

AGENDA ITEM REPORT

DATE: May 7, 2024
DEPARTMENT: Parks and Recreation
REQUESTER: Mack Young
TITLE: Award Contract for Landscape Maintenance and Mowing for Parks Locations

I. MOTION REQUESTED

A) Award Invitation to Bid No. B240118WCD, Landscape Maintenance & Mowing – Parks - Annual to P & T Lawn & Tractor Service, Inc. for the landscape maintenance of ninety-one Parks and Recreation locations, on an as-needed basis, for an initial term of three years, in the amount of \$1,100,000.00 per year, as approved in the departments’ annual adopted budget. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.

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, for up to two additional 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(s).

II. ITEM SUMMARY

Awards a contract in the amount of \$1,100,000.00 per year to P & T Lawn & Tractor Service, Inc. P&T will provide mowing, edging, string trimming, trimming shrubs, pruning trees and palms, weeding, fertilizing, irrigation services, supplying replacement trees and shrubs, and mulching., etc. for 91 Parks and Recreation locations on an as-needed basis, for an initial term of three years with the option to renew for up to two additional years.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

The Board approved RFP180345KLC, Landscape Maintenance for Parks and Recreation for landscape and mowing services for Lee County Parks and Recreation facilities only. RFP180345KLC expires on 06/01/24.

On December 21, 2023, Procurement Management received a Request to Initiate from Parks and Recreation for Landscape Maintenance and Mowing to include ninety-one (91) Park locations. On February 20, 2024, Procurement Management advertised Invitation to Bid No. 240118WCD, for Landscape Maintenance & Mowing-Parks-Annual. On the proposal deadline, March 20, 2024, Procurement Management received three (3) proposals. After departmental review, Parks and Recreation recommends awarding the contract to P & T Lawn & Tractor Service, Inc., as the most responsible bidder that meets all specifications with the lowest price.

B) Policy Issues

C) BoCC Goals

This contract meets the core level of service for various parks facilities. Impact on sports tourism.

D) Analysis

This contract helps to offset extra staff and equipment costs; contractor has necessary certifications and licenses to maintain parks facilities.

E) Options

IV. FINANCIAL INFORMATION

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|----|---|-----------------------------------|
| A) | Current year dollar amount of item: | \$1,100,000 |
| 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. | No |
| F) | Fund: General Fund and MSTU Program: Parks and Recreation Operations Project: Parks Landscape Maintenance and Mowing Account Strings: KH57220001.00.503490; KH5722500100.503490; KH5722015500.503490 KH5722030100.503490 | |
| G) | Fund Type? | General Fund, Unincorporated MSTU |

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| H) | Comments: |
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V. RECOMMENDATION
Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|-----------------|
| Vendor Contract for Landscape Maintenance and Mowing1 | 4/15/2024 | Contract |
| Vendor Contract for Landscape Maintenance and Mowing2 | 4/15/2024 | Contract |
| Vendor Contract for Landscape Maintenance and Mowing3 | 4/15/2024 | Contract |
| Price comparison | 4/25/2024 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|----------------------|------------------|----------|----------------------|
| Parks and Recreation | Tucker, Mary | Approved | 4/25/2024 - 1:55 PM |
| Parks and Recreation | Young, Mack | Approved | 4/25/2024 - 2:06 PM |
| Budget Services | Guttery, Angela | Approved | 4/26/2024 - 12:31 PM |
| Budget Services | Winton, Peter | Approved | 4/26/2024 - 2:49 PM |
| County Attorney | Swindle, Amanda | Approved | 4/29/2024 - 9:12 AM |
| County Manager | Brady, Christine | Approved | 4/29/2024 - 10:48 AM |