



AGENDA ITEM REPORT

DATE: April 2, 2019
DEPARTMENT: Parks and Recreation
REQUESTER: Jesse Lavender
TITLE: Award Contract for Landscape Maintenance and Mowing for Parks

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP180345KLC, Landscape Maintenance and Mowing for Parks – Annual, to P & T Lawn & Tractor Service Inc., for an initial period of two years, as approved in the department's annual adopted budget.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Authorize the County Manager or designee to add or delete work, locations, products or services to this contract as needed and to execute any documents necessary for these changes.
- D) Grant the County Manager or designee the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract up to six months, and to execute all associated documents, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards contract to P & T Lawn & Tractor Service, Inc. to provide landscape maintenance services and mowing at Lee County Parks to include but not limited to: mowing, weeding, mulching, fertilization, pest control, vegetation control and options to include: plant and tree replacement, per hour rate for extra work, bush hogging, mulch and pine straw with labor rates and slope mowing, for an initial period of two years with the option to renew for three additional one-year periods. Total expenditures for these services during Fiscal Year 2017 – 2018 were approximately \$470,772.43. Included in budget.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Parks and Recreation requested Procurement Management to solicit proposals for qualified individuals/firms to perform landscape maintenance and mowing at Lee County Parks. On August 17, 2018, Procurement advertised Request for Proposal No. RFP180345KLC, Landscape Maintenance & Mowing for Parks - Annual. On the proposal deadline of October 9, 2018, Procurement Management received four proposals. On November 27, 2018, the evaluation committee met and the committee voted to open the pricing packages of two proposers: JSM Services, Inc. and P & T Lawn & Tractor Service, Inc. After analysis of the pricing staff recommends awarding the contract to P & T Lawn & Tractor Service, Inc. Total expenditures for these services during Fiscal Year 2017 – 2018 were approximately \$470,772.43.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- 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: General, MSTU and Capital Improvement-Environmentally Sensitive Land Management Program: Parks and Recreation Operations | |

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|----|---|---|
| | Project: Parks Landscape Maintenance and Mowing Account Strings: KH5722000100.503490; KH5722500100.503490; KH5722015500.503490; and KH572230105.503490 | |
| G) | Fund Type? | General Fund, Unincorporated MSTU, Other: Capital Improvement-Environmentally Sensitive Land Management |
| H) | Comments: Expenditures will be as needed and within the department's annual approved, adopted budget. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

This contract will be implemented upon BoCC approval.

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|-----------|
| <u>2019-04-02 Parks Landscape Maintenance and Mowing Agreement RFP180345KLC</u> | 3/9/2019 | Agreement |

REVIEWERS:

| Department | Reviewer | Action | Date |
|----------------------|------------------|----------|---------------------|
| Parks and Recreation | Lavender, Jesse | Approved | 3/22/2019 - 3:28 PM |
| Budget Services | Henkel, Anne | Approved | 3/22/2019 - 3:33 PM |
| Budget Services | Winton, Peter | Approved | 3/22/2019 - 3:43 PM |
| County Attorney | Lira, Louis C. | Approved | 3/22/2019 - 4:01 PM |
| County Manager | Brady, Christine | Approved | 3/25/2019 - 8:43 AM |