

 <p style="text-align: center;"><b>Council</b> <b>Communication</b> Office of the City Manager</p>	<b>Date:</b> December 4, 2017
	<b>Agenda Item No.</b> 34B <b>Roll Call No.</b> <u>17-2078</u> <b>Communication No.</b> <u>17-818</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) 911 SE 14<sup>th</sup> Street, Des Moines, IA 50317 for mowing and trimming services for northwest region parks, open spaces and municipal buildings at a cost of \$26 per acre per cycle, and right-of-way areas at a cost of \$23.00 per acre for an estimated annual cost of \$117,344 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 and Oak Grove Cemetery at a cost of \$80.00 per acre, Sims Cemetery at a cost of \$100 per acre, Woodland Cemetery at a cost of \$83.00 per acre and Glendale Cemetery sections three (3) and four (4) at a cost of \$80.00 per acre. The estimated annual cost for mowing these cemeteries is \$233,268 and an additional estimated cost of \$10,000 for mulching leaves in the cemeteries.
- Hyde Mowing & Snow Removal, (Sharon Hyde, Owner) 5605 NW 62<sup>nd</sup> Avenue, Johnston, IA 50131 for mowing and trimming services for northeast region parks, open space and municipal buildings at a cost of \$25.50 per acre and south region parks, open space and municipal buildings at a cost of \$24.75 per acre for an estimated annual cost of \$195,244.60 and an additional \$20,000 for mulching leaves.
- Stamper Lawn Care, (Cody Stamper, Owner) 5611 SW 2<sup>nd</sup> Street, Des Moines, IA 50131 for mowing and trimming services for Glendale Cemetery sections one (1) and two (2) at a cost of \$70.00 per acre for an estimated annual cost of \$62,720 and an additional \$5,000 for mulching leaves.
- ADA Mowing, (Joel Huggins, Owner) 4432 Orchard Drive, Pleasant Hill, IA 50327 for mowing and trimming services for Laurel Hill Cemetery at a cost of \$65 per acre per cycle for an estimated annual cost of \$75,920 and an additional estimated cost of \$5,000 for mulching leaves.

**FISCAL IMPACT:**

Amount: Not to exceed \$773,721. The estimated cost of \$684,497 is based on the bids received for cycles of mowing and trimming that would be necessary in an average year (20 cycles). 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 \$773,721.

Funding Source: Fiscal Year (FY) 2018 Operating Budget, Park and Recreation GE001 PK200226 (Horticultural Maintenance) pages 154, GE001 PK200220 (Cemeteries) page 149

**ADDITIONAL INFORMATION:**

- The City's Procurement Administrator solicited bids for mowing and trimming services under Bid No. V18-027. This solicitation includes services for parks, open space, cemeteries, municipal buildings, and right-of-way. The contract awarded will be for two (2) years with three (3) 1-year renewal options.
- Bids were sent out to 18 companies, with six (6) companies attending the mandatory pre-bid meeting. Five (5) bid packages were received from vendors Beautiful Lawns by Long's LLC., ADA Mowing, Hyde Mowing and Snow Removal, Stamper Lawn Care, and J & J Lawn Care.
- The bid specifications separated the mowing acres into five (5) distinct areas listed as northeast region, northwest region, south region, rights-of-way, and cemeteries. Contractors were given the option of bidding on one (1) region, all regions, or any combination thereof. Contractors were also given the option to bid on cemeteries as a whole or separately with Glendale Cemetery divided into four (4) sections.
- 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 the 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.) because 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 six (6) inches Diameter at Breast Height (DBH), \$500 per tree six (6) inches to 12 inches DBH and \$750 per tree 12 inches plus DBH; deduction of current cycle payment. After inspection by the City Forester, 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 City Forester'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.

- 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 \$55,000 annually.

#### **PREVIOUS COUNCIL ACTION(S):**

Date: January 12, 2015

Roll Call Number: [15-0051](#)

Action: Bids from the following:

- (D) [Beautiful](#) Lawn by Long's LLC (Brandon Long, Owner), ADA Mowing (Joel Huggins, Owner) and Yardworx LLC (Joe DeMoss, Owner) for a two (2) year contract with three (3) additional one-year renewal options to furnish City-wide mowing and trimming services, estimated annual cost \$676,900. (Fifteen bids mailed, five received). ([Council Communication No. 15-014](#)) Moved by Moore to adopt. Motion Carried 7-0.

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

#### **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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