


COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number: 24-174	Meeting: May 6, 2024
	Agenda Item: 44	Roll Call: [_____]
	Submitted by: Benjamin R. Page, Park and Recreation Director	

AGENDA HEADING:

Approving an exception to the procurement ordinance competitive bidding requirement for good cause, approving the procurement of rolling greenhouse benches from BFG Supply Company, and approving negotiation and execution of an agreement with BFG Supply Company.

SYNOPSIS:

Recommend approval of an exception to the procurement ordinance competitive bidding requirement for good cause, approving the procurement of rolling greenhouse benches from BFG Supply Company, and approving negotiation and execution of an agreement with BFG Supply Company.

FISCAL IMPACT:

Amount: \$105,552.30

Funding Source: Fiscal Year 2024-2025 Capital Improvement Program (CIP), Page 33, Greenhouse Relocation, BL 134

ADDITIONAL INFORMATION:

- Des Moines Parks and Recreation Department is charged with the responsibility of providing ornamental and native plants produced by the City greenhouse for the neighborhood flower program, displays at community recreation centers, schools, libraries and for other civic displays such as those within the Fleur Drive planters, all which have a positive impact on our community.
- On May 10, 2021, by Roll Call No. 21-0674, the City and MA Architecture, Inc. entered into a Professional Services Agreement for design and construction administration services for the Greenhouse Relocation project, not to exceed \$267,000.
- On March 7, 2022, under Roll Call No. 22-0296, the City Council received and filed plans, specifications, form of contract documents, and City Engineer's estimate for the construction of the Greenhouse Facility. The project provides the construction of an approximately 17,000-square-foot greenhouse facility, including a headhouse and greenhouse. The project is intended to enhance the City's greenhouse operation using 1.75 dedicated full-time employees. This 365 day per year operation currently grows over 300,000 plants each year, with the help of over 100 volunteers each year.

- As the project progressed, strategies to lower costs became necessary and included removing the purchase of rolling benches from the project and revisit once funding became available.
- Rolling benches are now a greenhouse industry standard. The top portion of the bench is mounted on the frame so that the top sections can roll side to side independent from the frame, which remains stationary. Rolling benches allow for a reduction in walkways to increase space efficiency. This system is required to maintain production capacity with the new greenhouse's smaller footprint, but comparable production capability with the previous greenhouse because of the planned use of rolling benches.
- On November 14, 2023, Request for Bids (RFB) D24-281 was issued for Greenhouse Facility Rolling Benches. Three (3) bids received on December 4, 2023.
- The apparent lowest responsive, responsible bid was under the threshold that required City Council approval and was awarded; however, early in assembly it was discovered that the benches did not meet required specifications. After coordination with this bidder, it became clear that they were not able to supply acceptable benches.
- The next lowest bid was determined to be nonresponsive and incomplete due to not meeting the specifications of the product bid and not following the pricing requirements specified in the RFB document. And the third bid received for \$190,000 exceeded budgetary limits.
- Due to time constraints, the Parks and Recreation Department requested a quote from BFG Supply Company for the rolling greenhouse benches. After a thorough review of the product specifications and the quote provided by BFG Supply Company, Parks and Recreation determined that the product meets the specifications and complies with budget limits.
- The Parks and Recreation Department is requesting to proceed with this good cause purchase of rolling greenhouse benches from BFG Supply Company to make the greenhouse fully operational when relocation to the new greenhouse occurs this late spring or early summer this year.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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