

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Contract Approval for Parks Landscaping and Maintenance Services
DEPARTMENT: Parks, Recreation and Cultural Services
PRESENTED BY: Kirk Peterson, Parks Superintendent

PROBLEM/ISSUE STATEMENT:

On February 12, 2001, the City Council authorized the Parks, Recreation and Cultural Services Department to begin contracting park maintenance and landscaping services with TruGreen Landcare.

This contract, awarded in February of 2001, was for three years and expires on January 1, 2004. Staff issued a Request for Bid (RFB) for the Parks Landscaping and Maintenance Services on August 18, 2003. The purpose of this report is to present the bid results and recommend the City Council award the Parks Landscaping and Maintenance Services Contract to the lowest bidder.

A total of eleven contractors obtained bid packages after the RFB was issued on August 18, 2003. Staff held a Pre-Bid Conference on September 9, 2003 and a Parks Facilities Guided Tour on September 10, 2003 to describe maintenance activities and locations outlined in the RFB. The contractors in attendance for both the Pre-Bid Conference and Parks Facilities Guided Tour included:

- Northwestern Landscaping
- Property Management Associates
- Teufel Landscape
- TruGreen Landcare
- Vinson Brothers Corporation

On October 6, 2003 the City Clerk's Office received bids. Of the five companies that attended both the Pre-Bid Conference and Parks Facilities Guided Tour, all five submitted bids. The following list identifies the five companies and their cost proposals for annual maintenance services beginning January 1, 2004 through December 31, 2006.

- Vinson Brothers, \$986,811 for three years, (\$328,937.00 annually).
- Property Management Associates, \$1,010,095.44 for three years (\$336,698.48 annually).
- Northwestern Landscaping Co., \$1,122,312.87 for three years (\$374,104.26 annually).

- TruGreen Landcare, \$1,195,806.99 for three years (\$398,602.30 annually).
- Teufel Landscaping, \$1,368,489.89 for three years, (\$456,163.26 annually).

ALTERNATIVES ANALYZED:

Staff analyzed the option of performing the maintenance activities outlined in the RFB with in-house staff using the funds available within the Park Operations Division's professional services line item.

Due to the initial investment of equipment, i.e. large high production mowers, weed eaters, vehicles, extra equipment and staff needed to perform the tasks, it was not feasible to provide the same level of service at the same price as contracted labor can provide.

FINANCIAL IMPACT:

The current Parks Landscape and Maintenance Services contract expires on December 31, 2003. The annual total for the current contract is \$363,741.66. This sum is funded via the general fund and is allocated under the Parks Operations Division.

The bid process for this contract was very competitive as evidenced by the number of contractors bidding on this RFB. The lowest bid was \$328,937. If awarded to the lowest bid, the City will have savings of \$34,804.66 annually.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to sign a contract with Vinson Brothers Corporation for the sum of \$328,937.00 for annual maintenance services with the option of renewal on an annual basis for three years.

Approved By: City Manager  City Attorney 

INTRODUCTION

The purpose of awarding the Parks Landscape and Maintenance Services contract.

BACKGROUND / ANALYSIS

The evaluation criteria in selecting a recommendation to Council includes cost, references, demonstrated ability to perform the services, and experience providing large scale landscape and maintenance activities.

The most prevalent criteria in selecting a recommendation to Council were made upon the basis of the bidder's ability to perform the maintenance tasks described in the RFB. The maintenance tasks specified in the RFB include:

- Mowing at 2 – 2 ½ inches. This type of mowing occurs one to two times per week depending on the site.
- Mowing at 2 – 4 inches. This type of mowing occurs one time per week on turf areas outside of athletic fields.
- Trimming. This service is performed one to two times per month around areas that mowers can not reach. For example, around fencelines, bollards, sign posts, etc.
- Edging. This service is performed one time per month next to sidewalks and other highly maintained areas.
- Fertilization. Occurs two times annually on athletic field turf. Applications occur in the spring and fall.
- Chemical Application. These applications occur only in selected, highly maintained landscapes. The application consists of ROUNDUP or an approved equal. Herbicides with a high residual toxicity, such as Casoron, are not permitted under this contract.
- Aeration and Overseeding. These services are performed two times annually in the spring and fall on athletic turf areas.
- Baseball Field Maintenance. This activity occurs a number of times throughout the playing season. This service requires the contractor to till into the existing infield soil 10 to 20 yards of a specified infield mix. This keeps the infield's surface soft and safe for play.
- Baseball Game Prep. This activity occurs throughout the season. This task involves the dragging and wetting down of fields, setting bases and lining of the foul lines.
- Baseball Practice Prep. This activity occurs throughout the season. This task involves the dragging and wetting down of fields and setting bases.
- Soccer/Football Field Maintenance. This service involves the measuring and lining of fields and installation of goal posts on grass fields.
- Soccer/Football Field Prep. This service requires that the fields are free of depressions and safety hazards. Fields are lined and the all-weather fields are dragged.
- Tennis Court Maintenance. This service is performed to remove all debris from the courts and remove vegetation from all surfaces. This task also requires that the contractor maintain the nets at thirty-six inches.
- Power Washing. This service requires that the contractor power wash the bleacher units at Hamlin Park. This task occurs in the spring.

- Landscaped/Planted Areas. This service requires shrub and planted beds be free of leaves, litter, debris, weeds, spent blooms, diseased or insect infestations or dead plants or trees.

After reviewing the bids received, staff is recommending Vinson Brothers Corporation be awarded the bid based upon reference checks, site inspections of their work and their ability to provide the services specified in the RFB.

The City has park improvements planned in the Capital Improvement Program in upcoming years. Some of the improvements may require additional maintenance services.

The Parks Landscape and Maintenance Services contract has provisions that allow for additional services to be added for maintenance once construction is complete.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to sign a contract with Vinson Brothers Corporation for the sum of \$328,937.00 for annual maintenance services with the option of annual renewal for three years.