



AGENDA ITEM REPORT

DATE: November 10, 2020
DEPARTMENT: Transit
REQUESTER: Robert Codie
TITLE: Award Contract for LeeTran Landscape Maintenance and Mowing Services

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B200149AEJ, for Landscape Maintenance and Mowing of LeeTran to P&T Lawn & Tractor Service, Inc. for the landscape maintenance and mowing services for Lee County Transit, on an as-needed basis, for an initial three-year period, in the amount of \$43,576 per year.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, in whole or in part, for a renewal term or terms not exceed three years and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

II. ITEM SUMMARY

Award contract in the amount of \$43,576 per year for landscape maintenance and mowing for LeeTran to P&T Lawn & Tractor Service, Inc. to provide mowing, edging, string trimming, trimming shrubs, pruning trees and palms, weeding, fertilizing, irrigation services, supplying replacement trees and shrubs, and mulching., etc. for the following LeeTran locations:

- Rosa Parks Transportation Center, 2250 Widman Way, Fort Myers
- Cape Coral Transfer Center, SE 47th Terrace at SE 8th Ct., Cape Coral
- Edison Mall Station, 4125 Cleveland Avenue, Fort Myers
- Beach Park & Ride, 11101 Summerlin Square Drive, Fort Myers Beach

Total expenditures during Fiscal Year 2019 - 2020 were approximately \$143,632.04. The annual contract for the three-year period in the amount of \$43,576 is a \$100,056.04 decrease per year.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
On March 17, 2020, Procurement Management advertised Invitation to Bid No. B200149AEJ, for Landscape Maintenance and Mowing of LeeTran. On the proposal deadline, April 17, 2020, Procurement Management received six proposals. After departmental review, LeeTran recommends awarding the contract to P&T Lawn & Tractor Service, the responsive, responsible proposer meeting all specifications with the lowest price.
- B) Policy Issues
Invitation to Bid is in compliance with County's Procurement Policy.
- C) BoCC Goals
Transportation, providing multimodal transportation.
- D) Analysis
Having a landscaping contract enables LeeTran to budget expenditures and maintain the four Transit facilities (Rosa Parks, Cape Coral, Edison Mall, and Beach Park & Ride).
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Enterprise Program: Transit Project: Transit Operating Account Strings: K15440148600	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be as needed and as approved in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP**

Monitor contract expiration date

ATTACHMENTS:

Description	Upload Date	Type
P&T Lawn & Tractor Service, Inc. Contract B200149AEJ	10/19/2020	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Transit	Turner, Nicole	Approved	10/23/2020 - 1:17 PM
Transit	Codie, Robert	Approved	10/23/2020 - 2:47 PM
Budget Services	Henkel, Anne	Approved	10/23/2020 - 3:01 PM
Budget Services	Winton, Peter	Approved	10/23/2020 - 3:22 PM
County Attorney	Swindle, Amanda	Approved	10/26/2020 - 1:22 PM
County Manager	Mora, Marc	Approved	10/26/2020 - 2:49 PM