

 <p style="text-align: center;"><b>Council</b> <b>Communication</b> Office of the City Manager</p>	<b>Date:</b> January 12, 2015
	<b>Agenda Item No.</b> 35D <b>Roll Call No.</b> <u>15-0051</u> <b>Communication No.</b> <u>15-014</u> <b>Submitted by:</b> Benjamin R. Page, Park and Recreation Director

**AGENDA HEADING:**

Approving and authorizing the procurement of mowing and trimming services from various lawn care providers and authorizing the Procurement Administrator to execute appropriate agreements and negotiate and execute the renewals.

**SYNOPSIS:**

Recommend approval of the procurement of mowing and trimming services of various lawn care providers and authorization for the Procurement Administrator to execute appropriate agreements. The following businesses have submitted the lowest bids to the City for provision of such service:

- Beautiful Lawns by Long’s, LLC., (Brandon Long, Owner, P.O. Box 68, Martensdale, IA 50160) for Mowing and Trimming Services for northwest region parks and selected rights-of-way at a cost of \$26/acre per cycle, south region parks and selected rights-of-way at a cost of \$25/acre per cycle for an estimated annual cost of \$163,160 and an additional estimated cost of \$15,000 for mulching of leaves. Long’s will also provide mowing and trimming services at Elm Grove Cemetery, Oak Grove Cemetery, and Sims Cemetery at a cost of \$56/acre per cycle for an estimated annual cost of \$8,702 and Glendale Cemetery at a cost of \$54/acre per cycle for an estimated annual cost of \$151,389 and an additional estimated cost of \$10,000 for mulching leaves in the cemeteries.
- ADA Mowing, (Joel Huggins, Owner, 4432 Orchard Drive, Pleasant Hill, IA 50327) for Mowing and Trimming Services for northeast region parks and selected rights-of-way at a cost of \$28.50/acre per cycle for an estimated annual cost of \$97,496 and an additional estimated cost of \$10,000 for mulching of leaves. ADA will also provide mowing and trimming services at Laurel Hill Cemetery at a cost of \$65/acre per cycle for an estimated annual cost of \$79,716 and an additional estimated cost of \$5,000 for mulching leaves.
- Yardworx, LLC (Joe DeMoss, Owner, 1604 Highview Drive, Des Moines, IA 50315) for Mowing and Trimming Services at Woodland Cemetery at a cost of \$60/acre per cycle for an estimated annual cost of \$61,866 and an additional estimated cost of \$10,000 for mulching leaves.

**FISCAL IMPACT:**

Amount: Not to exceed \$676,900 annually.

\$583,667 is the estimated cost based on the bids received for cycles of mowing and trimming that would be necessary in an average year. However, rain and temperatures can affect the growth of grass requiring more mowing and trimming cycles. Staff is requesting the contract allow for the potential

need for additional cycles and leaf mulching but the cost shall not exceed the budgeted amount of \$676,900. The cost savings to the City for FY2015 by contracting mowing and trimming services is estimated by the Finance Department to be \$1,008,290.

Funding Source: FY2015 Operating Budget, Park and Recreation GE001 PK200226 (Horticultural Maintenance) pages 163, GE001 PK200220 (Cemeteries) page 156.

### **ADDITIONAL INFORMATION:**

The City's Procurement Administrator solicited bids for mowing and trimming services under Bid No. V15-05. This solicitation did not include services for Municipal Buildings, vacant lots and right-of-way because Bid No. V12-04, approved on January 23, 2012, was for three (3) years with three (3) one-year renewals. Staff chose to renew this part of the contract with Beautiful Lawns by Long's.

Three (3) bid packages were received from Beautiful Lawns by Long's LLC, ADA Mowing, and All American Turf Beauty. Staff recommends the Procurement Administrator be authorized and directed to execute appropriate contract agreements to provide mowing and trimming services in accordance with bid documents and responses. Agreements are to be with the low bidders, which include: Beautiful Lawns by Long's for mowing and trimming services of northwest region and south region parks, selected rights-of-way, and Elm Grove, Oak Grove, and Sims cemeteries; and with ADA Mowing for mowing and trimming services of northeast region parks, selected rights-of-way and Laurel Hill Cemetery. Beautiful Lawns by Long's had previously been contracted to mow Municipal Buildings, vacant lots and rights-of-way. ADA Mowing had been used as an emergency sub-contractor by Lawns Plus the previous two (2) seasons mowing in parks, cemeteries and selected rights-of-way. Staff has had no performance issues or concerns with either of their work. Beautiful Lawns by Long's is a locally-owned lawn care company that has been in business for 10 years.

The bid specifications separated the mowing acres into four (4) distinct areas listed as northeast region parks and selected rights-of-way, northwest region parks and selected rights-of-way, south region parks and selected rights-of-way, and cemeteries. The distinction of selected rights-of-way identifies areas that are to be maintained similar to park space and include Polk Boulevard, Urbandale Avenue, Kingman Boulevard, and other highly-visible medians. Contractors were given the option of bidding on one (1) area, in whole, or any combination thereof. Contractors were also given the option to bid on cemeteries as a whole or to only include the cemeteries within the region they bid on. The successful bidders chose to include some of the cemeteries within the regions. However, there were no bids received for Woodland Cemetery and Glendale Cemetery. A new bid for these two (2) areas was solicited under Bid No. V15-055-A and bids were opened December 24, 2014.

