



Staff Report

Annual Requirements Contract for Grounds Maintenance of the Entertainment District, Project 23-0248

City Council Meeting Date: 01-09-2024 | Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for grounds maintenance of the Entertainment District with Whitmore & Sons, Inc., of Bedford, Texas, in the estimated amount of \$164,802. Whitmore and Sons, Inc., is not a MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

This contract is for weekly maintenance of medians and rights-of-way in the area the City has designated as the "Entertainment District". The weekly maintenance includes mowing, trimming, edging, and litter removal. An estimated 37 mowing cycles are included in the bid specifications over the 12-month contract period.

Proposals closed:	September 28, 2023 at 2:00 p.m.
Vendors notified through IonWave:	876
MWBE Vendors Notified through IonWave:	241
Vendors responding to bid request:	8
MWBE Vendors responding to bid request:	5
Original contract term:	One year/two, one-year renewal options
Current term:	January 1, 2024 – December 31, 2024
MWBE:	No
Procurement Method:	Request for Proposals

An evaluation team comprised of City staff from multiple City departments such as Police, Parks, Asset Management, and Office of Business Diversity evaluated and scored the submittals based on a weighted criteria which included operational planning such as number of staff and equipment, experience/qualifications, and overall price. The following firms were evaluated:

Vendor	MWBE	Operational Plan (40 points)	Experience/ References (30 points)	Price (30 points)	Score
Whitmore and Sons, Inc.	N/A	35.00	24.40	30.00	89.40
Abescape Group, LLC	HI	23.80	22.60	25.24	71.64
Nomadic Capital, LLC dba Mean Green Lawn and Landscape	HI	27.00	21.40	22.28	70.68
Lawn Patrol Service, Inc.	BL	26.20	28.20	14.38	68.78
BrightView Landscape Services	N/A	25.40	20.00	13.85	59.25
Beyond Excellent Construction Kompany,	BL	17.60	11.80	26.03	55.43

LLC					
Hoots Lawn Care, LLC	N/A	21.40	18.20	6.77	46.37
AVE2AVE Investments, LLC	BL	9.00	10.40	22.46	41.86

After evaluations, Whitmore & Sons, Inc., was the most advantageous, and offers the best overall value to the City based on the relative importance of price and other criteria established in the RFP.

Name of Prime Vendor	Whitmore and Sons, Inc.
Total Contract Value	\$164,802
Prime Vendor's M/WBE Status	None
Dollar Amount of Prime Vendor's Self-Performance	\$148,322
Percentage Amount of Prime Vendor's Self-Performance	90%
Name of Subcontractor (1)	Greenlist Services, LLC
Subcontractor's MWBE Status	BL
Dollar Amount Subcontract	\$16,480
Percentage Amount of Subcontract	10%
Total MWBE Participation	\$16,480 (10%)

The Office of Business Diversity placed a 10% Contract Specific Goal for this project. Whitmore and Sons, Inc., has agreed to utilize 10% MWBE subconsultant participation for the scope of work, meeting the City's MWBE Policy.

FINANCIAL IMPACT

Whitmore & Sons, Inc presented the overall best value for the grounds maintenance of the City's Entertainment District in the estimated amount of \$164,802. The contract term is for one-year and will be reviewed annually to determine subsequent renewal terms. The projected financial impact is as follows:

FY 2024
\$123,601

FY 2025
\$41,201

FY 2026
\$0

Funds are budgeted in Field Maintenance Account No. CC502702-SC0602 and subject to FY2025 budget approval.

ADDITIONAL INFORMATION

Attached: None
Under separate cover: None
Available in the Purchasing Division: Bid file
Notarized Form 1295: Yes
MWBE: No

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