

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Contract with Evergreen Maintenance Landscaping LLC for Parks Landscape and Maintenance Services in the Amount of \$207,942.78
<b>DEPARTMENTS:</b>	Parks, Recreation, and Cultural Services
<b>PRESENTED BY:</b>	Kirk Peterson, Parks Superintendent
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline maintains and operates the park system using full-time and seasonal staff as well as contracted professional services. Since incorporation, it has been the City's strategy to contract for routine maintenance services if the function can be accomplished at a lower cost than by using City staff.

City employees perform most of the major and minor repairs, while contractors perform the routine grounds maintenance tasks. The contracted work in the park system includes mowing, landscape bed maintenance and line trimming. The contract bid specifications provided the opportunity for contractors to bid for park maintenance at 27 locations. The City received three bids for the Parks Landscape and Maintenance Service Contract. The low bidder for the new contract was Evergreen Maintenance Landscaping LLC.

**RESOURCE/FINANCIAL IMPACT:**

The total of the contract recommended for award is \$207,942.78. This is included in the proposed 2018 budget.

**RECOMMENDATION**

Staff recommends that the Council authorize the City Manager to execute a contract with Evergreen Maintenance Landscaping LLC for parks landscape and maintenance services in the amount of \$207,942.78.

Approved By:            City Manager **DT**    City Attorney **JA-T**

## **BACKGROUND**

The City of Shoreline maintains and operates the park system using full-time and seasonal staff as well as contracted professional services. Since incorporation, it has been the City's strategy to contract for routine maintenance services if the function can be accomplished at a lower cost than by using City staff. City employees perform most of the major and minor repairs in the park system, while contractors perform the routine grounds maintenance tasks. This contracted work includes mowing, landscape bed maintenance and line trimming in 27 of the City's 34 park locations.

The parks landscape and maintenance services contract specifies mowing to occur once per week, beginning in March through the first week in November. Line trimming is scheduled twice per month, beginning in March through the first week in November, and landscape/shrub bed maintenance varies depending on location, although most locations receive monthly or bi-monthly shrub bed maintenance. Landscape bed maintenance includes removing weeds, debris and pruning of shrubs.

The current contract expires December 31, 2017 and, therefore, the City advertised for bids in mid-2017.

## **DISCUSSION**

### **Bid Package**

Twenty-seven park site locations, including mowing, line trimming and landscape shrub bed maintenance, with detailed specifications for each activity, was outlined in bid package #8792. This bid package was sent to Builders Exchange and potential companies were notified that the bid package was available for review.

### **Bid Timeline & Results**

The bid process was initiated on June 2, 2017. On June 27, 2017, Parks Department staff conducted a pre-bid conference which detailed the maintenance activities in the Parks Landscape and Maintenance Services Contract. Following the pre-bid conference, an all-day tour was conducted where each of the 27 park sites was visited. Areas of maintenance and maintenance requirements were explained to potential bidders during the site tours. Four companies attended the park site tour and pre-bid conference. Following the tour, three companies submitted bids for the contract by the submittal deadline of July 18, 2017. The results are as follows:

<b>Company Name</b>	<b>Annual Bid Amount</b>
Evergreen Maintenance Landscaping LLC	\$207,942.78
Landcare USA LLC	\$262,296.10
Plantscapes, Inc.	\$269,396.20

After reviewing the bids and conducting a qualifications review, staff recommends that Evergreen Maintenance Landscaping LLC be awarded the Park Maintenance and Landscape Services Contract. This recommendation is based upon bid amount,

qualifications review and their ability to provide the services specified in the bid documents.

The Parks Landscape and Maintenance Services Contract has provisions that allow additional services to be added for maintenance once construction of capital projects are completed.

### **RESOURCE/FINANCIAL IMPACT**

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### **RECOMMENDATION**

Staff recommends that the Council authorize the City Manager to execute a contract with Evergreen Maintenance Landscaping LLC for parks landscape and maintenance services in the amount of \$207,942.78.