meet the performance standards as detailed in the Scope of Work shall be cause for termination of the contract.
10. Contractor is expected to understand generally accepted practices of turf care such as proper mowing speed of equipment to assure a uniform grass height, need to pick up or move obstacles so all park areas are mowed and paper does not become debris, not blowing clippings onto streets or sidewalks, not leaving clumps of grass that are unsightly, keeping blades sharp on the mowers so grass is cut and not shredded, to avoid wet areas where mower tires sink into the turf, that no more than ¼ to 1/3 of the blade is cut in one mowing and terraces and banks should be mowed up and down and not across the slope to avoid scalping.

PREVIOUS COUNCIL ACTION(S):

Date: February 9, 2009

Roll Call Number: 09-154

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

Date: December 8, 2008

Roll Call Number: 08-2158

Action: Issuance of Request for Proposal (RFP) for the following: (Council Communication No. 08-731) (B) Mowing and trimming maintenance for parks, open spaces and boulevards. RFP Moved by Vlassis to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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