



Legislation Text

File #: 17-0191, **Version:** 1

DATE: April 7, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Lisa Clayton, Parks Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Acknowledge report of procurement award to and execution of Procurement Agreement with Brentwood Landscapes, Inc. of Brentwood, Tennessee in the amount of \$550 per service date for mowing and related contract services for all specified jobsites for the calendar year 2017 mowing season for the Parks Department (Purchasing Office Procurement Solicitation No. 2017-013; \$6,600.00 budgeted in 110-82652-44700 for fiscal year 2017; Contract No. 2017-0050)

Purpose

The purpose of this procurement is to purchase mowing and related contract services for certain City-owned property for the calendar year 2017 mowing season. The procurement involves ten (10) jobsites consisting of nine (9) 2010 flood properties now owned by the City plus most of the Nissan walking trail right-of-way running along the east side of Interstate 65. The specified services consist of collecting and removing litter, mowing, trimming, blowing or otherwise clearing any paved surfaces, and proper disposal of any debris removed. The City estimates that between fifteen (15) and twenty (20) service dates may be required over the course of the 2017 mowing season. The term of award does not include any options to extend the term of award beyond December 31, 2017.

Background

The City published on February 9, 2017 a Notice to Bidders in the *Williamson Herald* for City-owned property mowing and related contract services for the calendar year 2017 mowing season. In addition, bid documents were sent on or about the same date directly to fifteen (15) potential bidders known or thought to be interested in this solicitation. Bids from two (2) vendors were publicly opened at the bid opening held on February 23, 2017. A tabulation of the bids received for this solicitation is attached.

Financial Impact

The apparent lowest, most responsive and responsible bid, from Brentwood Landscapes, Inc. of Brentwood, Tennessee, is in the amount of \$550 per service date for mowing and related contract services for all specified jobsites for the calendar year 2017 mowing season. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. Based on the specified upper

end (20) of the range of the estimated number of service dates during the calendar year 2017 mowing season, the total value of the purchase could be \$11,000. The Parks Department budget for fiscal year 2017 allocates \$6,600 out of the General Fund for the purchase of the referenced services. Services rendered pursuant to this award prior to July 1, 2017 would be allocated to the FY2017 budget while those rendered on or after July 1, 2017 would be allocated to FY2018.

Recommendation

Staff recommends the Board of Mayor and Aldermen acknowledge receipt of this report of procurement award to and execution of Procurement Agreement (Contract No. 2017-0050) with Brentwood Landscapes, Inc. of Brentwood, Tennessee in the amount of \$550 per service date for mowing and related contract services for all specified jobsites for the calendar year 2017 mowing season for the Parks Department. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2017-0050 has been executed by the City Administrator and is attached.