Three (3) bid packages were received from Beautiful Lawns by Long's LLC, Kaldenberg's PBS and Yardworx, LLC. Staff recommends the Procurement Administrator be authorized and directed to execute appropriate contract agreements to provide mowing and trimming services in accordance with bid documents and responses. Agreements are to be with the low bidders, which include: Beautiful Lawns by Long's for mowing and trimming services at Glendale Cemetery; and with Yardworx for Woodland Cemetery.

The contract for mowing and trimming services shall be for a period of two (2) years with three (3) one-year renewal options. Performance measures include that the contractor shall meet all requirements described in the specifications and scope of services during the term of the contract and any subsequent renewals. The contract specifically states the Contractor shall respond to the City and

resolve to the City's satisfaction issues of call backs, verbal or written, from the City regarding mowing and trimming section(s) missed, performance, or other quality of work concerns within 24-hours of notification. Contractor shall have 24-hours to begin and to proceed in a workmanlike manner to complete such work. If the Contractor does not satisfactorily respond to said request(s), the City, at its discretion, will perform this work or hire another reasonably priced service provider and may, at its option, invoice the Contractor for repayment of the City's costs to hire a third party to perform such service or may deduct such amount from a future payment to Contractor under the contract. In addition, this failure to perform by Contract shall be grounds for the City to immediately terminate this Agreement.

The contract also requires that the Contractor shall be responsible for any damage to any City property, including plant material (trees, shrubs, floral, turf, prairies, rain gardens, etc.), mulch areas, or structures (buildings, signs, monuments, headstones, transformers, manholes, site furniture, park equipment, etc.) as a result of Contractor's operations. Damage caused by the Contractor's employees and/or equipment shall be immediately reported to the City to determine the extent of the damage and replacement or repair costs to the Contractor. Any damage to a headstone or monument reasonably associated with current mowing activities will result in a withholding of \$500 per occurrence from payment until contractor meets with a city official to determine repair or replacement cost. Any damage to trees will result in a minimum \$300 per tree under 6 feet DBH (Diameter at Breast Height), \$500 per tree 6 feet to 12 feet DBH and \$750 per tree 12 feet plus DBH; deduction of current cycle payment. After inspection by the Municipal Arborist, who will inspect the damaged tree and assess damage costs up to and including the replacement value of the damaged tree may be assessed. The Municipal Arborist's decisions regarding damage to or the need for replacement of trees is determinative and final. Contractor shall pay the City for replacement or repair costs as determined by the City within 30 days after receipt of an invoice from the City. Failure to remit full payment to the City within this time shall be grounds for the City to immediately terminate this contract.

The annual estimated cost for mowing and trimming of the three (3) distinct areas and the cemeteries using the cost/acre amounts cited in the lowest bids is \$583,667 for the projected number of annual mowing and trimming cycles. Rain amounts and frequency, temperatures, and the timing of these factors can have a direct impact on the actual number of mowing and trimming cycles necessary in any one (1) year and may require less cycles.

Additionally, the bid documents also requested an hourly rate be submitted for mulching of leaves rather than a cycle rate, as the frequency and extent of this need varies according to the number of trees in various parcels, as well as their locations, terrain and occurrence of leaf-collecting obstacles such as fencing. The cost of mulching is anticipated to be in the range of \$50,000 annually.

This bid package and subsequent contract includes removing mow only cycles and requires mowing and trimming with each cycle. Staff recommended this change due to the complaints received from the public the past three (3) years and the belief that the public will appreciate the impact this will have on the aesthetics of the properties.

Although there is a \$93,233 difference between the projected annual \$583,667 cost of the outlined bids and the proposed FY15 budget amount of \$676,900 (Parks plus Cemeteries), staff is recommending that the FY15 proposed budget amount remain intact to absorb the expense of the variables noted above. Staff would like to move forward with these agreements at this time so that contracts can be in place for mowing and trimming of parks, rights-of-way, and cemeteries starting this spring.

**PREVIOUS COUNCIL ACTION(S):**

Date: January 23, 2012

Roll Call Number: [12-0134](#)

Action: [Bid](#) from Lawns Plus (Chad Smith, Owner) and Beautiful Lawn by Long's LLC (Brandon Long, President) for a 3-year contract with 3 additional one-year renewal options to furnish City-wide mowing and trimming services to be used by the Park and Recreation Department, \$526,900 annual estimate. (12 bids mailed, 8 received) ([Council Communication No. 12-040](#)) Moved by Hensley to adopt. Motion Carried 4-3. Nays: Cownie, Meyer and Moore.

Date: November 21, 2011

Roll Call Number: [11-2019](#)

Action: [Solicitation](#) of bids for the provision of mowing and trimming maintenance for parks, open spaces, boulevards and municipal cemeteries. ([Council Communication No. 11-701](#)) Moved by Hensley to adopt. Motion Carried 5-2. Nays: Meyer and Moore.

Date: January 11, 2010

Roll Call Number: [10-070](#)

Action: [Termination](#) of existing mowing and trimming contract and approving new contract with A+ Lawn and Landscaping for 2 years with 3 one-year renewal options and authorizing City Manager to sign future renewals and to terminate based on failure to meet performance standards. ([Council Communication No. 10-001](#)) Moved by Hensley to adopt. All renewals will come back to Council for approval and staff will provide an annual report on performance. Motion Carried 5-2. Nays: Cownie and Moore.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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