

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: September 27, 2010
	Agenda Item No. MHGB2 & CC 28 Roll Call No. <u>10-1521</u> Communication No. <u>10-588</u> Submitted by: Douglas C. Romig Housing Services Director

AGENDA HEADING:

Approving the termination of the mowing and trimming contract with Glaser Lawn Care, Inc. and authorizing the Director of the Des Moines Municipal Housing Agency (DMMHA) to execute a new contract to include all public housing units.

SYNOPSIS:

Recommended approval to request the Des Moines City Manager to terminate the existing mowing and trimming contract with Glaser Lawn Care, Inc. (Paul Glaser, President; 7420 University Avenue, Clive, Iowa, 50325) and authorize the director of DMMHA to execute a new contract with Glaser Lawn Care, for Des Moines Municipal Housing’s scatter site locations for mowing and trimming services at a cost of \$17.50 per site, and for the manor apartment buildings at a cost of \$95.00 for Royal View (1101 Crocker); \$47.00 for South View (2417 SW 9th Street); \$150.00 for East View (2700 East 31st Street); \$75.00 for Oak Park (3400-8th Street); and \$ 37.00 for Highland Park (3717-6th Avenue), for an estimated annual cost of \$36,993.

FISCAL IMPACT:

Amount: \$36,993 (estimated)

Funding Source: 2010-11 Operating Budget: Housing Services Department – Section 8 SP350 HSG021100, Page 134. HSG021200, Page 135. HSG021300, Page 136. HSG021400, Page 137. HSG021500, Page 138. HSG021600, Page 139.

ADDITIONAL INFORMATION:

On September 15, 2010, by Roll Call No. 10-33, the Public Housing Board approved a recommendation to authorize the City Manager to terminate the existing mowing and trimming contract with Glaser Lawn Care, Inc. and authorized the Des Moines Municipal Housing Agency (DMMHA) Director to execute a new contract to include both scattered site locations and manors.

On December 8, 2008, by Roll Call No. 08-2158, the City Council approved issuance of a Request for Proposals for mowing and trimming maintenance for parks, open spaces, boulevards and Housing Services Department scatter sites and manor apartment buildings. Nineteen (19) proposals were mailed and nine (9) companies submitted responses to this RFP. The RFP responses were submitted to the Procurement Administrator on January 26, 2009, and forwarded to the Evaluation and Selection

Committee comprised of City staff including Parks and Recreation, Des Moines Municipal Housing Agency (DMMHA) and Finance Departments. The Evaluation and Selection Committee reviewed and scored the responses using the criteria established in the RFP and recommended awarding the contract to Glaser Lawn Care, Inc.

On February 23, 2009 a contract between Glaser Lawn Care Inc. and the Des Moines Municipal Housing Agency was executed by the City Manager for mowing and trimming services for the scattered site properties only. The DMMHA determined at that time that mowing and trimming of the five (5) manor apartment buildings could be done in-house. Due to staffing issues and other critical needs within the maintenance of the DMMHA public housing units, DMMHA is recommending that the existing agreement with Glaser Lawn Care Inc. be terminated and a new agreement (on file with the City Clerk) between parties be executed to include the five (5) manor apartment buildings and the scatter site properties for the remaining term of the original contract plus one (1) three-year renewal term.

Staff further recommends that the DMMHA Director be authorized to execute said contract with Glaser Lawn Care, Inc. for such services, with such contract being subject to review and approval of the form of the contract by the Legal Department.

PREVIOUS COUNCIL ACTION(S):

Date: December 8, 2008

Roll Call Number: 08-2158

Action: (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): Public Housing Board

Date: September 15, 2010

Roll Call Number: 10-33

Action: Approved recommendation to authorize the City Manager to terminate current agreement with Glaser Lawn Care, Inc. and the Des Moines Municipal Housing Agency Director to execute a new contract for mowing and trimming services to include scattered sites and manors.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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